

Impact23 User Group Meeting

September 14, 2023



Agenda

Topic	Presenter
Welcome and Housekeeping	Asirra Suguitan
Boundary Systems	Asirra Suguitan & Nupur Barot
Budget & COA	Alfred Karam & Stephanie Flores
Contracts & Grants	Bobbi McCracken & Linda Casteel
Procure to Pay	Joe Andreu
Travel & Expense	Aver Smith & Sandra Danford
Training & Support	Laura Virgil
Question & Answer	Josh Hoerger

Upcoming Planned Maintenance: Oracle Financials 9/15

Please be advised that **Oracle Financials will be unavailable from Friday, September 15, 2023 at 6:00 PM PST until Saturday, September 16, 2023 at 10:00 AM PST**. This period of disruption is being scheduled for a planned maintenance to update the application which will require an interruption of the service.

Other systems impacted by this maintenance include: Concur Travel & Expense, ePay, COA Golden Tree Viewer, and COA Validation Services in various related systems where COAs are required for transactions.

If you experience any disruption in services beyond the maintenance window, have any concerns, or would like more information, please visit TechAlerts at techalerts.ucr.edu or contact Finance and Administration Support at ucrsupport.service-now.com/finadmin_portal



Boundary Systems and Financial Reports

System Deployment Tracker

Target	Application Name	Additional Information
Jul	Guest Traveler Routing	Live
Sept/Oct	Web Recharge	<ul style="list-style-type: none"> • Legacy: Currently working on converting the legacy Web Recharge application to read-only or Looker per user requests. • New: In August, the Web Recharge application will undergo an additional development and testing cycle.
Aug	Looker	Live
Sept	Financial Web Reports	Originally planned for August: Pre-run reports: Financial Transaction Details Report, Prime PI Summary Report, and UCR Purchase Order Encumbrance Report. Ad Hoc reports available
Sept	Salary Cost Transfer Tool	Originally planned for late August/early September
Sept	Non-Salary Cost Transfer Tool	Originally planned for late August/early September; dependent on Looker
Sept	Ledger Reconciliation	Originally planned for mid-August; involves updating LRSS Matrix for COA
Sept	VCUA Gift Acceptance*	Planned for August. Phase 1 to create gift acceptances planned for September; Phase 2 journals planned for October
Oct	Payroll Certifications	Certifications of payroll under COA

*If you have revenue in a gift fund that is related to a student scholarship for Fall 2023, a \$1 budget can be created in Oracle Budget to allow the distribution. Note these entries will need to be reversed when the gift is processed.

Financial Web Reports



HOME

Welcome,

Financial Transaction Detail Reports

Several issues were identified with the July 2023 Financial Transaction Detail Reports (FTDR) requiring the reports to be revised and regenerated (e.g., BC75/76/77, C&G Project carryforward budgets, etc.). As the FTDR are the official campus ledgers, the July reports generated on 9/5/2023 were retracted and a communication will be distributed once the new July reports are available.

Prime PI Summary Reports

Coming soon!

PO Encumbrance Reports

Coming soon!

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
- Training - Oracle Budget
- Oracle COA Golden Tree Viewer
- **Financials Web Reports**
- 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

Financial Reports

Transitional Issues

- Project related budgets will be incorrect on the FTDR for July and August. Data corrected in Oracle Budget and correct carryforward amounts passed to the GL in September, however, due to report and EPM integration design, the corrections cannot be reflected in earlier reports.
 - Ledger reconciliations related to projects should focus on Actuals for July and August
- PPM and EPM budgets are a reliable sources of budget information
 - Please note there are a small number of converted contracts and grants associated with multiple UCRFS fund numbers and one or more of the funds were fully closed as of May 2023 and did not convert. If an award amendment was processed in Kuali/Oracle, the PPM award amount may be overstated.
- Payroll charges
 - FY24 suspense corrections related to prior year earnings
 - To be discussed later in user group
 - PPM exceptions for charges after project end date, in GL but not reflected in PPM.
 - Will require salary cost transfers
- Several correcting journals on July, August and September ledgers
 - Corrections to payroll postings
 - Corrections to Budget Control Dashboard expenditure summaries

Financial Reports: Reconciliation of Various Data Sources

Thank you for the feedback and questions

- Budgets between Oracle Financial (GL, PPM, Budget Control Dashboard) Oracle Budget, and Looker should align
 - BC75, BC76, BC77 not appearing in Looker and FTDR; fix being tested
 - Project budgets in GL and Looker; correction to align to PPM and Oracle Budget processed in September
- Actuals between GL, PPM, Budget Control Dashboard, Oracle Budget and Looker should align
 - Oracle Budget "Actual" data cubes for budget to actual comparisons corrected in Sept
 - Looker Financials currently based on GL
 - Looker Payroll Distribution: outstanding issue related to benefit cost impacting 13 projects
- PPM reports
 - Some reports are based on Accounting Periods (Inception to Date and Prime PI Summary); one outstanding minor issues with Prime PI Summary
 - PPM views are based on expenditure item date; which may not align to Accounting Periods.
 - Converted data reclassifications in August may have resulted in earlier Budget Years. Instructions on querying data by Accounting Period in PPM are being finalized

