# Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Housekeeping</td>
<td>Asirra Suguitan</td>
</tr>
<tr>
<td>Budget &amp; COA</td>
<td>Kristina Breckenridge &amp; Asirra Suguitan</td>
</tr>
<tr>
<td>Contracts &amp; Grants</td>
<td>Bobbi McCracken</td>
</tr>
<tr>
<td>Procure to Pay</td>
<td>Anna Leynes &amp; Helen Kotke</td>
</tr>
<tr>
<td>Travel &amp; Expense</td>
<td>Helen Kotke &amp; Josh Hoerger</td>
</tr>
<tr>
<td>Question &amp; Answer</td>
<td>Josh Hoerger</td>
</tr>
</tbody>
</table>
## Upcoming System Deployments

<table>
<thead>
<tr>
<th>Target</th>
<th>Application Name</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>Guest Traveler Routing</td>
<td>Live</td>
</tr>
</tbody>
</table>
| Aug    | Web Recharge                      | • **Legacy**: Currently working on converting the legacy Web Recharge application to read-only per user requests.  
|        |                                   | • **New**: In August, the Web Recharge application will undergo an additional development and testing cycle. |
| Aug    | Looker                            | • **Phase 1 Payroll Distribution**: Targeting mid-August  
|        |                                   | • **Phase 2 Finance (Oracle GL & Budget)**: Targeting mid-August |
| Aug/Sept| Salary Cost Transfer Tool         | Planned for late August/early September                                                |
| Aug/Sept| Non-Salary Cost Transfer Tool     | Planned for late August/early September; dependent Looker                              |
| Aug    | Ledger Reconciliation             | Planned for mid-August; involves updating LRSS Matrix for COA                           |
| Aug    | VCUA Gift Acceptance              | Planned for August                                                                      |
| Oct    | Payroll Certifications            | Certifications of payroll under COA                                                    |
Budget & COA
All budgets are being loaded into Oracle Budget without Flex fields. Therefore, when viewing the budget in Oracle, defaulting to the NO FLEX option is recommended unless any budgets have explicitly moved.

To request new Flex2 values, the Org CFAO should submit the request to stephm@ucr.edu. Please ensure the request includes the following:

- First and Last Name
- NetID
- Employee ID (Academics) or Student ID (Grad Students)
- The non-C&G fund sources that require tracking with the Flex2 value
Introducing the SmartView Training for Oracle Budget!
Oracle COA Management Update

- The new Chart of Accounts (COA) management tool, Oracle COA Management has launched and is available as an App in R'Space!

- To gain access, please consult your CFAO for guidance because all access is by Org.

- Prior to submitting a request, it is important to familiarize yourself with the guidelines for COA values and descriptions found in the Chart of Accounts Overview training.

- Turn on Oracle Guided Learning for guidance: How to Install Oracle Guided Learning Extension Manually

- Attend Office Hours

- The new Oracle COA Golden Tree Viewer is in R’Space under Tools. Changes initiated and approved in the Oracle COA Management production environment are now visible in the new Golden Tree Viewer.
The COA validation process involves a check to ensure that the COA elements (entity, fund, activity, function, program, project) are linked via a valid budget entry.

- Permanent budgets as of 5/31 converted to Oracle Budget, but the carry-forward balances associated with COA combinations in permanently budgeted funds were not.
- Final Perm 6/30 budgets were uploaded last week.
- Balances as of 5/31 for Non-Perm Budget Funds were loaded as Rollover (aka carryforward) in Oracle Budget. Final Rollover (CFD) Balances will be loaded in mid-August.

If a COA combination does not exist AND it is anticipated that there will be carry-forward funding into FY24:

- The current workaround is to do a Temp Adj moving $1 to BC75 from an activity with a perm budget.
- Note this workaround should only be performed if the COA combination is valid and a carryforward budget is reasonably expected.

Please report any error codes via ServiceNow.
The conversion of budget data included a function clean-up. For example, the administrative functions in Colleges/Schools used to be function 40, but it should be function 43. FP&A will be posting a Function Cheat-Sheet next week on our website.

