## Agenda

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<td>Asirra Suguitan</td>
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Modernizing UC Riverside's Financial Systems

<table>
<thead>
<tr>
<th>2022</th>
<th>2023</th>
<th>2024</th>
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<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
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<tr>
<td>Convert, Test, &amp; Train</td>
<td>Cutover</td>
<td>Implementation Support &amp; Stabilization</td>
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</tbody>
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**Program Timeline**
- Convert, Test, & Train
- Cutover
- Implementation Support & Stabilization

**Campus Participation**
- + Extended Testers
- User Training

**System Configuration & Deployment**
- Oracle Budget & Oracle Financials
- Concur Travel & Expense Phase 2
- Kuali Sponsored Programs

**RemEDIATE or Replace Integrated Financial Apps**
- Work Order Systems → ServiceNow
- Data Warehouse Phase 2
- Test 2
- Test 3

**Implementation Timeline | Impact23 (ucr.edu)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Reminder</th>
</tr>
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<tbody>
<tr>
<td>Thursday, June 1</td>
<td>Last day for Department to request new detail codes with FAUs or change to FAUs is 6/1/2023. Departments can begin requesting new detail codes for COA on 7/6/2023.</td>
</tr>
<tr>
<td>Friday, June 9</td>
<td>Last day to submit a request for a Guest Traveler in the Vendor Request System for use in Concur.</td>
</tr>
<tr>
<td>Monday, June 12</td>
<td>Last day for department PreAward submissions. Last day for departments to submit SCT requests to SSC (due to UCPath scheduled maintenance). Last day to submit a request for a Supplier in the Vendor Request System for use in ePay. Last day to submit approved gifts under FAU is 6/16. Please check your unit's gift revenue accounts (B/R40000) and ensure gift acceptance forms are completed on all unallocated gifts. Last day to submit travel expense reimbursements and clear Corp Travel Card expenses using FAU.</td>
</tr>
<tr>
<td>Thursday, June 15</td>
<td>Last day to submit staffing entries in the Staffing Application by Org.</td>
</tr>
<tr>
<td>Friday, June 16</td>
<td>Last day to submit a request for a Supplier in the Vendor Request System for use in ePay. Last day to submit a request for a Supplier in the Vendor Request System for use in eBuy. Last day to submit approved gifts under FAU is 6/16. Please check your unit's gift revenue accounts (B/R40000) and ensure gift acceptance forms are completed on all unallocated gifts. Last day to submit ePay requests using FAU.</td>
</tr>
<tr>
<td>Tuesday, June 20</td>
<td>Last day eCAF submission; This is the last date researchers can submit an eCAF for proposals due on or before July 7, 2023 (this is the eCAF and not the actual proposal).</td>
</tr>
<tr>
<td>Wednesday, June 21</td>
<td>Last day for Department PAMIS BEA submissions in eAward; must have the budget category breakdown completed and submitted. Last day for central procurement to process Purchase Orders (POs) to encumber funds in UCRFS. Purchase Order requests that are not completed by central procurement by 5/21. Last day for departments to process Department Authorized Purchase Orders (DAPOs). All DAPO eBuy orders must be marked as either “Encumbered” or “Encumbered/OK to Pay”.</td>
</tr>
<tr>
<td>Friday, June 23</td>
<td>Last day cardholders can charge their &quot;old&quot; PCard for departmental purchases. Cardholders are required to address auto-payment directly with suppliers; US Bank will not stop auto-pay.</td>
</tr>
<tr>
<td>Saturday, June 24</td>
<td>Last day for Facilities WOS (FAMIS360) to use FAU.</td>
</tr>
<tr>
<td>Friday, June 30</td>
<td>Last day for Copier Billing Service to use FAU. Last day for Digital Print Services (Printing &amp; Repro) to use FAU. Last day for Receiving Services (ScotSupply) to use FAU. Last day for Web Recharge to use FAU.</td>
</tr>
</tbody>
</table>
POETAF to GL
Chartstring Guidance