Salary Cost Transfer Application - Overview

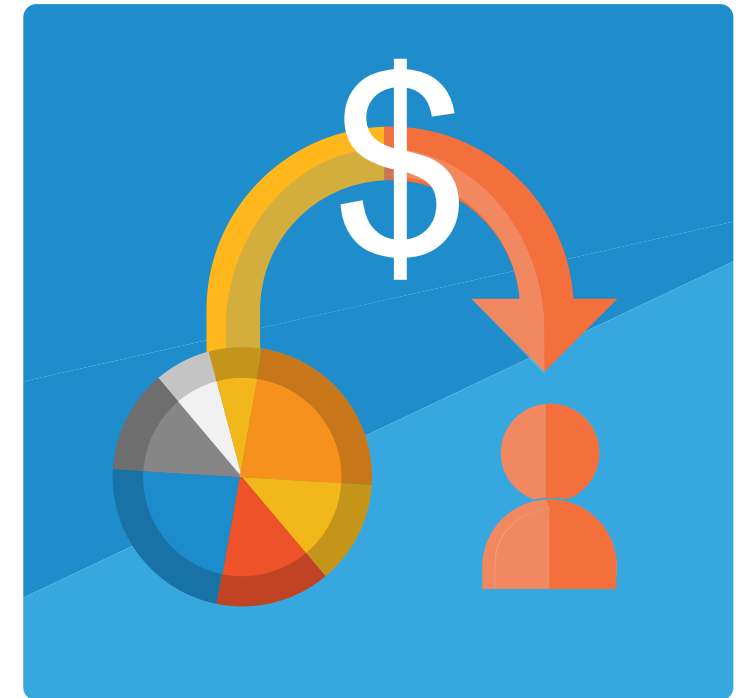
- The salary cost transfer application CoA version will be available to campus users soon.
- The salary cost transfer tool can be accessed using R 'space.

What is changing?

- Salary Cost Transfer Application Pages have been modified to incorporate the new Chart of Accounts (CoA) structure.



- The CoA segment “Project” now represents the Contracts and Grants.
- Contracts and Grants Business rules will be driven by the Project.
- The Earnings End Date field has been added and is part of the functionality.



Salary Cost Transfer Tool - Roles

Role	Responsibility	Assignor
Salary Cost Transfer Transactor	Initiates requests in the SCT Request Tool	Department SAA
Salary Cost Transfer Approver	Certifying the appropriateness of the cost transfers	Department SAA
Salary Cost Transfer CFAO Approver	Monitors delinquent cost transfers and ensures appropriate organizational guidance is provided	Application SAA
Salary Cost Transfer Fulfiller	Responsible for the prompt entry of requests and cross referencing SCT Requests numbers and UCPATH transaction IDs	SSC SAA

Salary Cost Transfer Application – Screen Captures

- Salary Cost Transfer Application Pages have been modified to incorporate the new Chart of Accounts (CoA) structure as shown in the below screenshots.
- Search and Listing Page:

Transactor

Approve Changes (0)

In Progress (11)

Transaction Log

Fulfill Requests (4)

Please include at least two query parameters for the initial search. Query results can be refined by including additional parameters.
Date range for pay period end dates will default to the three months prior to the current month, but date range can be changed as needed.

Emp Name:

Emp ID:

Department Code - Description:

Job Code - Description:

Earn Code:

10023433

D01002 - Engineering - Dean's Office

Clear Search

Entity:

Fund:

Activity:

Account:

Funcn:

Program:

Project:

Flex1:

Flex2:

Start (Pay Period End Date):

End (Pay Period End Date):

Submit Query

</

Transactor Approve Changes (0) In Progress (11) Transaction Log Fulfill Requests (4)																		
Requests Approved to be Fulfilled																		
Search: 100084																		
Request ID	Status	Account Structure			Transactor			Reason for Request			Date Requested	Transaction Type	Risk	Date Approved				
100084	Ready for Submission	D01003			Nupur Barot			Other			09/07/2023	Simple	Low					
PP End Date	Earnings End Date	Position Number	Department	Emp ID	Employee Name	ERN	Entity	Fund	Activity	Acct	Funcn	Program	Project	Flex1	Flex2	Earnings		
07/21/2023	07/21/2023	40017044	D01000	10023360		REG	1511	69993	A01000	512000	43	000	0000000000	0000000000	00000000	\$1,897.20		
07/21/2023	07/21/2023	40017044	D01000	10023360		REG	1511	[19900]	A01000	511000	43	000	0000000000	0000000000	00000000	\$1,897.20		
07/30/2023	07/30/2023	40264798	D01000	10184570		REG	1511	69993	A01000	511899	43	000	0000000000	0000000000	00000000	-\$591.95		
07/30/2023	07/30/2023	40264798	D01000	10184570		REG	1511	19900	A01000	511000	43	000	0000000000	0000000000	00000000	-\$591.95		
07/07/2023	07/07/2023	40954376	D01000	10637727		S1L	1511	69993	A01000	511899	43	000	0000000000	0000000000	00000000	\$165.00		
07/07/2023	07/07/2023	40954376	D01000	10637727		S1L	[1511]	[19900]	A01000	511000	[40]	000	0000000000	0000000000	00000000	\$165.00		

Salary Cost Transfer Application – Screen Captures

- Request Details Page:

Transactor

Approve Changes (0)

In Progress (11)

Transaction Log

Fulfill Requests (4)