Please run the Activity Summary report in Oracle Budget to see the correct function to use for your transactions.
Access: Requires the "UCR Budget Inquiry JR" to see the Dashboard.
Navigation: Oracle Financials > General Accounting > Budgetary Control
Contracts & Grants
**Chart of Accounts Reminder**

**Contract & Grants projects – No Flex1 or Flex 2**
- Contracts and grants projects (i.e., project values beginning with “K”) may not utilize the Flex1 and Flex2 fields.
- The Projects Portfolio Management (PPM) module uses the POETAF values.
- Any boundary system that utilizes the GL chartstring involving a “K” project will automatically interface with PPM using the POETAF.
- To keep all systems synchronized, a GL chartstring using a “K” project value must use the default Flex1 and Flex2 values (i.e., all zeros).

**Non Contract & Grant Funds associated with a Faculty member – Use FLEX 2**
- Non-contract and grant funds associated with a faculty member's portfolio of resources should be coded using the appropriate Flex2 value in the budget and financial transactions. These actions will enable the generation of non-contract and grant faculty portfolio reports.

Several departments have requested additional K project values to assist with tracking expenditures for contract and grant awards. The Accounting Office will be developing criteria and procedures for these requests in the coming weeks. Stay tuned for further updates and information to be shared soon.
**Converted** awards must be copied to create a working version of the budget.

1. **Click Arrow** – Right click on the dropdown arrow for menu
2. **Duplicate** – Select Duplicate to create a copy of the most recent version.

**Duplicate** –
- Use caution when duplicating a budget. If you don’t know what is in the working version, then duplicate the baseline. Otherwise, use the current working version.
- As a reminder, a new working version is created whenever you create a baseline.
- Duplicating will copy the most recent version regardless of what was selected. This is a known issue and will be resolved in a future system update.
PPM Budget is Inception to Date not incremental.

- **UCRFS was an incremental system**, so budgets were displayed as debit and credit transactions with individual journal ids.
- PPM budget focus is on the inception to date budget amounts; budgets are replacement not incremental. The total of all project budgets must equal the total award amount.
- Note the Raw Cost AND the Burdened Cost must be exactly the same. UCR budgets for F&A in BC80, not at the individual BC level.
- **BY1C** contains the converted budget and costs, do not modify BY1C budget.
Column added - UCR Purchase Order Encumbrance Report

- This column was added to reflect the Burden Cost, aka "indirect costs" associated with Contract and Grant PO purchases. For further guidance on this topic, you can refer to the resource: [Contract and Grants Burden Costs Guide](#).

- The column was added so that the encumbrance total on the Financial Transaction Detail Report would align with the amounts reported on the UCR Purchase Order Encumbrance Report.
Known Issue – Missing Projects in Concur

Missing Projects in Concur:

Currently, **project codes that fall outside their designated start and end dates are inaccessible** in Concur.

We are in the process of making adjustments to the business rules.

The aim is to enable "active" awards to remain accessible even outside of their project start/end dates to reconcile expenses incurred within the project's designated time frame.
Procure to Pay
Create Requisition using a PCard Check out the OGL guide on this topic. It is also included in the Buying and Paying Workshop with a case study on this specific process. To view the step-by-step PDF guide for Create Requisition using PCard, please visit here. Please note this process is optional to assist units with tracking requests fulfilled with the PCard.

Need a PCard? Take the new and improved Procurement Card (PCard) Training under the Specialized Processes and Programs learning path! It includes requesting a PCard, using the PCard, Expense Report processing, and more! Important reminders regarding PCard usage:

- **PCard EACS Setup:** To ensure card transactions are associated with the correct profile in Concur, PCard Holders must be set up in EACS.

- **Timing of Card Charges:** Card charges typically appear in Concur within 3-5 days after the purchase is made.

- **PCard Expense Reports:** It is essential to submit the PCard Expense Report to your Financial Approver by the 28th of the month (allowing three days after the 25th statement closing to distribute within the same period) and ensure approval before the last day of each month. Access this detailed step-by-step guide for completing the monthly PCard Expense Reports. *PCard Reports for July period ending cannot currently be submitted due to an issue with Oracle being able to process the reports. An error message has been added to Concur with this information. Escalation notices will not apply.*
After the report is submitted, a pop-up will appear confirming the status.