Bobbi McCracken
POETAF to GL Chartstring

Conversion Logic

- **P** = Project converts to **GL Project (segment 7)**
- **O** = Project Organization and converts to **GL Activity Code (segment 3)**
  - Unless the Expense Type falls under Undergraduate Student Aid (accounts associated with BC35) then the GL Activity will be A01465
  - Unless the Expense Type falls under Graduate Student Aid (accounts associated with BC36) then the GL Activity will be A01384
  - **GL Entity (segment 1)** is derived from Project Organization/GL Activity Code
    - If starts with A0, then GL entity 1511
      - If A4, then GL entity 1531
      - If starts with A5, then GL entity 1541
- **E** = Expenditure Type converts to **GL Expense Account (segment 4)**
- **T** = Task, no conversion to GL (note: under Capital Programs there is a mapping from GL Flex2 to Task)
- **A** = Award, no conversion to GL
• **F** = Fund converts to **GL Fund (segment 2)** as follows:
  • If originating sponsor (if UC Multi-campus award pass through sponsor) is state, GL fund 18200
  • If originating sponsor (if UC Multi-campus award pass through sponsor) is local government, GL fund 20700
  • If originating sponsor (if UC Multi-campus award pass through sponsor) is federal, GL fund 21100
  • If originating sponsor (if UC Multi-campus award pass through sponsor) is private, GL fund 57000
  • If the project is a cost sharing project (ends in 099) or an internally funded capital project, the POETAF fund is the same as the GL fund
• Exceptions:
  • Federal Workstudy maps to GL fund 23499
    • LAEP Workstudy maps to GL fund 18373
• **GL Function (segment 5)** is defined at the PPM Award level based on the purpose of the award.
  • Unless the Expense Type falls under Undergraduate Student Aid (accounts associated with BC35) or Graduate Student Aid (accounts associated with BC36) then the GL Function will be 78
  • At this time, until further direction is provided by UCOP, the **GL Program (segment 6)** will be the default value of “000” (segment 5)
• **GL Flex1 (segment 8) and GL Flex2 (segment 9)** cannot be used with POETAF, so the default values must be provided Flex 1 “0000000000” and Flex 2 “00000000”.
  • Exception for Capital Program project codes (related to #4 above), Flex2 will determine if expense is capitalizable (limited to two values)
COA + POET(AF)
Material Transfer - Update

Cynthia Johnson
Kuali Build for Material Transfer Requests

• Yesterday evening, the current On-Line Material Transfer Request System in PAMIS went sunset. (Any requests routed to RED by COB on 6/12/2023 will be processed in that system.)

• To accommodate new requests for incoming or outgoing materials and the execution of a Material Transfer Agreement, the Material Transfer Request Kuali Build form was released ahead of schedule and is now available for use.

• This custom digital form has built-in workflow automation, permissions, routing, and notifications.

• Roles and permissions, based on current eCAF roles, are managed under Kuali Build C&G in EACS.
  o SAAs will need to maintain the Kuali Build C&G user roles, as they currently do for eCAFs, since the forms will route based on such roles/permissions.
Receive eBuy POs

Aver Smith
Receive eBuy POs to help prepare for conversion

Encumbrance Balance Report:

- Departments are advised to review their Encumbrance Balance report to prepare for fiscal close and conversion to Oracle. [Encumbrance Balance Report](#)
- By reviewing the report, departments can determine the status of outstanding orders and mark orders received if the goods and/or services have been delivered in acceptable condition.

eBuy

- If an invoice has been received and the order has not been marked "OK To Pay", the department receiver will receive a message when logging into eBuy.
Resolve Outstanding PO Issues

Please review emails from Accounts Payable and take the appropriate action to address the issue(s) noted.

- POs in the following status are preventing invoice processing:
  - Closed
  - Encumbered
  - WIP
- Invoices with match exception issues cannot process for payment

Help us to get invoices processed in current state to make conversion easier on everyone!!
PCard Transition Update

- New PCard distributions have begun.
- The next distribution dates will take place 6/20/2023 - 6/23/2023 from 9:00am – 4:00pm at Central Receiving, which is across from Mail Services.

Please note Central Receiving will be closed from 12:00 – 1:00pm for lunch.