Transactor: Barot, Nupur

Status: New

Date: 09/13/2023

* Accountability Structure: D01003 - Computer Science & Engin

Request ID: NEW

Type: Simple

Includes 120 Day Rule: No

Back to Search

Global Changes

Entity	Fund	Activity	Account	Functn	Program	Project	Flex1	Flex2

Change CoA - SIMPLE

EMPL RCD	Original PP End Date	Earnings End Date	Pay Period End Date	Emp ID	Employee Name	Position	Dept Code	Job Code	Total Benefits	ERN	Entity	Fund	Activity	Account	Functn	Program	Project	Flex1	Flex2	Earnings
0	06/29/2023	07/30/2023	07/30/2023	10023433		40019455	D01002	007715	\$0.00	VAC	1511	69993	A01002	511899	43	000	0000000000	0000000000	00000000	\$635.22
Transfer To CoA *											1511	69993	A01002	511899	43	000	00000000	00000000	00000000	635.22

Click here

 to view all pay lines associated to the employee record, pay per end date and employee selected.

*Reason for Salary Cost Transfer:

* Explain how the error occurred

* ☐ I certify that:

1) This Salary Cost Transfer has been prepared in accordance with the UC and UCR Policies and Procedures and any applicable terms and conditions of sponsored awards.

2) The salary expense is allowable on the Contracts and Grants source(s) listed and funds are available, and

3) The appropriate Chart of Account (CoA) has been provided on this transfer.

Add Attachment (only pdf / excel type)...

Submit

Cancel Request

Save Work In Progress



For SCT support, please email ucrfsfeedback@ucr.edu.

Budget & COA

July Payroll and Suspense Funding

- Due to the conversion from the old Chart of Account structure (aka FAU) to the new Chart of Accounts, payroll transactions associated with the dates prior to July 1st are being redirected to the Suspense fund 69993. Any leave and biweekly pay reported with earning dates prior to July 2023 will be assigned suspense funding due to the new Chart of Accounts (COA) effective date of 07/01/2023.
- Prior to the new COA effective date, funding was based on the FY23 and FAU. Since the FAU accounting became inactive on 07/01/2023, previous FAU funding cannot be used in FY24 payroll processing. Therefore, the UCPath process will assign suspense funding for earnings and/or leave taken prior to July 1st, 2023.

July Payroll and Suspense Funding

- **Upcoming Action:** Payroll transaction with a pay period begin date prior to July 1st, 2023, cannot be transferred to another funding source using UCPATH Salary Cost Transfer functionality. Transferring these payroll expenses to the proper funding source - i.e., current position funding setup, can only be done as journal in Oracle Financials.
- To assist units with these corrections, a data file with all impacted payroll transactions will soon be shared with CFAOs. The data file will have the proposed COA based on current position funding for moving the expenses out of the suspense account. CFAOs should coordinate the review of the file with their unit's Financial Managers. Additional instructions will be provided once the file is distributed.
- Additionally, inactive FAU funding sources will impact any payroll adjustments to previous pay periods or previous earnings before 07/01/2023. A reduction in the assignment of payroll to suspense accounts will naturally occur with future pay periods. Moving forward, these can be transferred in the UCPATH system. Departments are to submit SCT requests using the new SCT CoA version coming live soon.

Note: *Once the new SCT is available to campus users, it is not possible to process SCTs on these impacted lines due to the same limitation described above. It is important for units to validate position funding using the Position Funding reports in iReports, and submit an update with valid Chart of Accounts (COAs) using the Position Funding Change Request application.*

Oracle Budget Misc Updates

- **Action Item:** Due to updates on various forms in Oracle Budget, users need to re-run the One-Time set-up to populate new dimensions, otherwise users may get errors with certain forms
- **Caution Item:** There is some out-of-the-box functionality that is not recommended for use at this point due to the unknown impacts to tracking and managing budgets in Oracle Budget. Only use functionality explained in the training sessions. If you have the time to explore unused functionality, please only explore in the test/training environment under the Tools section in R'Space.
- Updated reports, based on feedback from campus users, will be available next week in Oracle Budget from the test environment. The available or soon to be available reports are listed below:
 1. **Activity Summary of Expenses:** 3 versions (Basic, Flex Detail, Multiple Org Selection)
 2. **Deficit Analysis Report:** 2 versions (Basic, Flex Detail)
 3. **Fund Summary of Revenue & Expenses:** 4 versions (Basic, HTML Expandable, Flex Detail & By Entity)
 4. **Flex 1 Summary Report**
 5. **Flex 2 Faculty Non-Project Portfolio Report**
 6. **Function Summary of Expenses**
 7. **Variance Reports:** 4 versions (For Expenses, For Revenue, Expandable for each)
 8. **Updated Staffing Reports** – coming soon

Oracle Budget Workforce Updates

- **Reminder:** Budget Distribution Page (BDP) Staffing Data will not populate your execution budgets in Oracle Budget. The BDP Staffing Data will create a staffing list of Permanently Budgeted Positions to compare against actual perm budgets in the staffing BC's in execution.
- You will be allowed to adjust budgets in those staffing BC's as necessary via regular, inter or intra-org adjustments as well as via budget requests. Please note there is a separate tab in the Control Budget Adjustment section that manages Perm FTE. This tab was populated with PERM FTE as of 6/30/2023 but can be adjusted as needed.
- **Update:** We are in the final stages of loading the 6/30 staffing list (filled and unfilled positions) into Path's Budget Distribution Page.
- Once all data is entered and vetted, we hope to begin training sessions for those who have been identified as BDP users.
- **Timeline:** Expecting Training will begin in early October.

