

IMPACT23 INSIDER NEWS



June 2022 | 1st Edition

ANNOUNCEMENTS

Welcome to the first edition of Impact23 Insider News!

The Impact23 program is a multi-year initiative to replace our financial system and transform how UC Riverside (UCR) transacts, develops budgets, tracks spending/revenue, and performs financial reporting.

The program is a collaborative project involving Business & Financial Services, Information Technology Solutions, Financial Planning & Analysis, Research (RED), our implementation partners, and campus stakeholders to implement a comprehensive suite of cloud-based solutions: Concur Travel and Expense, Quali Sponsored Programs, Oracle Budget, and Oracle Financials.

Impact23 Insider News provides important updates and activities related to the financial system replacement program. **Our goal is to deliver timely information that matters to you!**

[Click to visit our website for information about the Impact23 program and deployment timelines.](#)

A Message From Our Executive Sponsor

Hello Highlanders and welcome to the first newsletter for the Impact23 program – which aims to replace our existing automated financial system as well as upgrade some of the key subsystems that support major campus transactions. You will find other information in this newsletter describing the program in more detail, so let me focus my comments on our main goal for this project – to provide new automated systems that bring real value and efficiency to our faculty and staff users across campus.

Planning and implementing new automated administrative systems is always a challenging and complex undertaking, and even the best implementations have some struggles during the implementation and

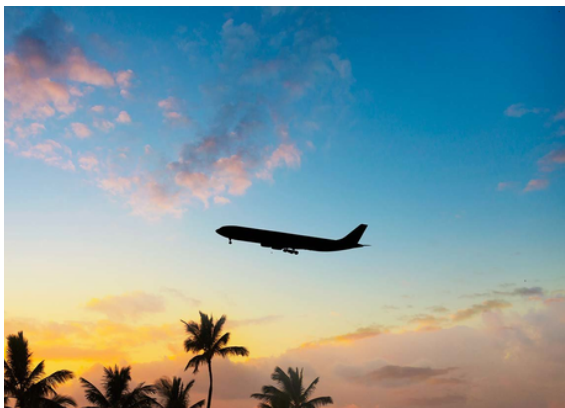


stabilization time periods, as users across campus get used to new process steps and functionality. However, when the dust settles after the implementation date (7/1/2023) our goal is for campus users to see value in these systems through the reality that they will help them do their jobs in a more efficient and effective manner. The memory of the UCPath implementation is still fresh in the minds of many campus faculty and staff, and this was a huge systemwide project that aimed to meet the needs of every UC campus and the UC Office of the President (UCOP) – an extremely difficult task. The Impact23 implementation is focused on UCR needs and requirements, and we have a great implementation team, composed of individuals from across the campus. Our implementation process seeks to have input from a wide campus audience, therefore if anyone has ideas and/or questions, please feel free to contact anyone on the steering committee, including me.

Let me close by thanking all those that have been working on Impact23, and by asking all other campus faculty and staff for their patience and assistance over the next 18 months or so, as we move through implementation and stabilization.

Gerry Bomotti

VC & CFO, Impact23 Executive Sponsor



Concur is Launching in June 2022!

Are you ready?

At the May 18 Town Hall, the Impact23 team provided an update on the deployment of UCR's new travel system, Concur Travel and Expense. Topics included iTravel to Concur Transition, Key Design Decisions, Training & Support, and Audience Questions & Answers.

[Click to watch the Recorded Town Hall!](#)

Important Updates to the Travel & Entertainment Card Program

Phase One of the Impact23 Program includes the deployment of Concur Travel and Expense in June 2022. As part of this transition, UCR will leverage features available in Concur and upgrade the university's Travel & Entertainment Card Program (T&E Card). The T&E Card program will transition from a personal-liability to a corporate-liability card program.

If you travel on behalf of the university, you can prepare to apply for the new corporate liability Travel & Entertainment Card by:

- Resolving past due balances on your existing card
- Completing the required online [T&E Card Training](#) available now in the UC Learning system
- Plan to initiate the new online application process in Concur starting June 2022

If you are an existing cardholder, lookout for an email with additional information. Please review to ensure your continued ability to make travel-related purchases, as your current US Bank T&E Card will eventually be restricted from new purchases.