- Not all PCards have arrived as they are arriving in batches. An email will be sent out to cardholders whose PCards have arrived. When you receive this email, please come to pick-up your new PCard during the distribution dates above.
- If your department is located off campus, or you work 100% remote, please contact David Ramos at david.ramos@ucr.edu to coordinate delivery.
UCPath Funding Cutover Activities

Alfred Karam
New Chart of Accounts (CoA)

Overview & UCPath FAU to COA Conversion
CoA Segments - UCPATH

• The following slides will show the mapping of each segment for conversion purposes from FAU to CoA

• All nine segments are required fields; this is the GL chartstring

• UCPATH, and all boundary systems, will only use the GL chartstring (i.e., the POETAF string will only be used in Oracle modules)
UCPath FAU to CoA
Conversion by Segment
CoA – Entity Conversion

• Entity Values for UCPath
  • 1511 - UCR CAMPUS
  • 1531 - UCR ANR
  • 1541 - UCR UCOP

• Entity value will populate as follows
  • Conversion is based on the first two characters of Activity value
  • Activity starts with A0xxxx, is assigned Entity 1511
  • Activity starts with A4xxxx, is assigned Entity 1531
  • Activity starts with A5xxxx, is assigned Entity 1541
CoA – Fund Conversion

• Non-Contract and Grant Funds with default project code 0000000000
  • Most are converted to the same fund
  • Example:
    • FAU 19900 = CoA 19900
    • FAU 19935 = CoA 19935

• Contracts and Grants (C&G)
  • In CoA, C&G funds are grouped into four fund groups and will use a non-zero project
    • 18200 – State Awards
    • 20700 – Local Government Awards
    • 21100 – Federal Awards
    • 57000 – Private Awards
CoA – Fund Conversion (Cont.)

• C&G Fund Conversion
  • Each fund is mapped to one of the CoA fund groups based on the UCRFS fund definition
  • Funds that result in an Oracle project will be included in the conversion
  • Funds that are not converted to projects (e.g., expired, completed fixed price) will be assigned suspense fund 69993.
  • Departments will have a brief period-of-time to update position funding after conversion
CoA – Activity Conversion

- Activity value will be mapped to self
- No changes
- Inactive activity values will not be converted to Oracle, please check and update position funding now to avoid posting to suspense COA
CoA – Account Conversion

• Accounts have a new numbering schema, however, many of the UCRFS accounts have a one-to-one mapping to the COA account
  • All COA Expense accounts will start with 5xxxxx
  • Academic salary accounts start with 50xxxx
  • Staff salary accounts start with 51xxxx
  • Academic benefits accounts start with 506xxx
  • Staff benefits accounts start with 516xxx

• UCPath data conversion process will use a pre-defined account mapping
CoA – Function Conversion

• Most expense related function codes will map to themselves
  • CoA expense-type Functions in UCPath
    • 40 - INSTRUCTION
    • 41 - SUMMER SESSION
    • 43 - ACADEMIC SUPPORT
    • 44 - RESEARCH
    • 49 - CLINICAL OPERATIONS (SOM Clinical Use only)
    • 60 - LIBRARIES
    • 61 - UNIVERSITY EXTENSION
    • 62 - PUBLIC SERVICE
    • 64 - OPERATIONS & MNTNCE OF PLANT
    • 72 - INSTITU SUPPORT&GENERAL ADMIN
    • 76 - AUXILIARY ENTERPRISES (only valid with Auxiliary Fund sources)
CoA – Function Conversion (Cont.)

• Payroll Function Additional Business Rules
  • Function 60 under ORG40 maps to function 49
  • Function 40 under ORG15 maps to function 61
  • Function 76 is only used with 1100C - Auxiliary Enterprises funds
  • Entity 1531 use only functions 44 and 62
  • Entity 1541 use only functions 44
CoA – Program

• Program is a new segment in the CoA
• All UCPath data conversion will have default value
  • “000” – Default Program
• Departments will have the ability to update program code after conversion
CoA – Project

• Project is a new 10-character segment in the CoA structure
• Project must be used on all financial transactions
• C&G fund numbers will convert to PPM projects
  • C&G project will start with a Kxxxxxxxxxx
    • K designates a Kuali award (char 2-7 are the Kuali identifier)
    • The last three characters indicate project sequence number beginning with 001
    • Projects ending in 098 are defined as program income
    • Projects ending in 099 are defined as cost sharing