*In the box on the “Manage Expenses” screen a banner will appear at the bottom which reads “Pending ERP Validation.”*

*This indicates that the system has not yet checked to confirm that the COA values that were entered are correct.*

This process runs every 20 minutes. Once the submitted report has passed this validation, the report will go to the approver for review and approval. If it failed, it will remain stating “Sent Back to User – Concur System.” This is process happens for both requests and expense reports.
General Process:
1. Navigate to the Expense Report
2. Update the Report Header
   **DO NOT CHANGE THE REPORT NAME**
3. Identify allocation(s)
4. Enter details and itemize (if applicable) for each expense
**PCard Expense Report Timeline**

**ALERT:** Due to the integration with Oracle Financials, the July PCard Expense Reports submission has been delayed until at least Friday, 8/4.

- **26-25th**
  - **PCard Holder, DCA, or Delegate**
    - Itemizes and allocates expenses (card charges) throughout the month in Concur. All roles receive notice of a charge.

- **25th**
  - **Billing Cycle Closed**
    - Transactions made near the end of the month, such as on the 24th, may not be processed in time for the current billing cycle, which closes on the 25th. In such cases, the charge will be included in the following month's billing cycle.

- **28th**
  - **PCard Holder, DCA, or Delegate**
    - First day PCard Expense Reports can be submitted to the Financial Approver.

- **Last day of the Month**
  - **Financial Approver**
    - If approved by the last day of the month, expenses will post in that month's ledger (accounting period).

- **Last Day to Approve before Escalation Notices Begin**
  - To be determined and communicated.
Non-Catalog Requisition Forms

Non Catalog Requisition <$10K for Goods
• <$10K
• Goods & Services
• Non Catalog
• Catalog (if needed)

Non Catalog Requisitions > $10K for Goods
• >$10K
• Goods & Services
• Non Catalog
• Catalog (except for select restricted catalogs)

Non Catalog Requisition for Lump sum Services – Restricted Categories
• Lump sum Services
• Restricted Categories
Reduced Tax Rate & Compliance with BUS-79:
When selecting "Yes" for reduced tax rate or BUS-79, carefully evaluate if the order qualifies. In most cases, the answer is no. Incorrectly selecting "Yes" will route the requisition for unnecessary Central Procurement approval.

Owning Department Field: This field affects the approval routing for your requisition, so it is important that the appropriate ORG, DIV, or Department value is entered to ensure the requisition routes to the appropriate approver(s).

Department Transactor: If you are the Department Transactor, make sure to enter YOUR NAME in the suggested buyer field for orders below $10,000. This helps with routing the approval correctly. If you have not been assigned as the Transactor, go back to Process Requisition and reassign it to yourself.
Freight (Shipping & Handling)

Freight as well as shipping and handling line should be added as a line item with category as ‘Freight[543100]. On PO, freight and shipping/ handling line will be always non-taxable. If freight or shipping handling line is taxable then taxability nature will be taken care at Invoice level by AP team. So, procurement doesn’t need to worry about taxability.

If freight or shipping charges are below $500 then please update invoice and receiving close tolerance as 100% so that line will be closed on PO. Because on such PO’s, AP will not match invoice with PO freight or shipping line item.

Whereas, if freight or shipping charges are above $500 then please don’t update invoice and receiving close tolerance. Because in such cases, AP will match invoice with PO freight or shipping line item.
The worklist is a helpful way to manage notifications within Oracle.

Open Worklist:
1. Click bell icon
2. Select Show all
3. Click Worklist
4. My Tasks – Shows all notifications

Create a View:
5. Click the plus icon
6. Enter a name and workflow pattern
7. Once set, click OK

Quick Reference Guide
Approval Process:
- Requisition approver levels
- PO Approval
- Change Order Approval

Review Approval Routing:
- Navigate through the requisition
- From the Actions menu, select “View Document History”
- Select the step you would like to view
- Review the routing and comments
Auto-Rejection

- Purchases entered in punchout catalogs that are greater than $10,000 (except for certain restricted catalogs Sysco, Amerisource Bergen, ePlus, and McKesson)

- If no approver was set up through EACS, then the requisition will auto-reject

Purchase Order (PO) Conversion Reminder

Specific base criteria were used to determine conversion eligibility for each PO type. However, due to variances in data structures between eBuy and Oracle, it is possible that certain POs meeting the criteria may not have successfully converted. Read Purchase Order Conversion for Oracle Procurement for guidance and next steps.