Oracle COA Management Updates

- The Enable Flag being set to N and the presence of start/end dates have been creating issues in various Oracle modules or boundary systems, so....
 - Effective 9/1/23, Activity and Flex1 segments will no longer be disabled or include start/end dates until we get more familiar with Oracle and the use of these properties
 - We will instead change the first characters in the description to be INACTIVE and at year-end we will do a review of all INACTIVE segments to determine if it is appropriate to disable the field with a 6/30 or 7/1 end date. (i.e. It would be appropriate if the segment has no budget and no transactions for at least 6 months.)
- Some Flex1 and Flex2 descriptions have been getting excessively long and create challenges with reporting, so the description field is being limited to 40 characters. Clean-up will begin on the descriptions that exceed this amount shortly and then the description field will be locked at 40 characters. FP&A will make the adjustments, but if you would like to determine the abbreviations for your long descriptions, please get started asap.
- Also, the name field (code) has been locked for Activity and Flex1 so that it is not possible to accidentally changed a segment currently in use as has happened a couple times since July.

Contracts & Grants

Projects Update

- **Subawards:** Conversion of legacy subawards is in progress.
 - All subawards will be recorded as purchase orders in Oracle and can be viewed in the Procure to Pay module under "Purchase Orders" (search by subaward number).
 - Subaward invoices will route to the PI for approval and staff in the department who have been provisioned the "UCR GRANTS DEPARTMENT ANALYST JR" will receive an FYI email notification.
 - We are exploring options to customize the invoice email notifications.
- **Concur:** “Active” awards with project codes that fall outside their designated start and end dates are now accessible in Concur **to reconcile expenses incurred within the project's designated time frame.**
- **Cost Sharing:** EMF will be collecting costs as of 6/30/2023; then Cost Sharing budgets on converted awards can be established AND external funding source(s) updated in PPM.

PPM COA Values

■ **Converted awards**

- "Award Owning Org" based on Prime PI Home Department
 - Drives Notifications and PI Summary Report
- "001" and "099" "Project Organization" based on Prime PI Home Department
 - Subsequent projects based on UCRFS fund/activity combinations; activity mapped to Project Organization
 - Project Organization cannot be easily updated due to the level of integration with Oracle Budget, GL and Looker

■ **New Awards**

- "Award Owning Org" based on "Lead Unit" identified Kual Notice
- "Project Organization" based on default activity associated with "Lead Unit"
 - Visible in Oracle COA Management — see slide
- Function Code based on the code listed in the CAN section listed "Other"
- Only click on the link to correct IF changes are required
- If there is cost sharing required, departments **MUST** click on the link and immediately provide the Activity-Fund-Function-Program; if not provided, the award set up will be delayed

PPM COA Values

Sign In

Oracle Applications

edm-ucriverside.epm.us-phoenix-1.ocs.oraclecloud.com/epm/?root=workarea&workarea=view&id=4cf4568e-37f0-4f00-9215-b1be7b05c90a

UCR

Bobbi McCracken

UCROFC

Natural Account | V1

Account UCOP | V1

ACTIVITY | V1

FUND | V1

Flex 1 | V1

Flex2 | V1

Account List (Do Not Change)

Activity List (Do Not Change)

New Request

Close

Select Viewpoint

d01048

Activity

D01048

DIV112

Name

Description US

ORG14

School of Business

DIV110

CNAS General

DIV111

Agricultural Operations Division

DIV112

Life Ag & Earth

D01045

Biochemistry Dept

D01046

Evolution Ecology & Orgns Bio Dept

D01047

Botany and Plant Sciences Dept

D01048

Entomology Dept

D01049

Natural Reserves

D01050

Nematology Dept

D01051

Molecular Cell & Systems Bio Dept

D01052

Microbiology & Plant Pathology Dept

D01053

Environmental Sciences Dept

D01055

Earth & Planetary Sciences Dept

D01058

Statistics Dept

D01336

CNAS Department Resources

DIV113

Chemistry Physics Mathematics

DIV116

USDA

DIV165

Interdivisional Prgrms & Depts

D01048

Properties

Locations

History

15 Properties

Name

D01048

Start Date

End Date

Summary

Yes

Enabled

Yes

Allow Posting

No

Allow Budgeting

No

Description US

Entomology Dept

Level

4

Parent

DIV112

Description

UC_DEPARTMENT_TYPE

General Campus - Other

UC_NSF_CODE

UC_PRIMARY_ACTIVITY

A01084 - Entomology

Tree Label

Parent1

PPM COA Values

Campus Award Notice for Award No. [redacted]

 kualisupport=ucr.edu@mx3.kuali.co on behalf of kualisupport@ucr.edu
To [redacted] edu

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Mon 9/11/2023 12:55 PM

Award Summary:

PI: [redacted]

Lead Unit: (D01 [redacted])

Award No.: 011 [redacted]

Sponsor: NATIONAL SCIENCE FOUNDATION

Prime Sponsor:

Title: C[redacted]

Update From: Robert Rothana Chan

Please find a Campus Award Notice (CAN) by clicking [here](#).

