

# IMPACT23 INSIDER NEWS



September 2022 | 3rd Edition

## ANNOUNCEMENTS

### iTravel Read-Only Notice

Concur Travel and Expense was launched on July 25, 2022 and replaces the functionality of iTravel. As of **September 30**, iTravel will be available in read-only mode. To prepare for the closeout of iTravel:

- No new trips should be entered in iTravel
- Trips in iTravel had to be department approved and in the Accounting Office queue no later than Friday, 9/23/2022 to ensure processing by the Accounting Office
- iTravel trips that have not been approved by the Accounting Office as of 9/30/2022, and require reimbursement, must be re-created in Concur

### iReport - Concur Departmental Reports Now Available

SAsAs should coordinate with Financial Managers in their area to determine which users should be granted access to the new Concur Departmental Reports in iReport (additional details [here](#)):

- **Concur Approved Cards** – This report provides department administrators with better visibility of employees in their unit that have been assigned the T&E and/or PCard.
- **Concur Expense Details** – This report gives department support teams better visibility into the approval and payment status of expense reports associated with their unit.



### Help Us Shape the Impact23 Experience by Taking this Survey!

The next stop on our Impact23 journey is another stakeholder checkpoint, or survey! Much like the February Readiness Survey, the second [Impact23 Change Readiness Survey](#) polls the UCR community on their readiness for the Concur, Quali and Oracle implementation on July 1, 2023. Completing this survey by Friday, October 7 is an important part of the change management process. It will provide insights on how the community is dealing with the upcoming change and may identify any potential concerns.

**This survey should take approximately 5-7 minutes to complete.**

[Click here to take the latest Change Readiness Survey!](#)

# SPOTLIGHT: What is System Testing?



System Integration Testing (SIT) and User Acceptance Testing (UAT) will be used to help eliminate bugs in the system and validate converted data. SIT will test the functionality of the system using end-to-end scenarios and boundary system integrations. In contrast, UAT will test that the implemented solutions perform their intended functions, satisfy business requirements, and are production ready.

The Impact23 Program is currently preparing for the first round of System Integration Testing starting in October 2022. In later SIT testing cycles, additional campus testers will be invited to participate.

## Understanding What the Upcoming Impact23 Changes Mean to You and Your Unit

The Impact23 systems (Oracle Financials, Oracle Budget, Kualu, Concur, etc.) will change the way our departments, schools, and colleges perform their work. The Impact23 team is currently assessing the differences between how we conduct business in the current environment and how these processes will change in the future.

**So, how are we doing this?** The Change Management team is hosting a series of working sessions to validate what is changing with the Oracle financial implementation and who is impacted. Information on these changes is collected, summarized, and reported across people, processes, and technology. The following table provides an illustrative view of the types of changes the team is interested in.

 <b>People</b>	<b>Refers to changes that will alter:</b> <ul style="list-style-type: none"><li>• Job roles</li><li>• New/Removed tasks within a position</li><li>• Responsibilities</li><li>• Competencies and skills</li><li>• Organizational values and culture</li><li>• Training</li></ul>
 <b>Process</b>	<b>Refers to new or changed:</b> <ul style="list-style-type: none"><li>• Processes, sub-processes and tasks</li><li>• Frequency</li><li>• Order of steps</li><li>• Business Rules</li><li>• Process dependencies</li><li>• Policies</li><li>• Interactions</li><li>• Operational or business concepts</li><li>• Forms</li><li>• Workflow</li><li>• Internal Controls</li></ul>
 <b>Technology</b>	<b>Refers to new or changed:</b> <ul style="list-style-type: none"><li>• Applications and tools</li><li>• Data and databases</li><li>• Role provisioning/ Access controls</li><li>• System performance</li><li>• Summary/Report tools</li><li>• Security</li><li>• Functionality</li><li>• Data Management</li><li>• Inputs/Outputs</li></ul>

Once the impact of the changes is fully assessed, the Change Management team will develop an action plan to help system users and units get ready for the changes that will occur next July. The action plan will include communications strategies, required trainings, and job aids necessary to be prepared to use new systems when they go live. As high-level impacts are finalized, a summary of the most important changes by process area (e.g., Grants Management, Procurement, Supplier Accounts, etc.) will be discussed with the community and posted on the Impact23 website.

# THANK YOU

Thank you for attending the Impact23 Town Hall on August 25th! The new Chart of Accounts will be one of the largest changes associated with the new financial system and will impact any individual who uses the current FAU structure to perform their duties, regardless of the system. We encourage you to utilize the resources below as we continue on this journey to go-live on July 1, 2023!