If your PO did not convert – create a new requisition!
PO Creation – Transactor Reminder

For transactors, when a requisition has completed the approval routing, it will return to the transactor for action!

Create a Purchase Order
1. Procure to Pay
2. Purchase Orders
3. Select the Requisition Lines Requiring Actions
4. Select all rows associated with the specific requisition number
5. Add to document builder
6. Click OK
7. Click Create
8. A confirmation pop-up will appear. Click OK
Update a PO Row to Non-Taxable
1. In the PO, select the Schedules tab
2. View
3. Columns
4. Add "User Defined Fiscal Classification" field
5. change that field to "Override to Non-Taxable" and click Save
Freight Line, and only the Freight Line!

If there is a freight line, bring the Receipt Close Tolerance Percent and the Invoice Close Tolerance Percent to 100.

Complete Freight
1. In the Additional Information section, select Schedules
2. Select the Freight line
3. Click the Pencil icon to edit
4. Update Receipt Close Tolerance Percent and the Invoice Close Tolerance Percent to 100
5. Once done, click OK

Caution! ONLY complete the freight line (if there is one). Closing all the rows will close the PO.
Communicate PO – Transactor Reminder

*When issuing a PO:*

1. Select **Email** from the **Communication Method** dropdown
2. Enter your email into the **Bcc box** to receive a copy of the email
3. Click **Submit**

If the selected supplier is a **Punchout Supplier**, additional considerations and steps are needed to ensure that the PO is processed/communicated correctly.
B2B Communication – Transactor Reminder

**Punchout Suppliers**

The “Override B2B communication” checkbox will appear if this is a *non-catalog requisition* for a punchout supplier.

These steps are critical because if incorrectly processed, a transaction could get **communicated to the supplier for fulfillment that is meant to be documentation-only** OR a **transaction that does need to go to the supplier won’t be communicated**.

---

**Documentation Only**
Is it a PCard Transaction for documentation only?

- Click the checkbox
- Select **None** for the “Communication Method”

**PO Needs to be Filled**
Is it a non-catalog transaction for a punchout supplier that needs to be filled?

- Click the checkbox
- Select **Email** for the “Communication Method”
- Enter the Supplier’s email address
How do I find? .... A Requisition?

1. From the home screen, select **Requisitions**
2. On the Requisitions page, review recent requisitions or click **View More** or **Manage Requisitions**
3. Filter based on the parameter options (such as Entered by, Supplier, Requester, Etc.). For additional options you can click **Advanced**.

Must be set to a default search
1. From the home screen, select **Purchase Orders**. On the PO page, **click one of the icons** on the right to find POs. The **Tools** will take you to a detailed Search. (**Magnifying glass** will give you a simple search; the **List icon** will show recently opened POs).

2. Filter based on the parameter options. For additional options you can click **Advanced**.
What Does the Status Mean?

The new Procurement Statuses guide contains statuses and descriptions for:

- Requisition Statuses
- Purchase Order Statuses
- Fund Statuses
Still Pending? Was there a Change Order?

Job aid on how to create and review the approval process related to Change Orders.
Where is “Okay to Pay”? (Receiver Role)

Reminder, “Okay to Pay” is not an Oracle term. A department-designated Receiver is identified for each department (due to the separation of duties, this should be a different person than the Transactor). If you are a Receiver that needs support, many Oracle Guided Learning guides are available to walk you through new processes (ex., Receipt Types, Create Receipt, and Partial Receipting).

If you are getting Receiver notifications but are not the Receiver, create and submit a change order to the PO to update the Receiver to the correct individual.

Link to OGL Guide
How do I find? .... An Invoice?

1. From the home screen, select **Payables Invoices**. On the Invoices page, **click one of the icons** on the right to find Invoices. The **Tools** will take you to a detailed Search. (**Magnifying glass** will give you a simple search; the **List icon** will show recently opened POs).

