

Impact23 User Group Meeting

August 3, 2023



Agenda

Topic	Presenter
Welcome and Housekeeping	Asirra Suguitan
Budget & COA	Kristina Breckenridge & Asirra Suguitan
Contracts & Grants	Bobbi McCracken
Procure to Pay	Anna Leynes & Helen Kotke
Travel & Expense	Helen Kotke & Josh Hoerger
Question & Answer	Josh Hoerger

Upcoming System Deployments

Target	Application Name	Additional Information
Jul	Guest Traveler Routing	Live
Aug	Web Recharge	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Phase 1 Payroll Distribution: Targeting mid-August • Phase 2 Finance (Oracle GL & Budget): Targeting mid-August
Aug	Financial Web Reports	Pre-run reports: Financial Transaction Details Report, Prime PI Summary Report, and UCR Purchase Order Encumbrance Report
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

Oracle Budget & Oracle COA Management

- 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



SmartView Training

Introducing the SmartView Training for Oracle Budget!

The screenshot shows the Oracle Learning Center interface. On the left, a sidebar contains navigation links: Home, Timeline, Library (highlighted with an orange box), and Learner Dashboard. The main content area is titled 'LIBRARY' and shows a breadcrumb path: Library / 6. Specialized Processes & Programs. Below this, a list of topics is displayed, with '6. Specialized Processes & Programs (10)' highlighted by an orange box. The right side of the page shows the details for this topic, including a search bar with the word 'smart' and a list of results. The first result, 'Oracle: Smart View Training', is highlighted with an orange box. It is an eCourse with a rating of 5 stars (2 reviews) and a duration of 15m. The description states: 'This course is necessary for anyone using Smart View to export, view, and edit financial data from Oracle: Budget.'

The screenshot shows a video player interface for a lesson titled 'What is Smart view?'. The player includes a progress bar at the top and the Oracle Smart View logo. The text describes Smart View as a tool that enables integration of ERP, EPM, and BI data into Microsoft Office applications. Below the description, a section titled 'What can you do with Smart view?' explains that it provides a common Microsoft Office interface for Oracle's Enterprise Performance Management (EPM). A list of 'Smart View benefits include:' is shown at the bottom, with the first three items highlighted by blue circles:

1. A common Microsoft Office interface for all UCR users
2. Ad hoc or Free-form Analysis
3. Decreased Query Time

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.

Training & Tools

Access & Training

- UC Learning Center (LMS)
- UCR Enterprise Directory
- Enterprise Access Control System
- Enterprise Systems Access Instructions
- EACS Accountability Report

Tools

- ITS Website and Service Center
- UCPATH Portal
- UC Retirement At Your Service
- Fidelity NetBenefits
- UCnet
- DocuSign
- UCPATH Project Updates
- Manage MyAccount
- R'Projects: Project Intake
- Zimride
- UC Policies and Procedures
- UCR Policies and Procedures
- Delegations of Authority
- FMS (Facilities Management System)
- UCPATH ServiceLink Forms
- TechAlerts
- One-Time Payment Tool
- Encumbrance Tools & Tips
- iTravel Web Support
- Reporting Systems @ UCR
- **Oracle COA Golden Tree Viewer**
- UCRFS Golden Tree Viewer
- UCRFS Legacy Reports Website
- Expiring Funds Notification System
- UCR HRMS Job Code Information
- Course Catalog Search
- Adoptions & Insights
- Web Recharge Rates
- Workfront
- Workplace Health and Wellness

COA Validation Process – Temp Adjustments

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.

Activity	Fund	Flex	Budget
A02450-Advancement Serv Salaries & EB	19900-GENERAL FUNDS	No Flex1	No Flex2
			FY22-23
			Temp Budget
			Adjustment
			Intra Org Adjustment
			Inter Org Adjustment
			Adjustment
			Perm Bud Adjustment
A02450-Advancement Serv Salaries & EB	40-000_Default Program	EC10-EC Faculty Appointments	0
		EC21-EC Benefits Acad On Etc	
		EC26-EC Staff Stipends AllowOT	
		EC27-EC Staff Other	
		EC28-EC Staff Sal Non Perm Funding	
		Total Expenses	0
		Net Income	0
	72-000_Default Program	EC10-EC Faculty Appointments	
		EC25-EC Staff Appointments	(145,930)
		EC30-EC Benefits Staff	(85,590)
		Total Expenses	(230,520)
		Net Income	230,520

Information – Adjustments to perm/temp budget are done in Budget Execution within the unit or InterORG.

Budget Adjustments within the same ORG:

- 1 **Navigate to Control Budget Adj.** – Navigate to Financials > Budget Execution > Control Budget and Rollover (2nd vertical option on the left) > Control Budget Adjustment tab
- 2 **Select POV** – Select an ORG. All activities within the ORG will be displayed on the rows
Select the desired fund and flex members
- 3 **Enter adjustments in the Form** – Make the required adjustments in the Perm/Temp Budget Adjustment Columns.

Adjustments that do not net to zero will trigger an error message to pop up

Please report any error codes via ServiceNow.

Please run the Activity Summary report in Oracle Budget to see the correct function to use for your transactions.

[illegible]

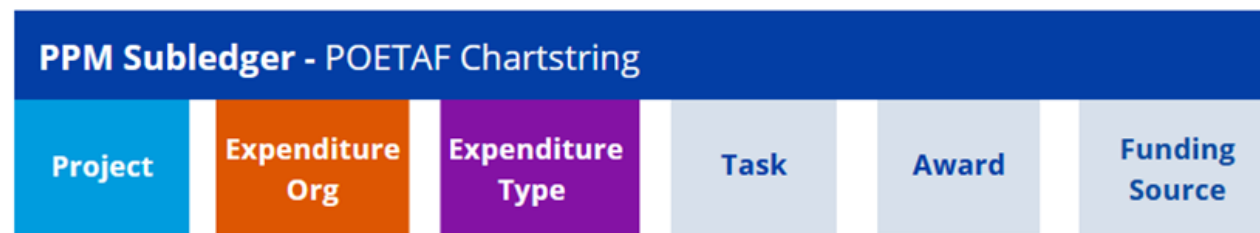
Navigation: Oracle Financials > General Accounting > Budgetary Control

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/Duplicate Version

Converted awards must be copied to create a working version of the budget.

UCR DEV5 TRAINING

Manage Budget Versions 1940992 - AGUILAR - 04/30/2023 - NATI... Done

Award K011558 | Currency = USD

Overview

Cost Budget: No Budget Spent \$0

Resources: No resources over budget.

Unplanned Cost: No unplanned cost.

Budget Versus Total Cost: 200K, 100K, 0, BY1C, BY2

Actions: +, -, =, X, Y, Z

Version	Status	Cost Budget
Version 2	Current Working	299,999.00
Version 1	Current and Original Baseline	299,999.00

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.

Replacement Budget

04/30/2023 - NATI ...

structure

Planning Options
Attachments: None +

Cost Budget
\$25,000.00

Edit Period Amounts: Default (1)

Task Number 1 From Date 05/01/2020
Planning Resource BC10 - BC, Faculty Appointments (USD) To Date 05/15/2023
Funding Source GENERAL FUNDS 19900

Period Lines Currency

Actions View Detach

Period	Raw Cost (USD)	Burdened Cost (USD)	Burdened Cost Rate
BY1C			
BY2	25,000.00	25,000.00	
Total	25,000.00	25,000.00	

Save Save and Close Cancel

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**.