- Review the [Town Hall Deck](#) and [Recording](#)
- Review the [Chart of Accounts Segment Design and Definitions](#) & [PPM and POETAF Segment Design and Definitions](#)

*Oracle's Procure to Pay (PTP) requires well-formed purchase orders (PO) to be created with strict coding and up-front approvals. The key design decisions below aim to streamline UCR PTP workflow. Increased utilization of the PCard, supplier agreements, and eCatalog will assist campus units in addressing their department procurement needs while ensuring compliance with federal, state and university procurement requirements.*

## Recent Design Decisions

### 1. Oracle Financials: Supplier Portal *New Process for Requesting New Suppliers*

A new process for requesting suppliers will be implemented as part of the transition to Oracle Procurement module. Before a supplier is added to the new portal, a PCard should be offered as payment for goods or services. If the PCard is not accepted, the request will go to a data analyst in Procurement Services to review the submission and determine if an existing local or system-wide agreement can be used. If no agreement exists, the supplier will be asked to provide their company information directly in the new supplier portal. Their information will be vetted and approved before the supplier is added to the system and can be used to place orders in Oracle Procurement.

### 2. Oracle Financials: Procurement *Increase the PCard and Low Value Procurement Purchasing Limit for Departments to \$10,000*

This change will give departments more room to purchase goods and services using a UCR-approved purchasing method. Other UC Campuses have successfully increased their PCard and Low Value Procurement transactional purchasing limits to \$10K and reduced the number of purchase orders between \$5K and \$10K. Purchasing limit increase dates and details will be communicated as part of the Impact23 training plan.

### 3. Oracle Financials: Procurement *New Small Business First Program*

The Small Business First Program (SB First) requires UC campuses to source any purchase over \$10K with 2 or 3 small businesses or request a waiver to policy. The UC process and requirements for using the Small Business First program are outlined in BUS-43 and on the [UC Small Business First program webpage](#). SB First training and tools, such as [Supplier IO](#), will be covered as part of the Oracle implementation and launch in July 2023.

### 4. Oracle Financials: Procurement *Removal of Miscellaneous Agreements*

Miscellaneous Agreements will no longer be available in the Oracle Procurement module. They will be replaced by an existing supplier agreement in the system or the use of a PCard instead of a Purchase Order. Over time, using supplier agreements compared to miscellaneous agreements will expedite purchase orders by reducing the need to negotiate pricing, terms and conditions, and streamline the invoicing process.

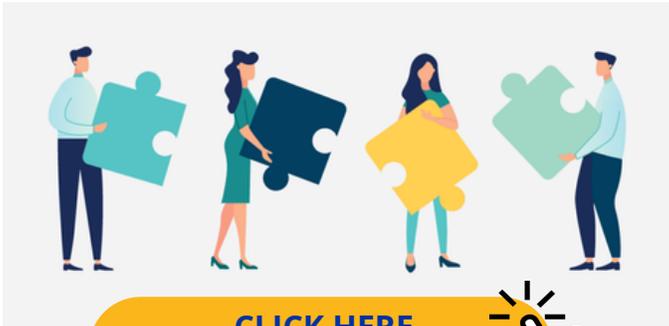
# TRAINING & SUPPORT



## 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.*

## Register for the October Impact23 Town Hall Today!



[CLICK HERE](#)  
Town Hall Registration

As part of our continuous efforts to prepare and educate the campus, we will be hosting another Town Hall session on **Wednesday, October 13 at 1:30 - 3:00 pm.**

We will record the meeting and make it available for viewing for those who cannot attend. Program updates to include:

- Boundary System Overview by Tier
- Demonstration of Looker (UCRFSTotals & SuperDOPE Reporting Tool Replacement)
- Testing Strategy and Call for Testers

### Round Table Discussion - Oracle Projects

**Wednesday, September 28, 1:30 - 2:00 pm**

**Link to Join:** <https://ucr.zoom.us/j/96434074549?pwd=MXkzd1NSaFZROE1GaVFva2UxZmdkQT09>

As a follow-up to the Chart of Accounts Town Hall presentation, please join the Chart of Accounts workgroup leads, Bobbi McCracken and Stephanie Flores, for an informal conversation on all things "Project." Please come with your questions related to the new COA Project segment and Oracle PPM: Capital Projects & Grants.

### Concur User Group

**Wednesday, October 5, 1:00 - 2:00 pm**

**Link to Join:** <https://ucr.zoom.us/j/93938025429>

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

### Concur Travel & Expense Training

Visit [Concur Training](#) and [Guides and Videos](#) to learn new travel system functionality and processes. Attend [Office Hours & the Concur User Group](#) for continuing education.