IMPACT23
INSIDER NEWS

January 2023 | 6th Edition

Impact23 Procurement Preparation Activities for Departments

UC Riverside's eBuy procurement system will be replaced with the new Oracle Procurement module as part of the Impact23 program in July 2023. Several procurement related actions are required to assist with the transition to Oracle, minimize disruptions to your department purchasing activities, and facilitate the conversion of eBuy orders to avoid rework. With the goal of empowering departments and expediting purchases, the Procurement Card (PCard) threshold will be increased to $10K for all cardholders. The PCard is the preferred purchasing method for all low-dollar, unrestricted goods and services. Increased utilization of PCards will reduce the number of open purchase orders to be converted from eBuy to Oracle and improve the overall accuracy of converted data.

Oracle Procurement offers the key elements of the current eBuy platform along with enhancements to better support department procurement needs as the campus procure-to-pay strategy. Additionally, in July 2023, UCR will integrate PCard transactions into Concur for a more streamlined PCard distribution process that will replace the ProCard Cost Transfer (PCT), and the department authorized purchase order (DAPO) threshold will increase to $10K.

Read the full notice: Impact23 Procurement Preparation Activities for Departments

ORACLE PROCUREMENT
PUNCHOUT DAPO PREVIEW

One module (subledger) within Oracle Financials is Oracle Procurement. This is where a department authorized purchase order (DAPO) will be completed. This video displays a requester completing a DAPO from a punchout catalog in Oracle Procurement.

Oracle Procurement - Punchout DAPO

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IMPACT23 SUMMIT
VIRTUAL CONFERENCE SESSIONS THROUGHOUT MARCH

All are invited to the Impact23 Summit, a month-long virtual conference, which features new system demos, panel discussions, expert chats, interactive brain breaks, and more!

In preparation for go-live, this virtual conference will serve as an early learning opportunity and a precursor to formal training by showcasing the new system's most frequently used transactions and business process changes for Concur, Kuali, Oracle Financials, Oracle Budget, Boundary Systems, and Financial Reporting. Below is a sample of the session topics:

- Budget Management in the new systems.
- From Requisition to Purchase Order
- Approval Workflows
- Intro to Kuali Proposal Development, w/COI

- Using the new COA
- Source Selection & Supplier Strategy
- Financial Reporting

Be sure to visit and bookmark the Impact23 Summit webpage for the full schedule of events and links to join.

https://impact23.ucr.edu/impact23-summit

See you at the conference!

IMPACT23 TRAINING OVERVIEW
FINANCIAL SYSTEMS TRAINING

The focus of the Impact23 Training is to support end users' successful transition from current state to future state by building knowledge and skills related to the new Chart of Accounts (COA), Oracle Financials (ERP, OFC), Oracle Budget (EPM), Concur Travel & Expense (Concur), Kuali (Research, Build, Sponsored Programs), Financial Boundary Systems, and Financial Reporting. Training will be:

- **Timely:** Training will be available throughout Go-Live to ensure employees have the skills and knowledge to be successful on day one.
- **Engaging:** Training delivery will be role-specific, focusing on new and changing processes and technologies through interactive and engaging sessions.
- **Practical:** Training will provide real-life training examples enabling end-users the ability to learn and practice with relevant information and data.
- **Customized:** The curriculum and delivery will be end-user-centric leveraging various learning methods to better enhance the training experience and knowledge retention.
- **On-Demand:** Web-based training sessions and training reference guides (job aids) will be made available across multiple platforms.
- **Business Led:** Key individuals will take part in Train-the-Trainer workshops to inform and prepare them on how to successfully deliver training workshops to their peers and colleagues.

The scope of ongoing training will be based on implementation feedback.

MEET THE TRAINER

Helen Kotke has joined the team as the financial systems implementation trainer on the Functional Program Management Team. She comes from UC Berkeley where she focused on UCPath Training.

TRAINING DELIVERY

The following delivery methods will be considered based on the level of change impact, audience size and logistics:

- eLearning / Web-Based Training
- Instructor-Led
- Demos
- Case Studies/Practice Scenarios
- Support Materials

LEARNING PATHS

Learning paths will be role-based to align with business requirements and operational needs. Training will be customized to UCR training personas (ex. Department Analyst, Financial Managers & CFAOs, Faculty, etc.) and content will be focus on:

- Key operational changes
- New ways of working
- Business critical processes end-users need to know how to perform on Day 1/Go-live

Learning paths are structured with initial web-based trainings to introduce concepts and share processes for transacting in the system. These are followed by workshops to work through case studies, ask questions, and practice in the system. Additional support will be available based on metrics and feedback.

GUIDED LEARNING

Oracle Guided learning, also known as OGL, is an information and learning interface layered on top of the Oracle Financials and Budget applications. UCR will implement OGL for go-live to provide communications on new or essential information and provide system users with on-demand guidance tailored to meet UCR-specific processes.

Oracle users will have access to the following:
- Step-by-step guides for major processes
- Help icons defining values and fields
- Resources and on-demand help within the application

Oracle Guided Learning (OGL)

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DID YOU KNOW...

UNDERSTANDING ORACLE GENERAL LEDGER & SUBLEDGERS

Where will financial data be recorded in Oracle?

In the current state, the general ledger serves as the central repository for all detailed financial transactions. Information is posted directly to the GL by a user or from a boundary system integration. As a result, the volume of data stored in the GL makes it difficult to manage and analyze, requiring significant manual interventions.