UCR PURCHASE ORDER ENCUMBRANCE REPORT															
Parameters															
Business Unit	UCR BU									Page No.	1				
Organization	All									Run Date	07/05/2023				
Division	All									Run Time	9:17:23 AM				
Department	[D01047 Botany and Plant Sciences Dept,D01257 Institute of Genomics Dept,D01263 Center for Plant Cell Biology Dept,D01239 Genetics Program Dept,D01266 Plant Transformation Facility Dept]														
Activity Code	All														
PO	PO Date	Supplier ID	Supplier Name	Entity	Fund	Activity	Account	Functn	Program	Project	Flex 1	Flex 2	Encum Balance	Freight Tolerance	Burden Cost
11159821	06-27-2023	0000003667	STERIS CORPORATION	1511	19900	A01082	570240	44	000	0000000000	0000000000	00000000	\$11,003.25		
										TOTAL PO Encumbrance Balance:			\$11,003.25		

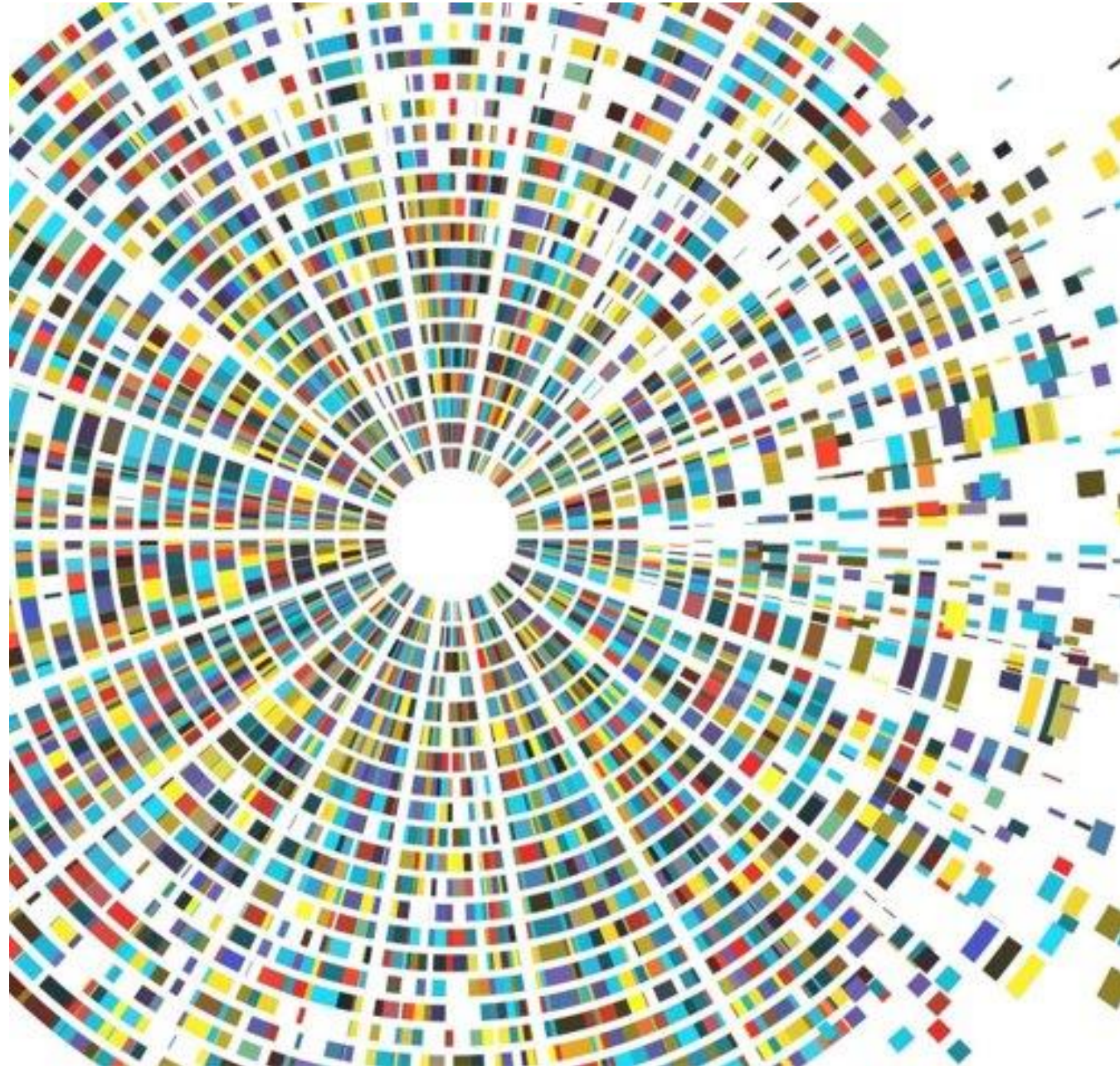
Known Issue – Missing Projects in Concur

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

PCard Questions

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.

Concur COA Validation

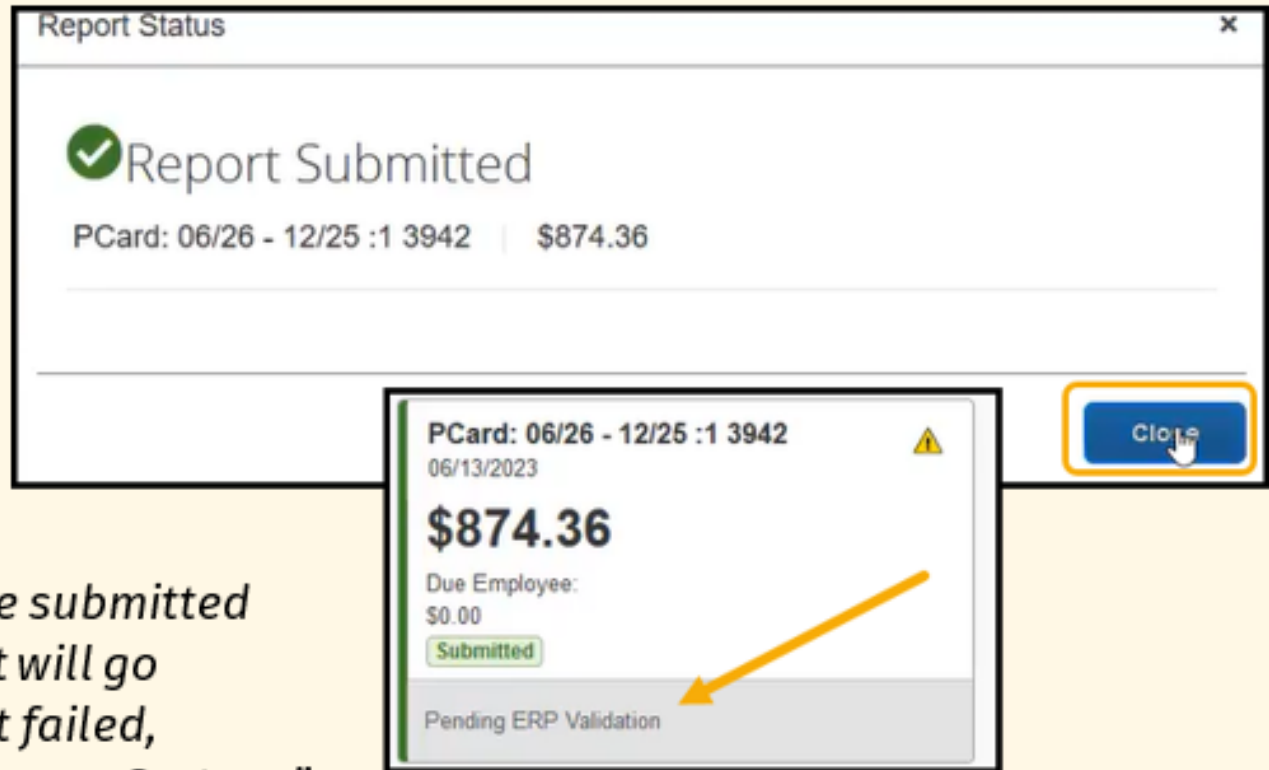
After the report is submitted, a pop-up will appear confirming the status.

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 process happens for both requests and expense reports.




What about PCard Charges (PCT).... Expense Report Processing

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

Concur Travel and Expense
PCard Distribution Expense Reports



Overview


This guide outlines the steps necessary to process expense reports in Concur Travel and Expense. This process is completed by the PCard Holder or the DCA (Department Card Administrator). A Financial Approver also needs to be setup for the accountability structure that is chosen to ensure that whoever it routes to can approve it.

PCard Holders MUST have the "PCard Holder" roles within Concur so that charges connect to the user. Otherwise, they could be confused with T&E Card transactions.

Notes: Transactions will be viewable within Concur within 3-5 days of the charge being made.