• Student Financial Aid external grant projects will start with SFAxxxxxxxx
  • Workstudy portion of salary will now be recorded under the Financial Aid Office COA

• Non-C&G funds will use project Default = “0000000000”
• In UCPath, project (instead of fund) drives funding and salary cost transfers restrictions
CoA – Flex1 & Flex2 Conversion

• Go Live Conversion
  • Flex1 and Flex2 will convert with default values
    • Flex1 = “0000000000” – (ten characters)
    • Flex2 = “00000000” – (eight characters)
  • Departments will have a period-of-time to update Flex 1 and Flex 2 fields before the first payroll journal is generated using the new COA
  • To facilitate faculty reporting, payroll associated with faculty non-C&G portfolios funding must use Flex2 (note budgets with Flex2 should be established)
  • C&G projects are only valid with the default Flex1 and Flex2 values
Position Funding

Using the Funding Reports
UCPath Position Funding - Overview

• Funding Setup Key Attributes
  • Department ID
  • Position Number
  • Fiscal Year
    • Effective Date
      • Earn Code
        • FAU/CoA1
        • FAU/CoA2 (Optional)
      • Distribution (100%)

• Each position belongs to a department
• Each combination of department and position must be setup each fiscal year
UCPath Department Level Funding

- **Department Level Funding**
  - Required for every department that has positions
  - Also referred to as Department Default Funding
  - Triggered when position funding is not setup and applied during UCPath GL process
  - Default Funding is setup using default account (FAU/503910, CoA/511897), department main Activity, dedicated suspense Fund (69993), and Function
Reviewing Current Funding

Review, Analyze, & Cleanup Activities
Position Funding Reports - iReport

- UCPath Local Reports (*SuperDOPE and HRDW users*)
  - Position Funding
  - Reports organized by ORG
  - Reports normally generated every Monday

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Impact23 - CoA Project - UCPath Funding Cut-Over Activities
Position Funding – Scenario 1

This scenario illustrates no funding has been setup.

**Action:** Submit a new funding request the proper funding source
Position Funding – Scenario 2

This scenario is actually setup using department default FAU or just the suspense Fund and Default Account.

**Action:** Submit an update with the proper funding source
Position Funding – Scenario 3

This scenario shows fund has expired

**Action:** Submit an update with proper funding for FY23

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<tr>
<th>Fiscal Year</th>
<th>Year</th>
<th>Effect Date</th>
<th>Seq</th>
<th>Earn Code</th>
<th>Account</th>
<th>Activity</th>
<th>Fund</th>
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<td>12/31/2022</td>
<td>RSRAM</td>
<td>76.120</td>
</tr>
</tbody>
</table>
Position Funding – Scenario 4

This scenario shows fund is about to expire.

**Action:** Submit an update with proper funding after fund end date
Cutover Activities

• Conversion
  • Filled Positions
  • Vacant positions

• Post Go-Live Activities

• Post Go-Live - Department Actions

• Cutover Timeline and Deadlines
Conversion Prep - Filled Position

• Rollover
  • No automated rollover activity by UCPath team
  • FY23 to FY24 Rollover activity is a conversion process for Active jobs

• Key conversion information to note
  • Expired or expiring C&G funds will convert to suspense fund as Oracle will error in PPM
  • Converted combination failing validation will be assigned suspense funding

• Department Action – Preventing SCTs
  • All filled positions should have proper funding for cutover
  • All filled positions will be converted based on logic shared in this presentation
  • If fund expires earlier than 6/15, submit FAU change request for FY23 by June 27th
  • Positions that do not have FY23 funding established will not be converted
  • Utilize the FAU Change Request tool to submit changes by June 27th
Conversion Prep - Vacant Positions

- Conversion is a second batch
- Pending successful conversion and upload of filled positions
- Summer Session positions without an active job as of June 26th are impacted
- Department Action – Preventing SCTs
  - All vacant positions planned to be filled must have the following
  - Fiscal Year = 2023
  - Effective date between 6-20-2023 and 6-30-2023
  - This will be used as a criteria to identify positions planned to be filled
  - Only blank earn code funding
  - All changes must be made by June 27, 2023 in the FAU change request tool
Post Go-Live Activities

• New CoA Position Funding Reports
  • Tentatively scheduled for July 5th
Post Go-Live Activities (cont.)