2. Filter based on the parameter options. For additional options you can click **Advanced**.
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. ([link to quick reference guide](#))

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 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>

---

### UCR AP Communication

Reason documented by AP. Review comment, take action (if appropriate), write a comment back to AP, and acknowledge the hold.
Department SAAs play an important role in provisioning access to our campus users. Various requests have been distributed to Department SAAs regarding important role provisioning related to the new systems to enable the appropriate workflow of transactions and system integration, such as the need to immediately provision: Concur Phase II roles, specifically PCard Holder and Financial Approver, to enable the US Bank interface of PCard transactions. Click for guidance.

All roles involved in the procurement workflow, such as Procurement Financial Approver, Payables Financial Approver and Receiving roles for every Accountability Structure containing a Procurement Transactor. Without these roles, the routing will fail and the transactions cannot proceed.

Oracle Financials Training Roles: Please note that participants cannot join training workshops without appropriate roles assigned by the Dept. SAA in Oracle Financials Training, which is separate from production (Oracle Financials). Click to view roles.

To obtain access to a new system, users are required to collaborate with their Department SAA (System Access Administrator).

To locate your Department SAA in R'Space, please follow these steps:
• Click on EACS Accountability Report
• Select Click here for SAA Names
• Search for your SAA by Org Value
Training Feedback?

Think the training is great? Think it is not? Needs improvement?

Please share actionable feedback so that we can continue to make the courses more impactful!

---

**Finance Administration & Practices in the UCLC**

<table>
<thead>
<tr>
<th>Key</th>
<th>New Courses</th>
<th>Currently Available</th>
<th>Post Go Live UCR</th>
</tr>
</thead>
</table>

**Foundational Training**
- Oracle: Budget & Financial Systems Introduction
- UCR Chart of Accounts
- Reporting Tools & Dashboards
- Oracle: Financial Boundary Systems & Tools

**Complete Foundational Training First**
- Department Transactor
- Department Analyst
- Oracle: Buying and Paying
- Oracle: General Ledger
- Concur: Travel Reimbursements (if needed)
- Oracle: Budget
- Concur: Non-Travel Reimbursements (if needed)
- Oracle: PPM for Contracts & Grants (if needed)
- Oracle: Budget Development
- Kuali SP: Proposal Development (if needed)

**Financial Managers & CAO**
- Oracle: Financial Management
- Oracle: Financial Approvals
- Oracle: Budget
- Oracle: PPM for Contracts & Grants (if needed)
- Oracle: Budget Development
- Kuali SP: Proposal Development (if needed)

**Faculty, Researcher & PD/PI**
- UCR Finance and Research Systems for Academics
- Oracle for Academics
- UCR Chart of Accounts
- Oracle: Requester
- Kuali & Oracle: Contracts & Grants for Academics
- Concur for Academics
- Kuali: Research Systems & Tools

**Requester**
- Oracle: Budget & Financial Systems Introduction

**Specialized Processes & Programs**
- SAA Training
- PCard Training
- SmartView Training
- Travel & Entertainment Card
- PCI DSS Security Awareness Training (SAT)
- Cash Handling: The Basics
- Enterprise Accountability Online
- Foundation Gift Fund Details Report Overview
- Advanced Financial Reporting

[Link to Survey]
Faculty Workshops! Coming up!

These workshops are opportunities to practice content provided in the Web Based Trainings.

*Participants should only register for one of the two sessions based on if the Faculty, Researcher, PD/PI use the contracts & grants.*

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
<th>Time</th>
<th>Date</th>
<th>Time</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance &amp; Research Systems for Academics</td>
<td>9/7/23</td>
<td>8:30-9</td>
<td>10/9/23</td>
<td>9:30-10:30</td>
<td>11/17/23</td>
<td>12-1pm</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts &amp; Grants for Academics Workshop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Travel & Expense
Suppliers and Other Payees

**Legacy Suppliers** - those that have been imported over to Oracle and need an update such as contact info, services offered, etc.
- The request must have “Legacy Supplier Registration” selected from the drop down menu under request reason.
- The name of the supplier must have a -1 after the name as the system will not accept the same supplier name as it is already in the system. The name must be unique. These requests are routed to Valerie Davis.