Topics Covered

RSpace Login.....	1
Navigate to the Expense Report.....	2
Update the Report Header.....	2
Identify Allocation.....	3
Enter Allocation Details and Itemize (if applicable).....	4

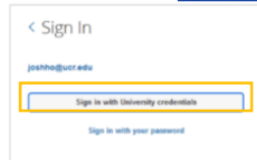



Steps to Take

To log in to Concur, complete the following steps:

RSpace Login

1. Visit UCR RSpace - <http://rspace.ucr.edu/>
2. Complete Duo Authentication if prompted
3. Select **Authorized Apps**
4. Select **Concur Travel and Expense**
5. Enter your **UCR NetID** with "@ucr.edu" added to the end - ex. NetID@ucr.edu [joshho@ucr.edu]
6. Select **Sign in with University Credentials**



July 2023 | 1

Quick Reference Guide

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.

PCard Expense Report Timeline

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

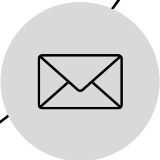
Billing Cycle Closed
Transactions made near the end of the month, such as on the 24th, may not be processed in time for the current billing cycle, which closes on the 25th. In such cases, the charge will be included in the following month's billing cycle.

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

The screenshot shows the UCR DEV5 TRAINING portal. The top navigation bar includes the UCR logo, a menu icon, and navigation links for Requisitions, Shop by Category, and a search bar. The main content area is divided into sections: Recent Requisitions, Top Categories, and Request Forms. A large blue callout box is overlaid on the right side of the page, containing the title 'Non-Catalog Requisition Forms' and three bulleted lists of requisition types. The 'Recent Requisitions' section displays a table with requisition numbers and descriptions. The 'Top Categories' section features a 'Punchout Catalog' icon. The 'Request Forms' section lists three requisition types: 'Non Catalog Requisition < \$10K for Goods', 'Non Catalog Requisition > \$10K for Goods', and 'Non Catalog Requisition for Lump sum Services - Restricted Categories'.


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

Recent Requisitions

UCRR00001505	1000 modified ladybugs - The Ladybug Store
UCRR00001205	Test ... test supplier_Supplier
UCRR00001197	x bio
UCRR00001196	Chairs
UCRR00001195	test

Top Categories

 Punchout Catalog

Request Forms

- Non Catalog Requisition < \$10K for Goods
- Non Catalog Requisition > \$10K for Goods
- Non Catalog Requisition for Lump sum Services - Restricted Categories

Requisition Reminders (These Impact Approval Routing)

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).

Shop Check Funds Manage Approvals View PDF Save Submit

Requisition Amount 3,000.00 USD
Approval Amount Calculate Amount with Tax
Funds Status Not reserved

Attachments None +

* Eligible for Reduced Tax No

* Owning Department D01046

BUS-79 Transactor Attestation

BUS-79 Fiscal Approver Attestation

End User Schrock, Richard

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Funds Status	Delete
1	1000 modified ladybugs	Animal Purch - Non-I...	1,000	Each	3.00 USD	3,000.00	Not reserved	X
Total								

Rows Selected 1 Columns Hidden 8

Line 1: Details

Delivery

* Receiver Sutton, William

Urgent No

Requested Delivery Date 07/25/2023

Suggested Buyer Kotke, Helen

* Deliver-to Location UC Riverside Central Receiving

Deliver-to Address Station, Road, RIVERSIDE, CA 92521, UNITED STATES

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.



Worklist Creation

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

My Tasks - Shows FYI notifications and tasks requiring actions.

Click the **Plus** Icon to add a new view.

Name the View, and then click the **Green Plus** above "Workflow Patterns" and change this to: **Not Equals - FYI**

This view will show all notifications that require action.

Quick Reference Guide

Approval Process & Review

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

Oracle Financials
Approval Process

UCR

Overview
A change request is submitted by a transactor at the PO level when something needs to be changed. If the PO has already been fully paid, it is not possible to change the PO.

If the PO was approved before the change order was entered, it will not progress until the change order is fully approved (if it isn't auto-approved by the system).

Topics Covered
Approval Process 1
Review Approval Routing 3

Approval Process
Requisition Approval
1st approver - Department Transactor (skipped if the dept transactor creates the requisition. Only required if the requester submits the request. Otherwise, requisition will route to the 2nd level approver.) The Department Transactor also creates the PO once the requisition is fully approved.
2nd approver - Department Approver Always required for each requisition.
3rd approver - Restricted Category Approver Routed based on the restricted category.
4th approver - PI Based on the project code that was used. This is a conditional approver if the project is above \$10,000.
5th approver - Reduced Tax Rate Approver These are Central Procurement Buyers. Based on the reduced tax rate flag on the requisition header level. If yes, will route to this level of approval. This is a conditional approver based on the reduced tax rate flag = Y

Sysco Foods Supplier Approver
Auto approved; can only be created by D01029 – Dining Services. Will not route for approval.

Department Transactor
• Submits requisition for approval
• Once fully approved, create PO, complete freight line, and communicate PO to supplier

Department Transactor
• Approval notifications will appear in the system to notify approvers

Restricted Category Approver (conditional)
• If requisition is for a restricted category, then the appropriate restricted category approver will be identified

PI Approver (conditional)
• Project manager will be identified based on project

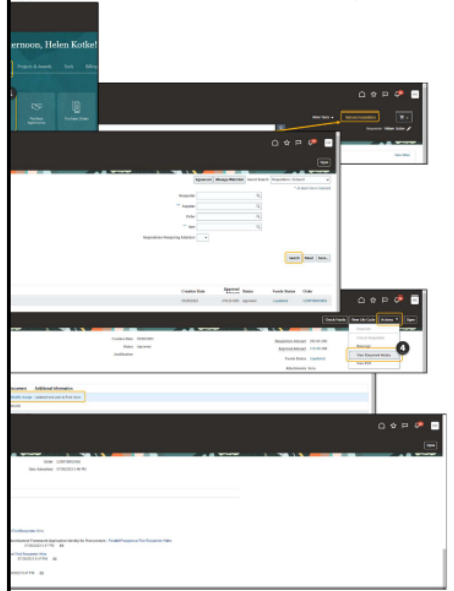
Central Procurement (conditional)
• Reduced Tax Rate Requisition
• Amount >\$10K

July 2023 | 1

Oracle Financials
Approval Process

UCR

...select Purchase Requisitions.
...ated with the Purchase Order by selecting **View More** or **Manage**
Enter Search Parameters > Click the Requisition Number).
...ct **View Document History**.
...d like to review the approval workflow from (Requisition, PO, or
...approval routing and comments made throughout the process.



July 2023 | 3

...annually by department transactors only if it is non-catalog, below \$10K.
...will automatically be approved.

...OK and \$25K
...the central procurement buyer is in the suggested buyer field, the PO
...tically approved
...K
...al procurement buyer is in the suggested buyer field will be
...approved
...K
...uyer 3 level in the suggested buyer field, the PO will route to the
...ple in the Central Procurement Office: Anna Lopez, Katherine Ensing, or
...ez
...tically approved when the three buyers mentioned above created the

...OK
...uyer 3 level in the suggested buyer field, the PO will route to the
...ple in the Central Procurement Office: Gae Purvis, Marshall Holman,
...therine Inglett Mendoza
...tically approved when the above mentioned buyers created the PO

...oe Andreu for approval

...al

...ces or doesn't change the amount, no approval is required.

...a change order:
...t
...will route to the
...ransactor (this
...ed if change order
...by the department

...partment fiscal

...ing receiver
...will route to the
...ransactor (this
...ed if change order
...by the department

...partment fiscal

• Updates to **restricted category**
• 3rd level – Restricted category approver

• Updates funding to a **project code** (and is above \$10K)
• 4th level – PI approver

• Updates the **reduced tax rate** (YES)
• 5th approver – reduced tax approver (central procurement)

• Increases the amount **ABOVE \$10K**
• Route to central procurement for approval (based on suggested buyer)
• See PO Approval section for additional details

July 2023 | 2

PO Questions!?

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

The screenshots illustrate the following steps:

- Procure to Pay**: The main menu is shown with 'Procure to Pay' highlighted.
- Purchase Orders**: The 'Purchase Orders' icon is selected in the APPS grid.
- Select the Requisition Lines Requiring Actions**: The 'Requisition Lines' section shows '2 Requiring Action'.
- Select all rows associated with the specific requisition number**: The 'Process Requisitions' screen shows two requisition lines selected.
- Add to document builder**: The 'Add to Document Builder' dialog is shown with the selected requisition lines.
- Click OK**: The 'Add All Selected' button is clicked in the dialog.
- Click Create**: The 'Create' button is clicked in the 'Document Builder' section.
- A confirmation pop-up will appear. Click OK**: A pop-up message states 'The document (Purchase Order) UCRP00000463 was created.' and the 'OK' button is clicked.