- The award and the related project will be associated with the default **activity code** associated with the Principal Investigator’s Unit listed in the CAN. The **function code** associated with the award/project is listed in the section labeled “Other” in the CAN. Changes to the activity code and function code should be submitted using the *Chart of Accounts – Sponsored Awards (for Cost Sharing and/or Default Override)* Kuali Build form, available [here](#), within two (2) business days of this notification to avoid delays in award/project setup.
- If this award and the related project includes **cost sharing**, please provide the cost sharing chart string elements (activity-fund-function-program) that should be used to create PPM by submitting the *Chart of Accounts – Sponsored Awards (for Cost Sharing and/or Default Override)* Kuali Build form, available [here](#), within two (2) business days of this notification to avoid delays in award/project setup.
- If this award and the related project includes an outgoing **subaward / subcontract**, please submit a *Subaward/Subcontract Request Form (SRF)*, available [here](#), to initiate the subaward/subcontract process (e.g., subrecipient monitoring, risk assessment, subaward/subcontract negotiation and execution, etc.). Please note that it is the responsibility of the Principal Investigator to initiate this process through the submission of the SSR. RED will not proceed in the absence of the completed SSR.

Should you have any questions, please contact the RED Officer listed in the CAN.

New Project Request Guidance

Background: Distinct Projects will be created automatically by the Accounting Office for the following, there is no need to submit requests for these items:

- Participant Support
- Cost Share
- Program Income (formerly known as STIP)
- Fabrications
- Sponsored Capital Programs
- Components subject to different Facilities & Administrative Rates than main award
- Annual funding with no automatic carryforward to future years

New Project Request Guidance

Request from Prime PI's department for Kuali contract and grant sponsored awards under the following circumstances:

- Budget allocation to Co-Investigator(s) listed on the award documents
- New project under a different Project Organization (i.e., activity) under the Prime PI's home department on converted projects.
- **Major** elements of a sponsor award that must be separately tracked and reported

Requests for new Projects

- Complete new form—to be distributed this week!
- The Prime PI's C&G analyst must prepare a reduction on the project working budget by the amount to be transferred to the new project(s).
 - **Note:** converted project costs will not be able to be transferred to a new project, the budget adjustment should be based on the budget balance as of 6/30/2023
- Endorsement of the request by the Department Financial & Administrative Officer (FAO) and if required by the Organizational unit, endorsement of the Org CFAO
- Requests will be reviewed by the EMF Manager to coordinate the creation of new projects as appropriate

Procure to Pay

Oracle Supplier Portal – Enhancement Priorities



Enhancement Priorities

- Streamline registration process
- Improve notifications
- Improve guidance
- Improve transparency of status

Requirements:

- Protection of personal data
- Integrity of supplier/payee data base

Using Agreement Suppliers and PCard will help to streamline the procurement process!

<https://impact23.ucr.edu/oracle-supplier-portal>

PO Failed Communication Notices

- **Known Issue:** Oracle is currently generating 'PO Communication Failed' notifications to buyers, despite the successful transmission of the purchase order to the supplier. This problem was introduced with the latest Oracle release on August 25th. The patch for this fix will be applied and should be effective by Monday, 9/18/23.
- **Workaround:** Users should cc' themselves when utilizing the *Oracle Communication Method* to send POs, bcc: yourself if you don't want the supplier to have your email address. This will help ensure you receive confirmation and maintain visibility on the order until the issue is resolved.

From: evbz.fa.sender@workflow.mail.us2.cloud.oracle.com
To: [REDACTED]@ucr.edu
Subject: FYI: Document (Purchase Order) UCRP00004983 Communication Failed
Date: Wednesday, August 30, 2023 4:50:52 PM

Access this task in the [Workspace Application](#)

Document (Purchase Order) UCRP00004983 Communication Failed

Details

Assignee	[REDACTED]	Sold-to Legal Entity	The Regents of the University of California Riverside
Assigned Date	08/30/2023 4:50 PM	Order	UCRP00004983
Expiration Date	09/29/2023 4:50 PM	Procurement BU	UCR BU
Task Number	382443		

Error Details

The document couldn't be communicated to the supplier because an application error occurred while sending the email. Contact your administrator for assistance.

Dell Software Purchases

Departments should not order software from the Dell punchout. Doing so bypasses the ITS security check (workflow approval) that is required for software purchases. Procurement is working with Dell to see what can be done to prevent this.

The Dell logo, consisting of the word "DELL" in a stylized blue font where the two 'E's are connected.The word "SOFTWARE" in a black, outlined, sans-serif font, with a large red prohibition sign (a circle with a diagonal slash) overlaid on it.

