Impact23 User Group Meeting

September 14, 2023
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Housekeeping</td>
<td>Asirra Suguitan</td>
</tr>
<tr>
<td>Boundary Systems</td>
<td>Asirra Suguitan &amp; Nupur Barot</td>
</tr>
<tr>
<td>Budget &amp; COA</td>
<td>Alfred Karam &amp; Stephanie Flores</td>
</tr>
<tr>
<td>Contracts &amp; Grants</td>
<td>Bobbi McCracken &amp; Linda Casteel</td>
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<td>Procure to Pay</td>
<td>Joe Andreu</td>
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<tr>
<td>Travel &amp; Expense</td>
<td>Aver Smith &amp; Sandra Danford</td>
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<tr>
<td>Training &amp; Support</td>
<td>Laura Virgil</td>
</tr>
<tr>
<td>Question &amp; Answer</td>
<td>Josh Hoerger</td>
</tr>
</tbody>
</table>
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](http://techalerts.ucr.edu) or contact Finance and Administration Support at [ucrsupport.service-now.com/finadmin_portal](http://ucrsupport.service-now.com/finadmin_portal)
Boundary Systems and Financial Reports
## System Deployment Tracker

<table>
<thead>
<tr>
<th>Target</th>
<th>Application Name</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>Guest Traveler Routing</td>
<td>Live</td>
</tr>
</tbody>
</table>
| Sept/Oct | Web Recharge | • **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   | 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.
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.
Financial Reports

Transitional Issues

- Project related budgets will be incorrect on the FTDR for July and August. Data corrected in Oracle Budget and 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
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.
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
<th>Assignor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Cost Transfer Transactor</td>
<td>Initiates requests in the SCT Request Tool</td>
<td>Department SAA</td>
</tr>
<tr>
<td>Salary Cost Transfer Approver</td>
<td>Certifying the appropriateness of the cost transfers</td>
<td>Department SAA</td>
</tr>
<tr>
<td>Salary Cost Transfer CFAO Approver</td>
<td>Monitors delinquent cost transfers and ensures appropriate organizational guidance is provided</td>
<td>Application SAA</td>
</tr>
<tr>
<td>Salary Cost Transfer Fulfiller</td>
<td>Responsible for the prompt entry of requests and cross referencing SCT Requests numbers and UCPath transaction IDs</td>
<td>SSC SAA</td>
</tr>
</tbody>
</table>
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:
Salary Cost Transfer Application – Screen Captures

- Request Details Page:

For SCT support, please email ucrfsfeedback@ucr.edu.
Budget & COA
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.
**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 accidently changed a segment currently in use as has happened a couple times since July.
Contracts & Grants
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 Kuali 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
<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Description US</th>
</tr>
</thead>
<tbody>
<tr>
<td>D01048</td>
<td>Entomology Dept</td>
</tr>
<tr>
<td>D0014</td>
<td>College of Natural &amp; Agricultural Sciences</td>
</tr>
<tr>
<td>D0010</td>
<td>CNAS General</td>
</tr>
<tr>
<td>D0011</td>
<td>Agricultural Operations Division</td>
</tr>
<tr>
<td>D0012</td>
<td>Life Ag &amp; Earth</td>
</tr>
<tr>
<td>D0045</td>
<td>Biochemistry Dept</td>
</tr>
<tr>
<td>D0046</td>
<td>Evolution Ecology &amp; Organ Bio Dept</td>
</tr>
<tr>
<td>D0047</td>
<td>Botany and Plant Sciences Dept</td>
</tr>
</tbody>
</table>

**Properties**

- Name: D01048
- Start Date
- End Date
- Summary: Yes
- Enabled: Yes
- Allow Posting: No
- Allow Budgeting: No
- Description US: Entomology Dept
- Level: 4
- Parent: DIV/112
- **UC_PRIMARY_ACTIVITY**: A0/1084 - Entomology
PPM COA Values

Campus Award Notice for Award No. [REDACTED]

To: [REDACTED]@ucr.edu
From: kuali-support@ucr.edu on behalf of kuali-support@ucr.edu
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.

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
**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.
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.
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_Q7eH6rq0W6ULKg/vwqsc9m3/lang/-/?draft=dev&_1694718704

ShipTo Addresses Linked directly in **Purchasing News**: https://docs.google.com/spreadsheets/d/1-0tG0QOVpYjSLRjFq70jyWmvjqKTdp/edit?usp=drive_link&ouid=103313374477951911633&rtpof=true&sd=true
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
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
Shift from “tabs” to a “dropdown”
Non-Profiled Employee Attendee

- Business Meeting and Entertainment
- When required to add and 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.
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**

- Enter all required fields and select **Create Attendee**
If an expense has a **blue Attendees hyperlink**, it is looking to have attendees added on the expense:

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

![Add Attendees](image1)

- Attendee Total:
  - $100.00
- Average Per Person:
  - $8.33

<table>
<thead>
<tr>
<th>Attendee Type</th>
<th>Attendee Count</th>
<th>Amount Per Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor</td>
<td>1</td>
<td>$8.33</td>
</tr>
<tr>
<td>Student</td>
<td>3</td>
<td>$25.00</td>
</tr>
<tr>
<td>Spouse/Partner</td>
<td>2</td>
<td>$16.68</td>
</tr>
<tr>
<td>Guest</td>
<td>5</td>
<td>$41.66</td>
</tr>
<tr>
<td>Official Host</td>
<td>1</td>
<td>$8.33</td>
</tr>
</tbody>
</table>

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.
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.
Training & Support
Faculty, Researcher & PD/PI Workshops

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.

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<tbody>
<tr>
<td></td>
<td>Concur for Academics</td>
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<td></td>
<td>Oracle for Academics</td>
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<tr>
<td></td>
<td>Kuail &amp; Oracle: Contracts &amp; Grants for Academics</td>
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<td></td>
<td>UCR Finance and Research Systems for Academics</td>
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Click for Learning Path

Click for Training Page

- 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.

Impact23 Training Program Update

Click for Training Page
Thank you!

Website: Impact23.ucr.edu