PO Creation – What if a row is Non-Taxable?

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

The screenshot illustrates the steps to update a PO row to non-taxable. It shows the 'Schedules' tab with a table of schedule items. The 'User Defined Fiscal Classification' field is highlighted in the table. A callout box shows the 'Columns' menu with 'User Defined Fiscal Classification' selected. Another callout box shows the 'Non Taxable Override' option in the 'User Defined Fiscal Classification' dropdown menu.

Requisitioning BU: UCR BU
Sold to Legal Entity: The Regents of the University of California
Billed to BU: UCR BU

Project Details

- Attachments
- Note to Receiver
- Assessable Value
- Tax Classification
- Intended Use
- User Defined Fiscal Classification
- Location of Final Discharge
- Product Category
- Product Fiscal Classification
- Product Type
- Transaction Business Category
- Total
- Total Tax
- Supplier Order Line
- Accrue at Receipt
- Invoice Match Option
- Invoice Close Tolerance Percent

Additional Information

Owning Department

Lines Schedules Distributions

Actions View Columns

Columns

- Freeze
- Detach
- Sort
- Reorder Columns...
- Query By Example

Blue Yeti X Professional

Freight

Table Headers:

Match Approval Level	Invoice Close Tolerance Percent	Invoice Match Option	Accrue at Receipt	Supplier Order Line	Total Tax	Total	Transaction Business Category	Product Type	Product Fiscal Classification	Product Category	Location of Final Discharge	User Defined Fiscal Classification	Intended Use	Tax Classification	Assessable Value	Note to Receiver	Attachments
Way	0	Order	---		12.25	152.24	Purchase Transaction	Goods							152.00	None	
Way	100	Order	---		0.00	52.00	Purchase	Goods							52.00	None	

Non Taxable Override

Reduced Tax Override

Ship to Supplier Address

Taxable Override

Search...

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**

The screenshot displays the system interface for editing a freight line. The interface is divided into several sections:

- Additional Information:** Contains fields for Owing Department (D01004), End User (Helen Kotike), and Context Prompt. The Schedules tab is selected, and the Freight line is highlighted.
- Receiving Controls:** Contains fields for Early Receipt Tolerance in Days (0), Late Receipt Tolerance in Days (0), Last Acceptable Delivery Date (06/15/2023), Receipt Date Exception Action (None), and Ship-to Exception Action (None). The Receipt Close Tolerance Percent and Invoice Close Tolerance Percent are both set to 0.
- Billing:** Contains fields for Invoice Match Option (Order), Match Approval Level (3 Way), and Invoice Close Tolerance Percent (0).
- Additional Information:** Contains fields for PO Charge Account (1511-18083-A01010-543100-40-000-0), Budget Date (06/08/2023), and Accrue at receipt.

Numbered callouts indicate the sequence of actions:

1. Select Schedules
2. Select the Freight line
3. Click the Pencil icon to edit
4. Update Receipt Close Tolerance Percent and Invoice Close Tolerance Percent to 100
5. 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**

The screenshot shows the 'Edit Document (Purchase Order): UCRP00000463' page in the Oracle Fusion Procurement system. The page is divided into several sections:

- Header:** Includes the UCR DEV5 TRAINING logo and navigation tabs: Overview, Process Requisitions, and Edit Document (Purchase Order): UCRP00000463. Action buttons include Check Funds, Manage Approvals, View PDF, Actions, Save, Submit (highlighted with a yellow box and a circled '3'), and Cancel.
- Main Section:**
 - General:** Contains fields for Procurement BU (UCR BU), Requisitioning BU (UCR BU), Sold-to Legal Entity (The Regents of the University of California Riverside), Bill-to BU (UCR BU), Order (UCRP00000463), Status (Incomplete), Funds Status, and Buyer (Kotke, Helen).
 - Supplier Contact:** A dropdown menu (highlighted with a yellow box and a circled '1').
 - Communication Method:** A dropdown menu set to 'E-Mail' (highlighted with a yellow box).
 - * Email:** A text field containing 'sendmail-test-discard@oracle.com'.
 - Cc:** A text field containing 'NETID@ucr.edu' (highlighted with a yellow box and a circled '2').
 - Bcc:** An empty text field.
 - Bill-to Location:** A dropdown menu set to 'UC Riverside Accounts Payable'.
 - Default Ship-to Location:** A dropdown menu set to 'UC Riverside Central Receiving'.
- Summary:** Displays Total Tax (4.29 USD), Total (73.28 USD), Procurement Card, Description (CODN Recording Microphone Isolation), Requisition (UCRR00001083), and Agreement.



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

Edit Document (Purchase Order): UCRP00000141

Check Funds Manage Approvals View PDF Actions Save

Main Contract Terms

General

Procurement BU UCR BU
Requisitioning BU UCR BU
Sold-to Legal Entity The Regents of the University of California Riverside
Bill-to BU UCR BU
Order UCRP00000141
Status Incomplete
Funds Status
Buyer Burke, Matthew
Creation Date 5/19/23

Supplier CDW GOVERNMENT LLC
Supplier Site SHELTON_2
Supplier Contact
☒ Override B2B communication
Communication Method None
Bill-to Location UC Riverside Accounts Pa
Default Ship-to Location UC Riverside Central Rect

Currency USD
Ordered 1,500.00 USD
Total Tax 131.25 USD
Total 1,631.25 USD
Procurement Card
Description test Oracle23b
Requisition UCRR00000214
Agreement