UCR ShipTo Location Addresses for Campus

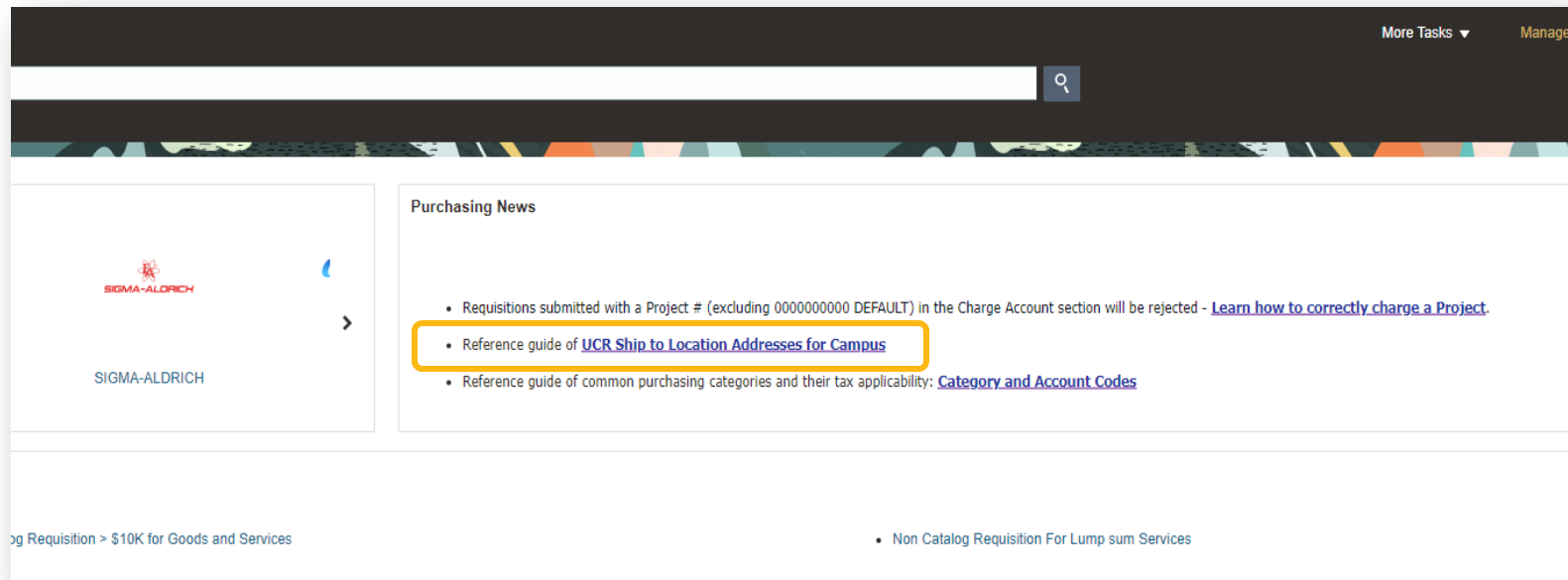
If a department does a one-time address in the requisition, a change order cannot be done to update to an established ShipTo for punchout suppliers. This will cause an error for the punchout supplier.

View OGL guide **Non- Catalog Requisition:**

https://guidedlearning.oracle.com/player/latest/api/scenario/export/v1/5HTgMPi_Q7eH6rq0W6UIKg/vwqsc9m3/lang/--/?draft=dev&_=1694718704

ShipTo Addresses Linked directly in **Purchasing News:**

https://docs.google.com/spreadsheets/d/1-OiG0QOVpvjYSLRjFq70jyWrnvjqKTdp/edit?usp=drive_link&ouid=103313374477951911633&rtpof=true&sd=true



Transactor/Financial Approver Best Practice

- Approvers have raised a concern about receiving emails from Transactors immediately after placing an order for a restricted item that requires approval(s) in Oracle.
- Oracle provides Approvers with notifications regarding these orders as soon as you submit them, so an additional email notification may be counterproductive for Approvers.
- **Best Practice:** Unless you have an arrangement with your Approver(s), Transactors should **wait at least three business days before sending a reminder email to the Approver. The exception to this rule is when the** order is genuinely urgent. This will reduce unnecessary notifications for Approvers and free them up to work on orders and approvals.



Travel & Expense

Concur Release – October 2

In October 2023, UC Riverside will introduce Concur's Horizon theme to our campus. Concur is requiring this change in theme.

What is changing?


- The overall look and feel - changing colors and layout
- A shift from tabs to a dropdown on the Concur homepage is the most impactful change!

What is not changing?

- The Concur Horizon theme is a UI change only and **does not** impact the performance of the system
- No changes to the underlying database
- No changes to the data within Concur
- No changes to your ability to perform tasks or functions
- No impact on any integrations or external systems

Concur Release – October 2

Shift from “tabs”
to a “dropdown”

 You are currently logged into a test instance

SAP Concur 

Home ▾

Home

 ADMINISTRATION

Request

Expense

 APPLICATIONS

Requests

Expense



+
Start a
Request

+
Start a
Report

+
Upload
Receipts

09
Authorization
Requests

11
Available
Expenses

25
Open
Reports

Company Notes

[Non-Employee New Vendor Request](#)

Link to UCR's Vendor Request System for Travel Arrangers to request non-employee travelers

My Tasks

09 Open Requests →

06/19 **IB - Cash Advance RETURN Test**
\$3,500.00 — Travel

06/12 **IB - Cash Advance Test**
\$3,100.00 — Travel

04/18 **test t&e completing training**
Authorization

10/05 **Test123**
Authorization

08/29 **333H-San Fran-8/25/22-8/30/2022**
\$2,050.00 — Travel

11 Available Expenses →

02/17 **VisaPhone**
\$30.02

02/13 **Eating places and Restaurants**
\$23.60

02/08 **INSURANCE RENT-A-CAR**
\$1,145.42

02/07 **Transportation Services, Not els**
\$61.86

01/30 **AUSTRALIAN AIRLINES**
\$1,175.84

25 Open Reports →

06/05 **IB Foreign Offset Test**
\$69.17

06/05 **IB Foreign meal cap Test**
(\$28.10)