• Position Funding Change Request Tool
  • Availability is July 9th
  • Earlier role provisioning by SAA is being evaluated

• Preventing Salary Cost Transfers
  • Review the CoA Position Funding Reports
  • Identify changes needed
  • Submit change requests using the Position Funding Tool
  • Submit and approve changes in the tool by July 11, 5:00PM
Post Go-Live - Department Actions

• Future Dated Position Funding
  • No conversion is planned for future dated funding
  • Departments should plan to update manually post go live using the new Position Funding Change Request Tool

• Setup position funding with blank earn code only, except
  • When there is a position associated job with employee earnings that use different COA string

• Preventing Salary Cost Transfers
Cutover Timelines and Deadlines

Position Funding Department Actions - CoA Cutover

Key Dates:
- 06/26/2023 - CMP - Vacant Positions Updates Deadline
- 06/27/2023 - CMP - Last Day Submission and Approval FAU Change Request Tool (23062481X)
- 06/28/2023 - CMP - No UCPath Funding Entry Changes
- 06/29/2023 - 07/06/2023 - PCA - Conversion Activities
- 07/09/2023 - Path - RI CoA Data Available
- 07/09/2023 - ITS - Position Funding Change Request Tool Go Live No Upload
- 07/09/2023 - PCA - Position Funding Reports (Tentative Date)
- 07/11/2023 - CMP - Position Funding Change Request Last Day to Submit for Pay Period 07/08/2023
- 07/17/2023 - PCA - Vacant Positions Funding Conversion
- 07/20/2023 - Path - First UCPath CoA Data and First OCF Journal

6/13/2023 - 6/14/2023
FAU Last Pay Period (23062481X)

6/18/2023 - 6/23/2023
CCoA 1st Pay Period (23062481X)

6/26/2023
Vacant Positions Updates Deadline

6/29/2023 - 07/06/2023
Conversion Activities

7/09/2023
Position Funding Reports - CoA Conversion Date

7/17/2023
Vacant Positions Funding Conversion

7/20/2023
First UCPath CoA Data
First OCF Journal
Questions / Inquiries

Please send inquiries to ucrpayroll@ucr.edu
Subject line: “Position Funding – Cutover - ORGID”
Training & Communications

Laura Virgil & Helen Kotke
IMPACT23 SUPPORT
DEPARTMENT SUPPORT BY TYPE

Self-Help

Grow Knowledge with On-demand, Self-help Resources!
- Training
- Website
- Guided Learning

Community of Practice

Enter your general inquiry in the channel for assistance!
- Impact23 departmental/ORG tiger team members are standing by to help answer your inquiry, share their knowledge, and help guide you

ServiceNow Ticket

Still Need Help?
Enter a ticket online or call the Impact23 Finance Help Line to reach the appropriate concierge!

Concierge Zoom Line

Concierge Service Areas:
- Budget
- Concur Travel & Expense
- Grants & Contracts
- Procure to Pay
- Financial Reporting
OCM Updates

• **Kuali SP: Proposal Development** -  
  [https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D646654%26UserMode%3D0](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D646654%26UserMode%3D0)
  This training course aims to familiarize you with the fundamental steps of proposal development in Kuali Research. It has been specifically designed to enable you to gain practical experience using the training sandbox.

• **SAA Email 6/10** - The roles for Oracle applications will be available for assignment in the Enterprise Access Control System (EACS) on the following dates:
  
  • Oracle Financials: Monday, June 12\(^n\) *(deployed 7/5)*
  • Oracle COA Management: Tuesday, June 20\(^n\) *(deployed 6/20)*
  • Oracle Budget: Friday, June 30\(^n\) *(deployed 7/5)*
Oracle Login

Sign In
Oracle Applications Cloud

Company Single Sign-On

User ID
Password
Forgot Password
Sign In

English

UC RIVERSIDE
Oracle Budget - New Cards (Tiles)

Budget Execution (moving funds)
• Managing the current fiscal year’s budget

Budget Request (requesting funds)
• Request to increase the GL Working Budget from either Dean/VC resources or Central Budget Office resources.
• **Budget Request for BP** (Budget Process – Next fiscal year)
• **Budget Request for BE** (Budget Execution – Current fiscal year)
PO Conversion – Action Need to Update POs

• During conversion, some POs that are converting as one Oracle PO line will need Procurement to update the line amount.