**PO Suppliers** – New supplier requests in Oracle for transactors to create POs and order goods and services from.
- Once fully registered, PO suppliers are able to use Oracle Guided Learning to find various elements within the supplier portal.
- A job aid is in the works to assist PO suppliers in initial registration.
- Please note, requesting a supplier is not automatically approved. Certain criteria must be met. Please see this job aid on requirements and the process ([link](#)).

**Non-PO Suppliers (Payees)** – New supplier requests in Oracle for non-PO suppliers/payees to receive payment.
- Payees must complete the registration process before payment can be made.
- A job aid has been created to assist with this process ([link](#)).
Suppliers and Other Payees

❑ The Oracle term for vendors and payees is "Supplier"

❑ As discussed in previous Town Halls and User Group meetings, suppliers will maintain their information using the Supplier Portal
  • This process will ensure personal protected information is appropriately secured. Departments should no longer be requesting or collecting W9's from payees.
  • Avoids duplicate suppliers
  • Once established, suppliers are available for use for other types of payments, so it is important to obtain required information upon establishment of the supplier
  • Allows PO suppliers to upload insurance and other required certifications

❑ When campus department users initiate a request, a valid email address associated with the supplier/payee must be provided

❑ Challenges were initially experienced individuals logging into the supplier portal
  • Enhancements are underway to improve communication
  • A guide has been developed for non-PO Suppliers (i.e., ePay and Concur non-employee payees) to assist payees with completion of the required information (see below).
ePAY – What’s Remaining in the Online Payment System

**RETIRING FROM EPAY**

MOVING TO CONCUR

**SINGLE PAYEE/VENDOR, SINGLE PAYMENT**

- Membership (reimbursement)
- Petty Cash
- Reimbursement
- Refunds
- RHA (Housing Use Only)

**BUSINESS MEETINGS, ENTERTAINMENT & OTHER OCCASIONS**

- All Categories

**REMAINING IN EPAY**

**SINGLE PAYEE/VENDOR, SINGLE PAYMENT**

- Honoraria to Non-UC Employee or Non-UCR Student
- Human Subject Payment
- Performance Agreement
- Stipend to Non-Student
- Casual Labor
- Game Official
- Homestay
- Library Acquisitions (ORG16 access only)
- Other

**MULTI-PAYEE/SUPPLIER, MULTI-PAYMENTS**

- Honoraria to Non-UC Employee or Non-UCR Student
- Human Subject Payment
- Refunds
- Stipend to Non-Student
- Casual Labor
- Game Official
- Homestay
Need to setup a Non-PO Supplier for Concur and ePay

The "UCR Supplier Requestor JR" is needed to request a new Oracle Supplier and Payee. Departments are requested to instruct non-PO suppliers/payees to follow this guide carefully and update their profile with their personal information in all relevant fields. Completion of the profile will enable the payee for use in ePay or Concur.

Creating a Profile in the UCR Supplier Portal:
https://drive.google.com/file/d/1AoFadA2TymLOgMajiDaL80abkDATh-QKY/view?usp=sharing

Steps were updated on 7/31 and will update again on 8/7, so share the link with payees.
Establishing Guest Travelers

The process for establishing Guest Travelers is as follows:

1. Confirm the supplier/payee is "Spend Authorized" in the Oracle Supplier portal.

2. Concur Delegate users can associate the non-employee traveler with the appropriate accountability structure in **Guest Traveler Routing** (currently requires campus VPN).

3. Confirm with your Dept. SAA that the dept. has established an "ALL" record for Concur Routing in EACS.

Business Relationship must be "Spend Authorized" for the payee registration process to be complete.
To help us identify and address the various problems, if you encounter a workflow issue, we kindly request your cooperation in trying the following troubleshooting scenarios before submitting a ticket.

After completing the steps in the attachment, **if you have a pending ticket, please update your ticket with the findings or a comment that the issue is resolved**, as your feedback helps confirm resolution.

Troubleshooting Guide:
https://docs.google.com/document/d/1b8MIR_aH4JctvcfK5JruvkLbxtfUmrXvHvkyVZFDj2E/edit?usp=sharing