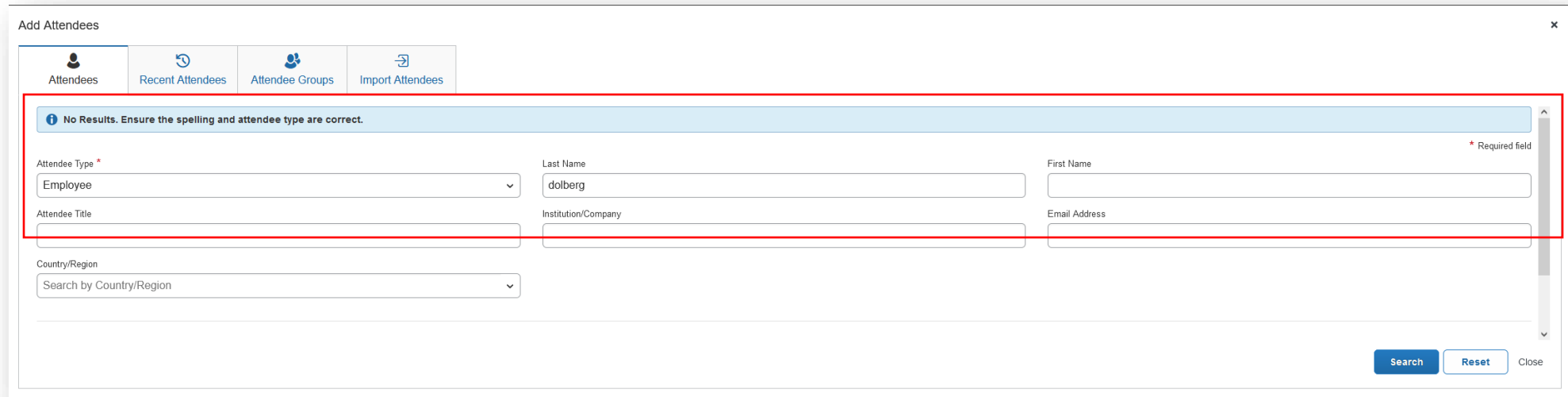
05/30 **IB - Entertainment Dinner**
\$750.00 Returned

05/30 **IB - OFFICE SUPPLIES**
\$422.00 Returned

05/25 **IB - LAB SUPPLIES**
\$97.98 Returned

Non-Profiled Employee Attendee

- Business Meeting and Entertainment
- When required to add an attendee for employees that do not have a role in Concur.
- Be sure to check the “Employee Search” first, before manually adding a Non-Profile Employee.



The screenshot displays the 'Add Attendees' modal window. At the top, there are four tabs: 'Attendees' (selected), 'Recent Attendees', 'Attendee Groups', and 'Import Attendees'. Below the tabs, a blue message bar states: 'No Results. Ensure the spelling and attendee type are correct.' The form fields are as follows:

Attendee Type *	Last Name	First Name
Employee	dolberg	

Below these fields are 'Attendee Title', 'Institution/Company', and 'Email Address' fields, all of which are empty. At the bottom left, there is a 'Country/Region' dropdown menu with the text 'Search by Country/Region'. At the bottom right, there are three buttons: 'Search', 'Reset', and 'Close'.

Non-Profiled Employee Attendee

- If employee is not returned or not included as a selection, select **Non-Profiled Employee** Attendee Type and select **Create New Attendee**

Add Attendees

Attendees

Recent Attendees

Attendee Groups

Import Attendees

Attendee Type *

Non-Profiled Employee

Attendee Title

Last Name

First Name

Institution/Company

Can't find an attendee?

Create New Attendee

Search

Reset

Close

- Enter all required fields and select **Create Attendee**

Create New Attendee

Go back

Attendee Type *

Non-Profiled Employee

Last Name *

Dolberg

First Name *

Tatiana

Attendee Title

Institution/Company

ucr ap

Cancel

Create Attendee

Attendees

Business Meals >10 Attendees | \$500.00

Attendees: 2

Add

Remove

Create Group

Copy from Request

	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Danford, Sandra			Employee	1	\$250.00
<input type="checkbox"/>	Dolberg, Tatiana		ucr ap	Non-Profiled Employee	1	\$250.00

Cancel

Save

Attendee List

- If an expense has a **blue Attendees hyperlink**, it is looking to have attendees added on the expense:

Business Meals >10 Attendees \$100.00

08/01/2023 test

Cancel Delete Expense Save Expense

Details Itemizations

Attendees (12) Allocate

Expense Type *
Business Meals >10 Attendees

Transaction Date *
08/01/2023

Meeting Event *
Employee Morale-Building Activity

Traveler Type *
Employee

Enter Vendor Name *
test

Hide Receipt

- Business Meals >10 Attendees does have an additional audit rule that requires the addition of the "List of Attendees" expense type to upload the attendee list:

Alerts: 1

Report

Please add the List of Attendees expense type to support the Business Meal/Entertainment >10 Attendees expense. [View](#)

Attendee List

- List of Attendees should have **\$0** for the amount and the **attendee list** added as the receipt:

← →

List of Attendees \$0.00

08/01/2023

Cancel

Delete Expense

Save Expense

Details

Itemizations

Allocate

* Required field

Expense Type *

List of Attendees

Transaction Date *

08/01/2023

Payment Type *

Incurred by User

Amount *

0.00

Currency *

US, Dollar

Business Purpose/Additional Information

Save Expense

Cancel

Hide Receipt

1 of 1

Automatic Zoom

AltTypeKey	AltTypeKey	AltTypeKey	AltTypeKey	AltTypeKey	AltTypeKey
AltTypeKey	AltTypeKey	AltTypeKey	AltTypeKey	AltTypeKey	AltTypeKey
BUSGUEST	SMITH	JOHN	NA	NA	NA
STUDENT	JONES	AMELIA	NA	NA	NA
STUDENT	MCDONALD	RONALD	NA	NA	NA
BUSGUEST	BOX	JACK	NA	NA	NA
STUDENT	TRAVIS	HAROLD	NA	NA	NA
STUDENT	TRAVIS	MARY	NA	NA	NA
STUDENT	HENRY	JOHN	NA	NA	NA





AttendeeImportTemplate 9 13 23.pdf

Business meeting – Employee/Official Host

- Audit rule flagging for Business Meetings needs either an **employee** or **official host** listed to satisfy the audit rule

 The Business Meeting purpose requires that either an Employee or Official Host be listed as an attendee. [View](#)

Add Attendees

 Attendees  Recent Attendees  Attendee Groups  Import Attendees

Attendee Type *

Donor

Donor

Employee

Guest

Non-Profiled Employee

Official Host

Last Name

Institution/Company

Attendees: 12

Attendee Total	Average Per Person
\$100.00	\$8.33

Attendee Type	Attendee Count	Amount Per Type
Donor	1	\$8.33
Student	3	\$25.00
Spouse/Partner	2	\$16.68
Guest	5	\$41.66
Official Host	1	\$8.33

[View Attendees](#)

Resolving Red Flag Errors – Line Level

- Red Flags at the line level will reevaluate if conditions have been met when the expense is saved

The image shows a two-step process for resolving a red flag error in an expense management system.

Step 1: Expense List View

The top panel shows a list of expenses. The first expense is highlighted with a red box around the 'Alerts' column, which contains a red flag icon and the text 'Returned | Report Number: LI2XHK'. The expense details are: Expense: Business Meals >10 Attendees, Date: 08/01/2023, Amount: \$1,000.00. A red box highlights the alert message: 'You have exceeded the allowable Per Person Cost (Breakfast = \$31, Lunch = \$54, Dinner = \$94, Refreshments = \$22). Please provide a justification in the Comment field. View'.

Step 2: Expense Detail View

The bottom panel shows the 'Business Meals >10 Attendees \$1,000.00' expense detail. The 'Save Expense' button is highlighted with a red box. The 'Business Purpose/Additional Information' field is highlighted with a red box and contains the text 'exception supplied'.

Expense Details:

- Expense Type: Business Meals >10 Attendees
- Transaction Date: 08/01/2023
- Meeting Event: Business Meetings (must have at least one employee present)
- Type of Meal: Breakfast
- Payment Type: Incurred by User
- Amount: 1,000.00
- Reference Number: (empty)
- Traveler Type: Employee
- Enter Vendor Name: test
- City of Purchase: Riverside, California
- Currency: US, Dollar

Business Purpose/Additional Information: exception supplied

Buttons: Add Expense, Edit, Delete, Copy, Allocate, Cancel, Delete Expense, Save Expense, Hide Receipt

Resolving Red Flag Errors – Non Line Level

- Red Flags that do not alert at the line level will reevaluate if the conditions have been met when **Submit Report** is selected

Alerts: 2

Report

ⓘ

 Please add the List of Attendees expense type to support the Business Meal/Entertainment >10 Attendees expense. [View](#)

ⓘ

 The Business Meeting purpose requires that either an Employee or Official Host be listed as an attendee. [View](#)

test attendee list \$100.00

ⓘ Returned | Report Number: LI2XHK

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Travel Allowance ▾

View Available Receipts 📄

Add Expense

Edit



Delete

Copy

Allocate

Combine Expenses

Move to ▾

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input type="checkbox"/>		Incurred by User	List of Attendees		09/01/2023	\$0.00
<input type="checkbox"/>		Incurred by User	Business Meals >10 Attendees Attendees (12)	test Riverside, California	08/01/2023	\$100.00
						\$100.00

Training & Support

Impact23 Training Program Update

- Workshops for the following learning paths will be transitioned to Web Based Simulations after the final live sessions are held in October:
 - Reporting Tools & Dashboards Workshop
 - Buying & Paying Workshop
 - Oracle: Budget Workshop
 - Oracle: Project Portfolio Management for Contracts and Grants
 - Financial Management Workshop
 - Financial Management Reporting Workshop
- SAA Trainings will no longer be held live on Zoom. They have been transitioned to a Web Based Training which will be available in the UCLearning Center soon.

[Click for Training Page](#)

Faculty, Researcher & PD/PI Workshops

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 for Faculty 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 contracts & grants.

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

[Click for Learning Path](#)



Thank you!

Website: Impact23.ucr.edu

Question
& Answer