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

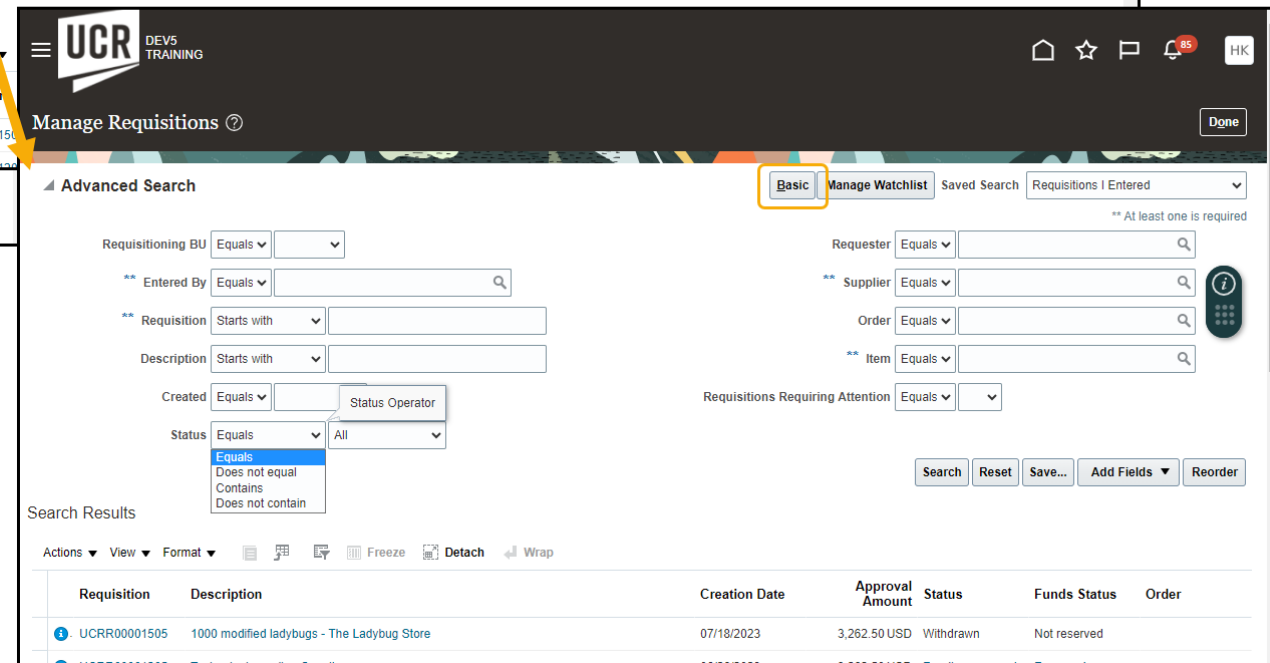
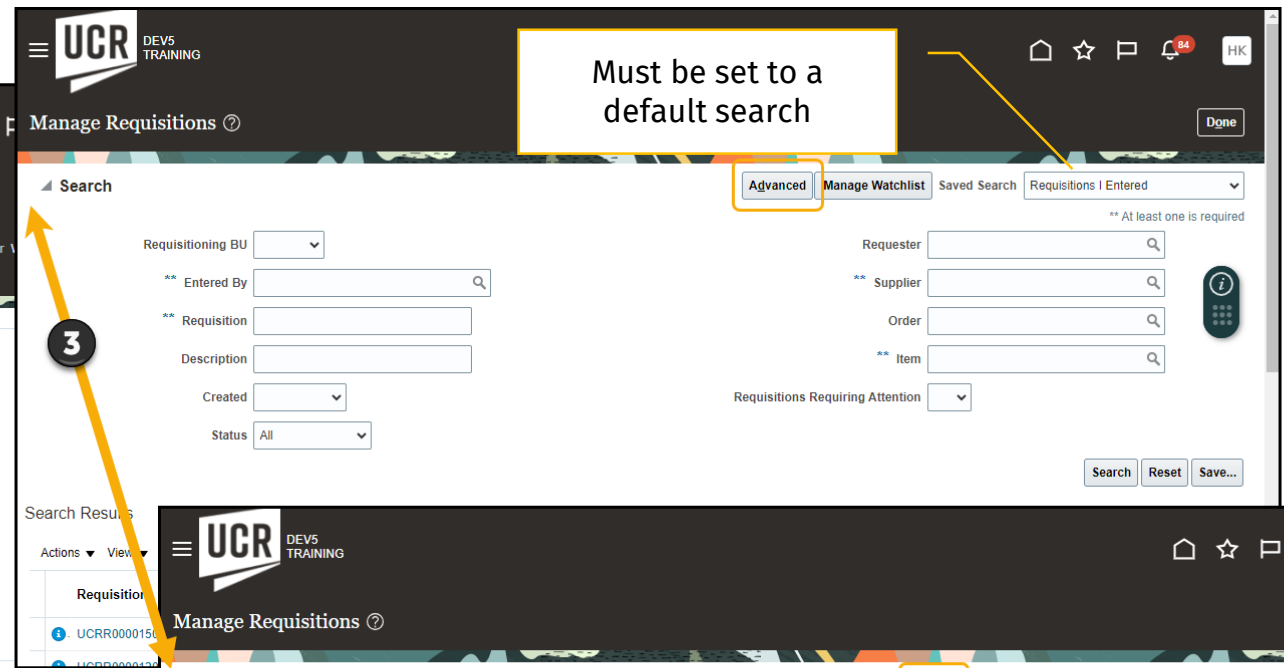
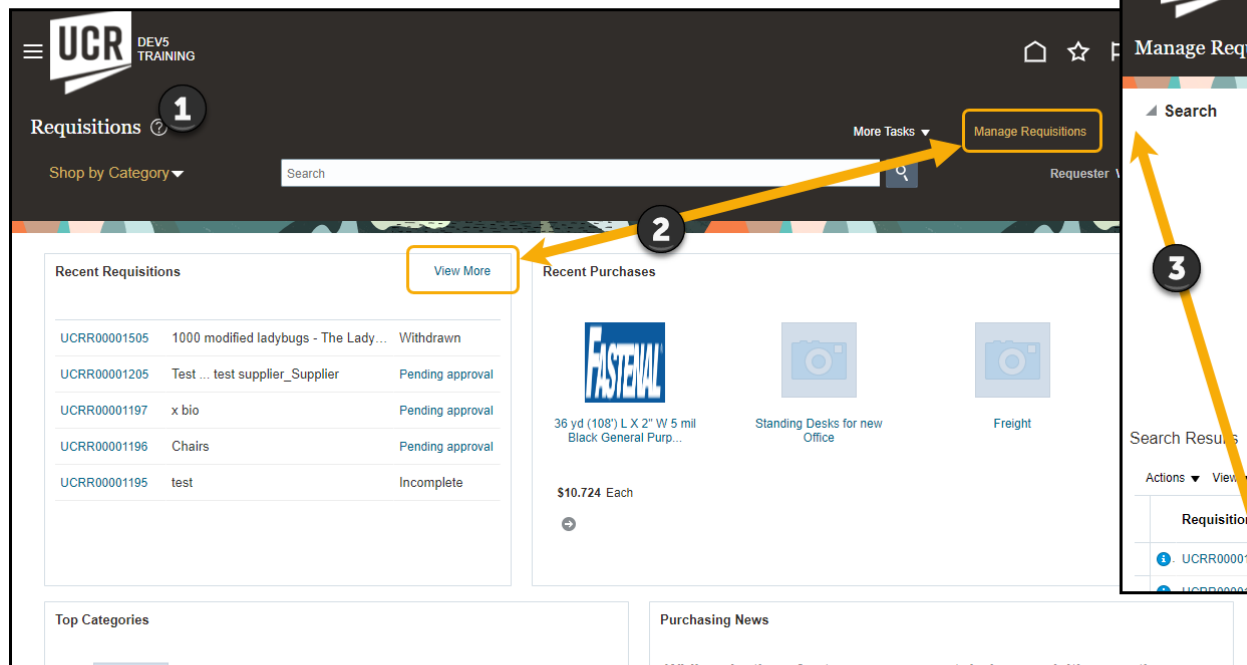
Is it a non-catalog transaction for a punchout supplier that needs to be filled?

Click the checkbox

Select **Email** for the
“Communication Method”