• For this process to happen successfully, the **Owning Department** of the PO must have **approval roles established in EACS** before Purchasing creates the change request on the converted PO, or the request will fail.

• Once PO is converted, departments will be able to update the Flex Fields and the department authorized receiver as appropriate.

---

**Action steps!**

• Oracle Financials will be available in EACS on **Monday, June 12th**

• **Provision department Financial Manager approval role** (UCR Purchasing Department Fiscal Approver JR) immediately to ensure that the converted PO adjustments/Change Orders do not fail.
AP Invoice Report

Invoice Holds in Oracle Financials
- **System Hold** – Automatic hold created by the system
- **AP Communication Hold** – Hold identified by AP. Reason documented by AP. Review comment, take action (if appropriate), write a comment back to AP, and acknowledge the hold.

How will you know that an invoice is on hold?
- **AP Communication Hold** – System notification (bell icon/worklist) or UCR AP Report for Invoices
- **System Hold** – UCR AP Report for Invoices

How to run the report:
- **Open the report**
  - **Magnifying glass** – Search “AP Invoice”; uncheck exact match; location - all; sub-folder checked; type - report
  - **Folders** – shared folders/custom/UCR/reports/financials/accounts payable/BI
- Select the **Owning Department**
- Select the **Output Type** and click **Apply**
- Review the **Hold Reason column** in the report to determine if any should be remedied by the department
### Department Action Hold Reasons

<table>
<thead>
<tr>
<th>Hold Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Ordered</td>
<td>Amount billed exceeds amount ordered.</td>
</tr>
<tr>
<td>Account Received</td>
<td>Account billed exceeds amount received.</td>
</tr>
<tr>
<td>Cannot close PO</td>
<td>Cannot close PO before schedule is fully delivered.</td>
</tr>
<tr>
<td>Cannot try PO close</td>
<td>Cannot close PO because invoice has unreleased holds.</td>
</tr>
<tr>
<td>Consume Quantity</td>
<td>Billed quantity exceeds consumed quantity.</td>
</tr>
<tr>
<td>Final matching</td>
<td>PO was already final matched to another invoice.</td>
</tr>
<tr>
<td>Insufficient funds</td>
<td>Insufficient funds exist for this invoice.</td>
</tr>
<tr>
<td>Maximum consumed quantity</td>
<td>Billed quantity exceeds consumed quantity by tolerance amount.</td>
</tr>
<tr>
<td>Maximum ordered amount</td>
<td>Billed amount exceeds ordered amount by tolerance amount.</td>
</tr>
<tr>
<td>Maximum received quantity</td>
<td>Billed quantity exceeds received quantity by tolerance amount.</td>
</tr>
<tr>
<td>Maximum scheduled amount</td>
<td>Variance between invoice and schedule amount exceeds limit.</td>
</tr>
<tr>
<td>Ordered Quantity</td>
<td>Billed quantity exceeds ordered quantity.</td>
</tr>
<tr>
<td>PO not approved</td>
<td>Invoice matched to unapproved purchase order.</td>
</tr>
<tr>
<td>Price</td>
<td>Invoice price exceeds purchase order price for PO or receipt matched invoice line and exceeds consumption advice price for consumption advice matched invoice line.</td>
</tr>
<tr>
<td>Quality</td>
<td>Billed quantity exceeds accepted quantity.</td>
</tr>
<tr>
<td>Received quantity</td>
<td>Billed quantity exceeds received quantity.</td>
</tr>
<tr>
<td>Receiving exception</td>
<td>Exception exists for purchase order receipt.</td>
</tr>
<tr>
<td>UCR AP Communication</td>
<td>Reason documented by AP. Review comment, take action (if appropriate), write a comment back to AP, and acknowledge the hold.</td>
</tr>
</tbody>
</table>