Recent Oracle Design Decisions

1. Oracle Financials: Accounts Payable *Outsourcing of Non-Payroll Check Printing and Mailing*

The Impact23 Steering Committee has approved the outsourcing of non-payroll check printing and mailing when UCR transitions to the new financial system in July 2023. The Accounting Office is currently responsible, but bringing on a contracted service provider with dedicated check printing operations using advanced technology will allow for improved efficiency, expedited check processing, and increased flexibility of check printing. This adds improved internal controls and enhanced security.

2. Oracle Financials: Procurement *New Supplier Portal*

The Oracle Supplier Portal is a web-based self-service tool that will help improve communication with UCR suppliers by automating and streamlining the Procure-to-Pay process. As part of the implementation of the new portal, suppliers will:

- Receive an invitation with a link to register their business
- Manage their own profiles on the system
- Manage changes to their business information, including insurance and certifications
- Upload W9 and W8 tax forms
- Have the access to view invoice and payment information

3. Oracle Budget & Financials: New Chart of Accounts *Launching July 2023 in Our New Financial Systems*

UCR's new Chart of Accounts (COA) will be based on UC Reporting Requirements. The new chart of accounts design (segment descriptions, hierarchies, and values) is nearly complete. UCR attempted to retain UCRFS values and/or existing FAU structure where feasible. The new COA expands to nine segments for campus with a change in segment order. The structure is defined in segments that represent the business operations. All COA segments require a value, though some can use a default value, if appropriate. All accounting entries must be recorded and reported using this structure to comply with the UCOP mandate by 7/1/2023

If your job requires entering and tracking expenses and revenues for your area, we are committed to training you on the new COA values so you can feel confident performing your daily tasks.

Current

- Account
- Activity
- Fund
- Function
- Cost Center
- Project Code



Future

- Entity
- Fund
- Activity
- Account
- Function (Functn)
- Program
- Project
- Flex 1
- Flex 2

4. Oracle Budget

Budget Will No Longer Be Managed in the General Ledger

The budget will be managed in a new Oracle Budget module with forecasting and projection capabilities. Units will have the ability to budget at Flex 1 and Flex 2 segments, replacing the Cost Center and Project Code in the current financial system. Exceptions to Oracle Budget include Contracts & Grants and Capital Projects, where financial and budgeting aspects will be managed in Oracle Project Portfolio Management.

TRAINING & SUPPORT

Your Guide to Finding Training and Help as we Modernize UC Riverside's Financial Systems!

Training will be available as we roll out new systems to provide you with a broad system overview and the skills you need to perform your duties.



Travel & ePay User Group

Thursday, June 2 from 9:30-10:30 am

As a follow-up to the May 18 Impact23 Town Hall: New Travel System Deployment, Business & Financial Services is hosting a one (1) hour Travel and ePay User Group session dedicated to your Concur questions. To prepare for go-live, register for Concur training below & attend this session!

Travel & Entertainment Card

Course Details: eCourse / Online Self-Paced / 30 Minutes

If you plan to travel or entertain on behalf of UC Riverside, you should apply for a Travel & Entertainment (T&E) Card. This training is required in order to apply for and use a T&E Card. If you support T&E Cardholders and want to learn more about the request process, card requirements, and allowable usage, this training is for you too!

UCR Travel and Expense

Training Dates: May 26, June 1 & 3, July 13, and August 17

Course Details: Virtual Instructor-Led Training (VILT) / 3 Hours

Employees who travel or book business travel can further their understanding of pre-trip authorization, booking travel via Concur, paying with the Travel & Entertainment Card, Concur processes for reporting travel expenses on an expense report, and how to take advantage of mobile tools.

Concur Travel Booking & Agent Services

Training Dates: June 14 & 16

Course Details: Virtual Instructor-Led Training (VILT) / 1.5 Hours

Anthony Travel is UC Riverside's preferred Travel Management Company (TMC), specializing in university business travel, athletic department travel, and study abroad programs. This course is a Concur Travel booking deep-dive, including how to use the online booking tool, best practices for optimizing searches, system rules, group and international travel, and self-service vs. agent services.