Enter the Supplier's
email address

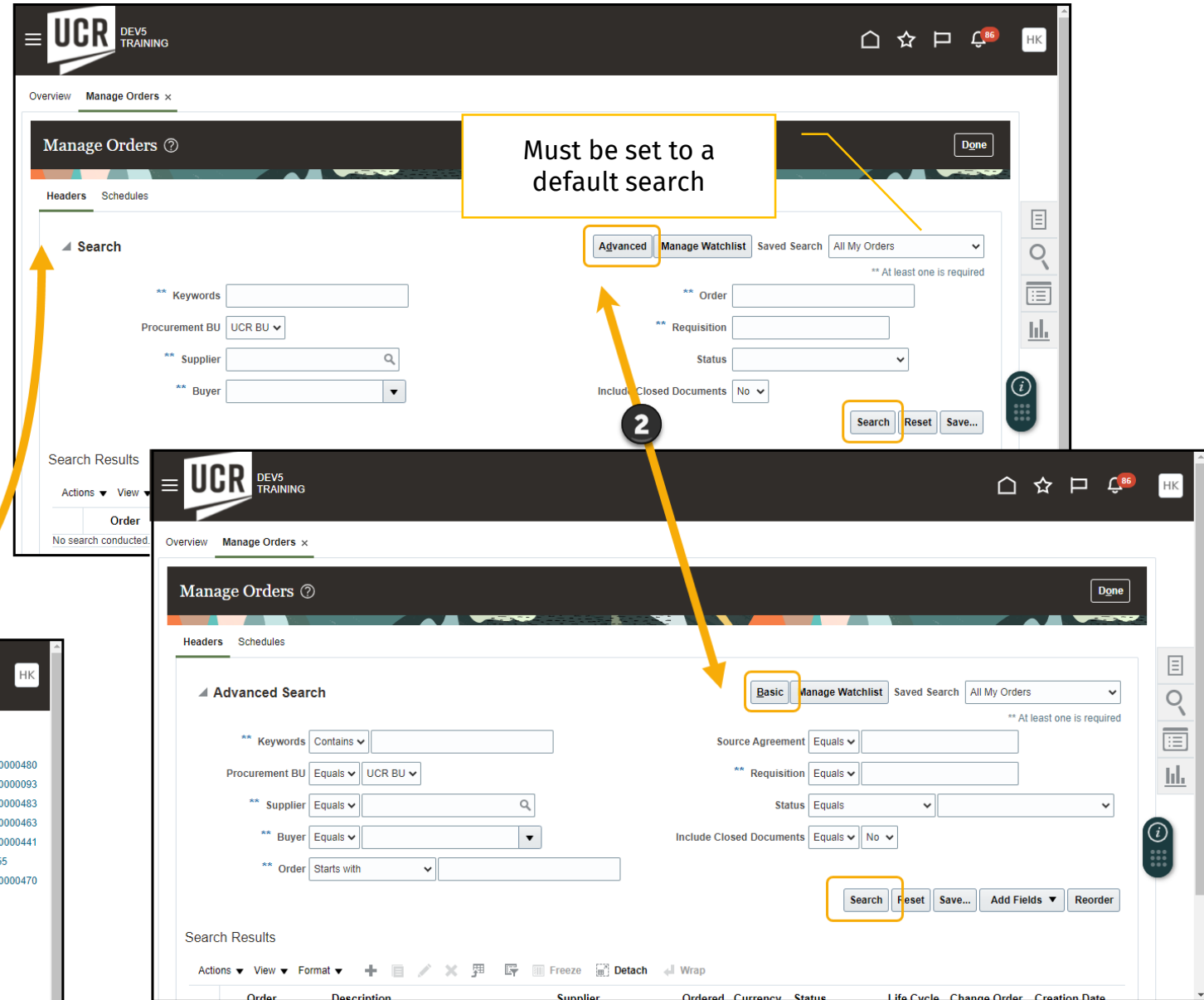
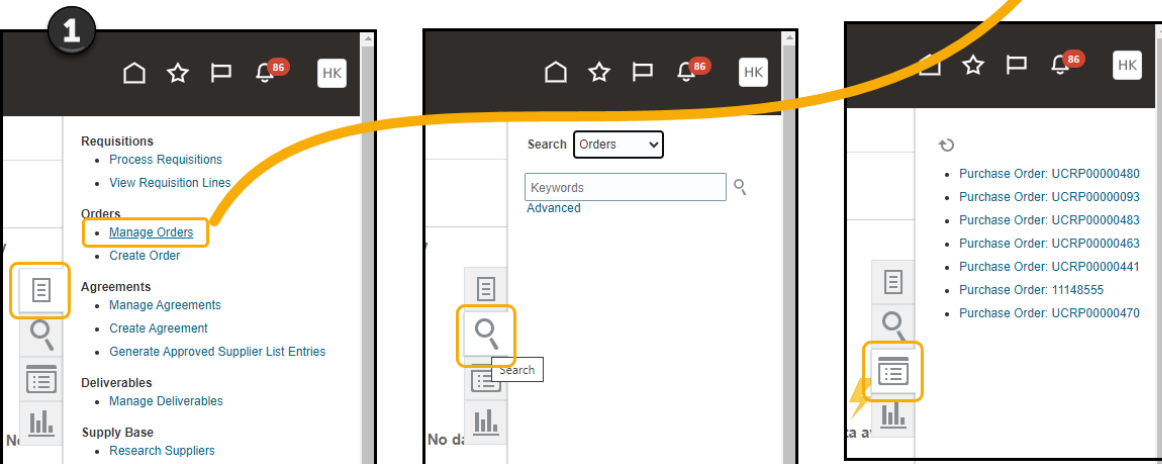
How do I find? ... A Requisition?



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**.

How do I find? A PO?

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

Oracle Financials
Procurement Statuses

UCR

Requisition Statuses

You can view the status of purchase orders in the Manage Orders page. Here's the list of purchase order statuses and their descriptions:

Requisition Status	Description
Approved	A requisition is approved if on initial submission for approval it was approved. The requisition retains the status of approved unless all the active lines on the requisition have a different status. Then, the new status is rolled up to the requisition header. Note: An approved requisition can contain lines with other statuses such as returned, withdrawn, rejected, and so on. For example, a requisition with multiple lines is approved, so both the header and the lines are approved. If a buyer returns a line, the header and line remain approved with the exception of the returned line, which will have the status of returned. If a line from the approved requisition is withdrawn, the status remains the same for the other lines and header.
Canceled	A requisition is canceled if all the lines on the requisition except for those with a status of split or replaced have a status of canceled.
Pending Approval	A requisition line that's submitted but hasn't yet gone through the approval process is pending approval. A requisition is pending approval if all the active lines on the requisition are pending approval.
Incomplete	A requisition is incomplete when it not submitted for approval or when all the active lines have a status of incomplete.
Rejected	A requisition is rejected if all the active lines on the requisition have a status of rejected (all the active lines were rejected during the approval process).
Returned	A requisition is returned if all the active lines on the requisition have a status of returned (all the active lines on the requisition have been returned by the buyer).
Withdrawn	A requisition can be withdrawn after submission for approval if, for example, modifications to the requisition are required. This gives the requisition withdrawn status.

July 2023 | 1

Oracle Financials
Procurement Statuses

UCR

Purchase Order Statuses

If you view purchase orders in the Manage Orders page, here's the list of purchase order statuses and their descriptions:

Description
It indicates that the order is canceled and will not be fulfilled anymore.
It indicates that no further fulfillment activity is expected on the order.
It indicates that no further invoicing activity is expected on the order.
It indicates that no further receiving activity is expected on the order.
It indicates that all receiving and invoicing activity on the order has completed, and it can now be archived and purged.
It indicates that the document is pending further authoring and submission.
It indicates that receiving and invoicing activity is temporarily suspended on the order. These activities can resume after the hold is removed.
It indicates that the order is open for receiving and invoicing.
It indicates that the order is pending acknowledgment from the supplier.
It indicates that the order is pending approval.
It indicates that the order is pending the approval of a change proposed by the buyer or the supplier.
It indicates that the order is pending signature preparation.
It indicates that the order is rejected during approval or supplier acknowledgment.
It indicates that the order is sent for signature.

July 2023 | 2

Oracle Financials
Procurement Statuses

UCR

Fund Statuses

Phase order line statuses and their descriptions:

Status	Description
	It indicates that the order line is canceled.
	It indicates that no further fulfillment activity is expected on the purchase order line.
	It indicates that no further invoicing activity is expected on the purchase order line.
	It indicates that no further receiving activity is expected on the purchase order line.
	It indicates that all receiving and invoicing activity on the purchase order line is complete.
	It indicates that the receiving and invoicing activity is temporarily suspended on the order. These activities can resume after the hold is removed.
	It indicates that the order line is open for receiving and invoicing activities.
	It indicates that the order line is rejected by supplier during acknowledgment.

July 2023 | 3

Oracle Financials
Procurement Statuses

UCR

Fund Statuses

Description

Indicates that the funds check failed either because period is closed, or funds are not available for one or more control budgets that apply to one or more of the distributions contained in the requisition
Indicates that a commitment was created
Indicates that there is no control budget that applies to a requisition's distribution (i.e. COA or POET)
Shows on requisitions that are Incomplete or Canceled
Indicates that the funds check passed successfully, that funds are available, and the budgetary control period is open for all control budgets that apply to the distributions contained in the requisition
Indicates that the funds check passed with warning. It indicates that the funds are insufficient, but the control budget allows for a tolerance amount or percentage over the available budget. This check funds status does not prevent submitting the requisition for approval. Upon submission, the user will receive a warning message and decide whether to continue with the approval
Indicates that the funds check passed successfully, funds are reserved, and the commitment is created

July 2023 | 4

Quick Reference Guide

Still Pending? Was there a Change Order?

Job aid on how to create and review the approval process related to Change Orders.

Oracle Financials Change Requests in Oracle Procurement



Overview

A change request is submitted by a transactor at the PO level when something needs to be changed. If the PO has already been fully paid, it is not possible to change the PO.

If the PO was approved before the change order was entered, it will not progress until the change order is fully approved (if it isn't auto-approved by the system).

Topics Covered

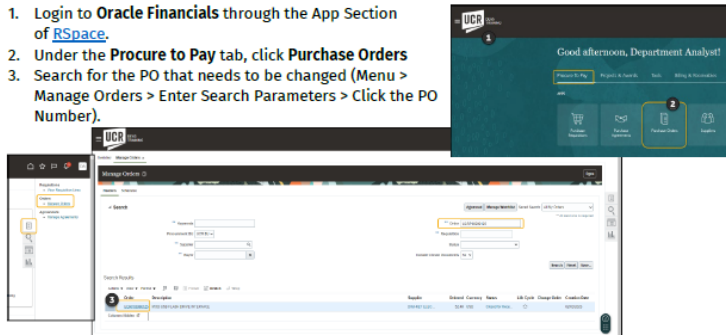
- Create a Change Order to a Purchase Order1
- Review the Status of the Change Order2



Steps to Take

Create a Change Order to a Purchase Order

1. Login to **Oracle Financials** through the App Section of **RSpace**.
2. Under the **Procure to Pay** tab, click **Purchase Orders**
3. Search for the PO that needs to be changed (Menu > Manage Orders > Enter Search Parameters > Click the PO Number).