**Department Action – Invoice System Holds QRG**
# Department Action Hold Reasons

<table>
<thead>
<tr>
<th>Hold Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Ordered</td>
<td>Amount billed exceeds amount ordered.</td>
</tr>
<tr>
<td>Account Received</td>
<td>Account billed exceeds amount received.</td>
</tr>
<tr>
<td>Cannot close PO</td>
<td>Cannot close PO before schedule is fully delivered.</td>
</tr>
<tr>
<td>Cannot try PO close</td>
<td>Cannot close PO because invoice has unreleased holds.</td>
</tr>
<tr>
<td>Consume Quantity</td>
<td>Billed quantity exceeds consumed quantity.</td>
</tr>
<tr>
<td>Final matching</td>
<td>PO was already final matched to another invoice.</td>
</tr>
<tr>
<td>Insufficient funds</td>
<td>Insufficient funds exist for this invoice.</td>
</tr>
<tr>
<td>Maximum consumed quantity</td>
<td>Billed quantity exceeds consumed quantity by tolerance amount.</td>
</tr>
<tr>
<td>Maximum ordered amount</td>
<td>Billed amount exceeds ordered amount by tolerance amount.</td>
</tr>
<tr>
<td>Maximum received quantity</td>
<td>Billed quantity exceeds received quantity by tolerance amount.</td>
</tr>
<tr>
<td>Maximum scheduled amount</td>
<td>Variance between invoice and schedule amount exceeds limit.</td>
</tr>
<tr>
<td>Ordered Quantity</td>
<td>Billed quantity exceeds ordered quantity.</td>
</tr>
<tr>
<td>PO not approved</td>
<td>Invoice matched to unapproved purchase order.</td>
</tr>
<tr>
<td>Price</td>
<td>Invoice price exceeds purchase order price for PO or receipt matched invoice line and exceeds consumption advice price for consumption advice price for consumption advice matched invoice line.</td>
</tr>
<tr>
<td>Quality</td>
<td>Billed quantity exceeds accepted quantity.</td>
</tr>
<tr>
<td>Received quantity</td>
<td>Billed quantity exceeds received quantity.</td>
</tr>
<tr>
<td>Receiving exception</td>
<td>Exception exists for purchase order receipt.</td>
</tr>
<tr>
<td>UCR AP Communication</td>
<td>Reason documented by AP. Review comment, take action (if appropriate), write a comment back to AP, and acknowledge the hold.</td>
</tr>
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---

**Department Action – Invoice System Holds QRG**

- [Department Action – Invoice System Holds QRG](#)
Tolerance Rule – When to create a new Line

Tolerance Rule (10%/$100 Life to Date per PO line)

• IF vendor invoices us and it is 10% over the unit price, as long as the amount is $100 or less, the invoice will pay

Scenario

• One PO line with a quantity of 2.
• One item was shipped, delivered and marked received. On the invoice, it had a different unit price that was less than 10% and under the $100 difference from what was on the PO. The invoice will pay without any additional action.
• The second item is shipped, delivered, and marked received in the system. When the second item is processed, it will go on a hold if it bumps the amount difference to over 10% up to $100 for the PO line because of the Tolerance Rule. The department will need to take action for second item to be paid!

HOW IS THIS DIFFERENT FROM CURRENT STATE? (instead of adding funds via a change order as was done in UCRFS)

• Unreceive one of the two items in the system because a change can't be made if the item is marked received
• Update the first line to quantity of 1 for the line item that was paid out
• Duplicate first line and update the unit price based on the increased amount on the invoice from the vendor for the item that was shipped second
• Receiver needs to - receive the new line quantity by creating an additional receipt
# Oracle Budget – Updated Report Naming