4. From the **Actions** menu, click **Edit**.



Oracle Financials Change Requests in Oracle Procurement

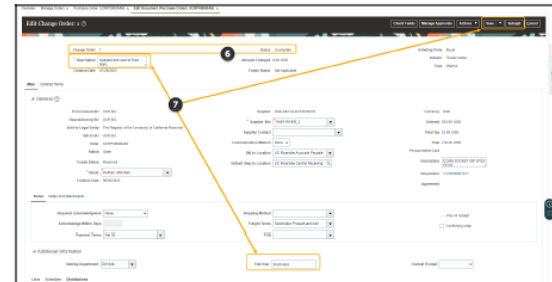


5. A **warning pop-up** will appear. To change the PO, click **Yes**.

WARNING: Clicking "Yes" creates a Change Order, even if you don't submit it and will stop the workflow of the PO until it is Deleted or Approved.

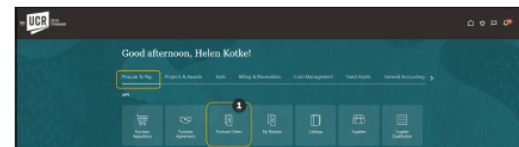


6. The change order number will appear based on how many change orders have been created on this specific PO. It will begin in **Incomplete Status**.
7. **Make changes** as needed, document the changes in the **description**, and then click **Save** and **Submit**.



Review the Status of the Change Order

1. From the **Procure to Pay** tab, select **Purchase Requisitions**.



2. Open the Requisition associated with the Purchase Order by selecting **View More** or **Manage Requisitions**.



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.

Terms		Notes and Attachments	
Required Acknowledgment	<input type="text" value="None"/>	Shipping Method	<input type="text"/>
Acknowledge Within Days	<input type="text"/>	Freight Terms	<input type="text" value="Destination Prepaid and Add"/>
Payment Terms	<input type="text" value="Net 30"/>	FOB	<input type="text"/>
		<input type="checkbox"/> Pay on receipt <input type="checkbox"/> Confirming order	

Additional Information

Owning Department	<input type="text" value="D01048"/>	End User	<input type="text"/>	Context Prompt	<input type="text"/>
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[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**.

Must be set to a default search

Advanced

Basic

Search Results

Search: Invoice

Business Unit

Invoice Number

Invoice Amount

Invoice Date

Supplier or Party

Supplier Number

Supplier Site

Taxpayer ID

Invoice Group

Context Value

Search Reset Save... Add Fields Reorder

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Attachments	Source	Notes	Validation Status	Approval Status	Holds	Employee Number	Paid Status
----------------	--------------	---------------	-------------------	---------------	---------------	----------------	---------------------	--------------	-------------	--------	-------	-------------------	-----------------	-------	-----------------	-------------

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.

ACTION REQUIRED

UCR AP Communication Hold on Invoice F10001VP for Supplier FASTENAL COMPANY

Sahin Nguyen

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

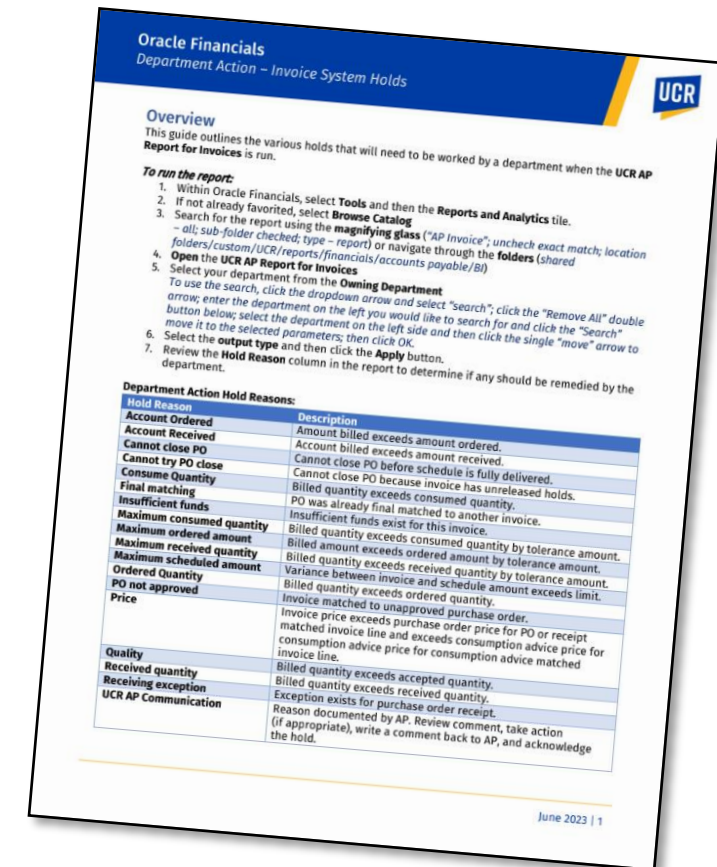
How to run the report:

- **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

The screenshot shows a web interface for a 'UCR AP Communication Hold on Invoice F10001VP for Supplier FASTENAL COMPANY'. At the top right are buttons for 'View Invoice' and 'View Approvals'. The main content area features the 'UC RIVERSIDE' logo. Below the logo, the text 'Ucr Ap Communication Hold' is displayed. A yellow-bordered box highlights the 'Hold Reason: Please attach proof of insurance for freight over \$500'. Below this, the 'Comments' section is empty. Further down, the 'Invoice No.: F10001VP' and 'Supplier Name: FASTENAL COMPANY' are listed. A red note at the bottom states: '*Note: This is Automated Notification. To respond to AP Team, click on Acknowledge Hold to add comments and attach supporting documents after addressing the issue.' At the very bottom, the word 'Details' is visible.

Department Action Hold Reasons

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



[Department Action – Invoice System Holds QRG](#)

EACS: Department SAA Provisioning Request

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).