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Previously known as</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Funds Summary</td>
<td>EMP_CORPORATE_FINANCIAL_FUND_SUMMARY</td>
<td>This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function-activity combination level. This report allows you to see all funds at once.</td>
</tr>
<tr>
<td>Activity Summary</td>
<td>EPM_CORPORATE_FINANCIAL_BY_ACTIVITY</td>
<td>This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the activity level. This report allows you to select an activity or see all activities at once and will show all funds.</td>
</tr>
<tr>
<td>Carryforward Report</td>
<td></td>
<td><em>Could potentially be renamed Rollover Report</em> This report shows the rollover balances for the last 3 years at consolidated activity and fund viewpoints.</td>
</tr>
<tr>
<td>Deficit Analysis Report</td>
<td></td>
<td>This report shows only Activity/Fund/Function combinations that have a negative balance (deficit) at the total BC level.</td>
</tr>
<tr>
<td>Deficit Analysis with Flex Detail</td>
<td>Deficit Analysis with Fund Grouping</td>
<td>This report shows only Activity/Fund/Function combinations that have a negative balance (deficit) at the total BC level and includes flex values in the details</td>
</tr>
<tr>
<td>Expandable Fund Summary</td>
<td>EPM_CORPORATE_FINANCIAL_EXPANDABLE</td>
<td>This report allows you to view the fund budget, expense, encumbrance, and balance detail at the highest level by Fund and BC with the option to expand down into the function and activity nodes. This report is useful for orgs that like to see total function balances quickly. (Must be viewed in HTML to be expandable).</td>
</tr>
<tr>
<td>Faculty Non Project Portfolio Report</td>
<td></td>
<td>This report is based on the Flex 2 dimension. It provides an overview of Faculty balances by Fund.</td>
</tr>
</tbody>
</table>

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Oracle Budget – Updated Report Naming

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<tbody>
<tr>
<td>Fund Summary by Activity</td>
<td>EPM_COPROPORATE_FINANCIAL_DETAIL_BY_FUND</td>
<td>This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-activity-function combination level. This report allows you to see only one fund at a time. But you can view all orgs at once as well.</td>
</tr>
<tr>
<td>Fund Summary Report</td>
<td>EPM_CORPORATE_FINANCIAL_BY_FUNCTION</td>
<td>This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function combination level. This report allows you to select a fund or see all funds simultaneously.</td>
</tr>
<tr>
<td>Staffing Position List Detail</td>
<td>STAFFING SUMMARY BY BC SELECTION</td>
<td>This report provides workforce details by COA of filled positions and unfilled positions to have a sum of total staffing by employee and job code detail.</td>
</tr>
<tr>
<td>Staffing Summary</td>
<td></td>
<td>This report provides workforce details by COA of filled positions versus unfilled positions to have a sum of total staffing and compare that sum to Total Budget in financials sub-totaled by activity. You can filter down to the COA level or view it from any level of the activity tree including campus-wide. This forces you to select a BC so that you only see one BC at a time.</td>
</tr>
<tr>
<td>Variance Report for Expense</td>
<td></td>
<td>This report shows the variance between budget and actuals. You must select between final or OEP working budget and the report sorts by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows expense BCs.</td>
</tr>
</tbody>
</table>

Report Index on Impact23 Website
## Oracle Budget – Updated Report Naming

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<tr>
<th>Report Name</th>
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<tbody>
<tr>
<td>Variance Report for Expense - Expandable</td>
<td>VARIANCE REPORT FOR EXPENSE - DETAILED VERSION</td>
<td>You must select between final or OEP working budget. The report sorts by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows expense BCs.</td>
</tr>
<tr>
<td>Variance Report for Revenue</td>
<td></td>
<td>This report shows the difference between budget and actuals. You must select between final or OEP working budget. The report sorts by activity-fund-function combination. You can select any level of the ORG tree. Only shows Revenue BCs.</td>
</tr>
<tr>
<td>Variance Report for Revenue - Expandable</td>
<td>VARIANCE REPORT FOR REVENUE - DETAILED</td>
<td>You must select between final or OEP working budget. The report sorts it by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows revenue BCs.</td>
</tr>
</tbody>
</table>

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Oracle Financials: PPM – C&G Award Budget

Creating or Editing a Budget in PPM

- Awards
- Task Card > Manage Awards
- Search For/Select desired C&G Award

Two paths:
1. Dropdown > Edit Award
2. View button > Projects > Manage Project

From here the process is the same
- Create or select Version
- Update BCs