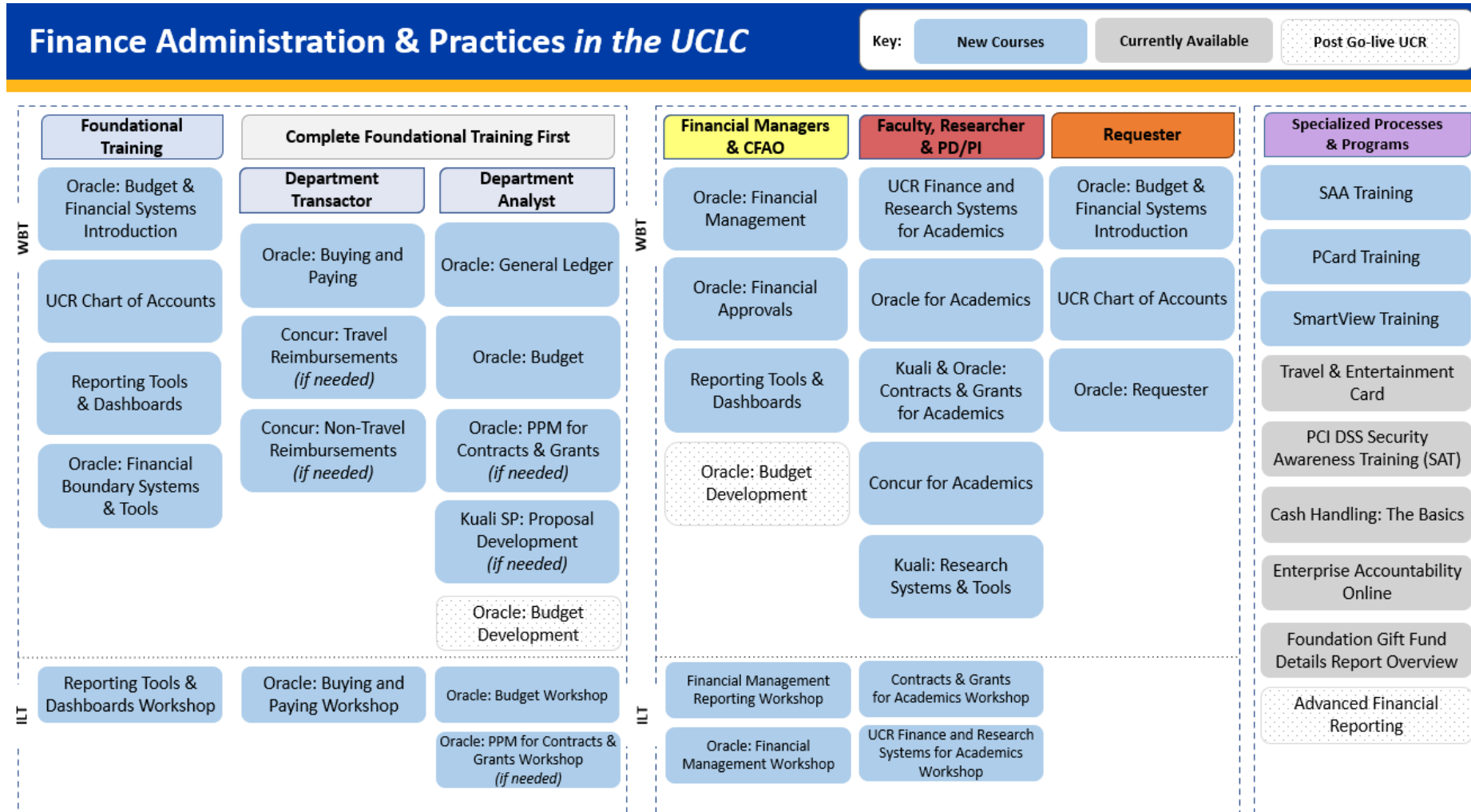
To locate your Department SAA in R'Space, please follow these steps:

- 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!



[Link to Survey](#)

Faculty Workshops! Coming up!

Faculty, Researcher
& PD/PI

UCR Finance and
Research Systems
for Academics

Oracle for Academics

Kuali & Oracle:
Contracts & Grants
for Academics

Concur for Academics

Kuali: Research
Systems & Tools

Contracts & Grants
for Academics Workshop

UCR Finance and Research
Systems for Academics
Workshop

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.

Finance & Research Systems for Academics (Non-Contract & Grants)	9/1/23 9-9:30	10/13/23 8:30-9	11/3/23 9-9:30
Package: Finance & Research Systems for Academics and Contracts & Grants for Academics Workshop	9/7/23 8:30-9:30	10/9/23 9:30-10:30	11/17/23 12-1pm

[Link to Learning Path](#)

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



ePay – Online
Payment
System

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*

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

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/1AoFadA2TymLOgMajDaL80abkDAtH-QKY/view?usp=sharing>

ORACLE FINANCIALS
Update Payee Information in UCR Supplier Portal

UCR Business and Financial Services

Overview

UCR recently updated our campus financial system. To improve security and confidentiality of individuals and others receiving payment from UCR (i.e., payees), payees are asked to securely provide information required to issue a payment. This guide offers detailed instructions on how to create and manage profile information for a payee that is not providing procurement related commodities (also known as a non-purchase order (PO) suppliers) nor employment related services, such as non-employee payees receiving stipends, refunds, reimbursements, etc. Please keep in mind that all data and values presented in this guide are for training purposes only. When using the guide, for security and confidentiality purposes, payees are asked to update their profile with their personal information in all relevant fields.

Steps to Take

Topic 1: How to access the Oracle Supplier Portal

This process outlines the steps required for a user that is not part of the UCR organization to log in to Oracle. When a UCR campus department needs to initiate a payment to you, they will request your email contact information and initiate a request to UCR's Accounting Office. Next, an email will be sent from UC Riverside to you, the Payee. From there, several subsequent steps need to be completed to create a user account and password to successfully access the Oracle system and update your payee information.

Steps	Action																
1.	<p>To register as a supplier, the proposed payee (you) will be sent an email invitation with the subject "FYI: Supplier Contact User Account for UCR Enterprise was Created." Please open this email and click on the Access the application link provided within. This will guide you through the registration process.</p> <div><p>From: oracle.finance@ucr.edu Sent: Friday, July 22, 2022 12:42:48 PM To: [redacted] Subject: FYI: Supplier Contact User Account for UCR Enterprise was Created</p><p>Supplier Contact User Account for UCR Enterprise was Created</p><p>Details</p><table><tbody><tr><td>Assignee</td><td>TEST TEST TEST TEST</td><td>Requester</td><td>TEST TEST TEST</td></tr><tr><td>Assignment Date</td><td>07/22/2022 12:42:48 PM</td><td>Supplier Number</td><td>2000001975</td></tr><tr><td>Expiration Date</td><td>08/28/2023 12:42:48 PM</td><td></td><td></td></tr><tr><td>Task Number</td><td>246155</td><td></td><td></td></tr></tbody></table><p>Recommended Actions</p><p>Access the application</p><p>User Account Details</p></div>	Assignee	TEST TEST TEST TEST	Requester	TEST TEST TEST	Assignment Date	07/22/2022 12:42:48 PM	Supplier Number	2000001975	Expiration Date	08/28/2023 12:42:48 PM			Task Number	246155		
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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.

Details

Registration Request	40003
Requested By	
Request Date	07/24/2023
Request Reason	Concur Payment Request
Justification	Interview with UCR Library for Metadata Librarian on Tuesday, August 8

Company Details

Company	
Corporate Web Site	
Taxpayer ID	
Tax Registration Number	

Additional Information

Legacy Supplier Number		Does the vendor accept Procard payment?	No
What goods or services are you purchasing?	Travel - Airfare, Lodging, Shuttle	Supplier Employee Department	
Reason for requesting a new supplier instead of using an existing supplier?	Candidate Interview	Override Payables Specialist	
How often will you use this supplier?	1-2 times		

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Contacts

Name	Job Title	Email
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Business Relationship must be "Spend Authorized" for the payee registration process to be complete.

Business Relationship: Prospective

Approval Status: Approved

Approval Action Date: 07/25/2023

Source: Internal Request

Inviting Procurement BU: UCR BU

Concur Troubleshooting

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

Approver Workflow Troubleshooting Scenarios:

1. Verify with your Department SAA:
 - a. Roles AND routing are established for Phase II (Concur Phase I routing was deleted and must be re-established).
 - b. The Financial Previewer within your Accountability Structure is not also the Financial Approver.
 - c. The department has established "ALL" routing for Concur Users unless the Concur User is also the Financial Approver or another exception applies. This routing is especially critical if you have non-employee guest travelers, as they default to the "ALL" routing once associated with your Accountability Structure in Guest Traveler Routing (launching soon).

Note: After items in step #1 are confirmed with your Department SAA, if any changes are made in EACS, please wait to proceed with steps # 2-4 until the following business day.

2. Before proceeding, please ensure that the Request/Report is **Recalled** to the Concur User (also known as Traveler or Payee). It's important to note that the Request/Report cannot be updated while it is in the workflow.
3. The Accountability Structure should be updated in the Request/Report header, including with the appropriate Approver ID and click **Save** (see scenarios a-c below).

The screenshot shows the top portion of a Concur Request/Report form. It includes fields for 'Approver ID' (with a dropdown menu), 'Accountability Structure' (with a dropdown menu), and 'Request ID'. Below these are fields for 'Activity' (with a dropdown menu), 'Fund' (with a dropdown menu), 'Project' (with a dropdown menu), and 'Plan' (with a dropdown menu). The form is partially filled out with example data.

- a. If the Approver ID is blank, please skip to step #4 in this guide.
- b. If the Approver ID has the Financial Approver selected, resubmit the Request/Report into workflow and update your ticket with a comment that the issue is resolved.
- c. If the Financial Previewer is listed in the Approver ID, update the Approver ID to the Financial Approver (instead of the Financial Previewer) to set the correct approval workflow routing. Next, resubmit the Request/Report into workflow and update your ticket with a comment that the issue is resolved.



Thank you!

Website: Impact23.ucr.edu

Question
& Answer