In the future state, we will keep the Oracle general ledger...general! The details of financial transactions will be recorded in Oracle subledgers using module-specific attributes, fields, and/or segments from the Chart of Accounts (COA). Summary level data will then automatically flow to the general ledger using the new COA.

Subledger modules house the *details* of financial transactions

General Ledger *summarizes* details in an organized manner

What is a subledger?

Each subledger has a distinct function and the financial transaction data/details related to that specific function which are housed in that subledger. For example, supplier invoices in Accounts Payable (Payables), purchase orders in Procurement, and equipment asset details are in Fixed Assets. For more detailed financial data reporting, reference subledger data. Oracle subledgers that will be implemented include:

- **Procurement:** Requisitions are initiated, and POs generated
- **Payables:** POs are matched with invoices for processing
- **Fixed Assets:** Equipment asset inquiries
- **Project Portfolio Management (PPM):** Sponsored Contracts & Grants and Capital Projects management
- **Receivables:** PPM-related invoice management

How does information move across subledgers? What is a process starts in a boundary system?

The Chart of Accounts is how information is shared across the general and subledgers in real time. Consider the COA as the common financial language that allows not only subledgers to communicate to the general leader, but also with financial applications (boundary systems) that reside outside of Oracle Financials. Summarized subledger data will update to the GL through automated subledger accounting rules (SLAs) in Oracle - i.e., move the necessary data to and from subledgers and GL.

Subledger Accounting Rules

### Do I have to go to different places to see all of my information?

Oracle subledger modules will enable reporting to be run at a detailed level when needed, while more "general" summary level information will be reported from the General Ledger.

You will be able to leverage reporting tools, including pre-built reports, that source data from across subledgers to provide a holistic financial picture. There are also drill through reports which allow you to go from viewing summary data to seeing the detailed transaction data.
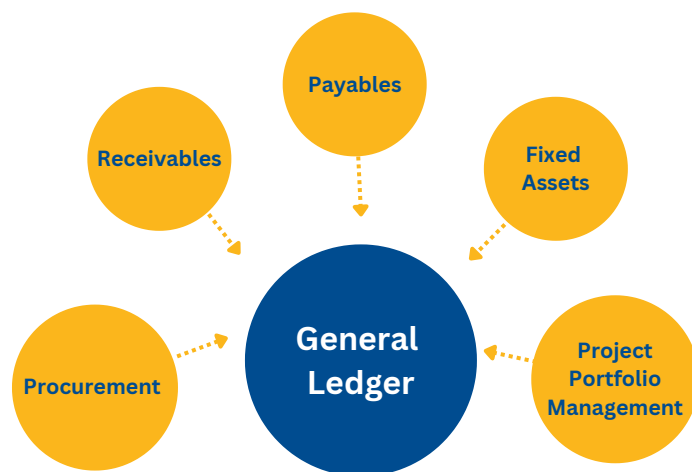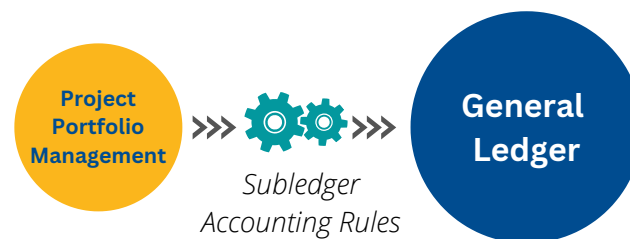
New Release: Golden Tree Viewer

The new COA-based Golden Tree Viewer is available in pre-release; updates are still being made to the functionality and COA values. To prepare for Oracle go-live, department Financial Managers should begin using the new Golden Tree Viewer to convert FAUs to the new COA. [Access the new Golden Tree Viewer here.](#)

Travel Expense Reimbursement Processing Times

Submitters should anticipate a **minimum** processing time of 10 business days from the date the Expense Report is received by Accounts Payable, provided that required receipts and valid business justifications are included for travel reimbursement.

To avoid out-of-pocket expenses and a delay in receiving reimbursements, we recommend UCR Travelers apply for the university's Travel and Entertainment (T&E Card) for travel-related expenses. [Reference the T&E Card webpage for more information](#).

Did you just receive a New Travel & Entertainment Card?

Do not forget to activate your card before attempting to use it. These easy-to-use instructions outline the online activation process:

Activate your card at https://www.access.usbank.com.

1. Select the "Activate Your Card" link found at the bottom of the landing page.
2. Enter requested card information: card number, expiration date and last 4 digits of your work phone (or the phone number your provided on your application).
3. You will be sent two emails; the first email includes the link to activate your account and the second email includes a passcode.
4. Select the emailed link to activate your account and then enter the passcode from the second email. You will also be given the option to update your mobile phone number. Select Submit.
5. Set New PIN. Select Submit.
6. Cardholders can continue to activate their accounts by dialing US Bank's toll-free number at 800-344-5696 for activation. For this option, the cardholder will need to know details about their account including billing address, telephone number, and account limit.

Concur on Your Device

Concur offers various mobile and electronic features to make your travel and reconciliation easier. Capture receipts and create expense line items using your smartphone. [Learn how to digitize receipts using the Concur Mobile App](#).

WE WANT TO HEAR YOU!

Do you have 3-5 minutes to give us your feedback?

As a future user of UCR's financial systems and data, we're looking for some input on making our change management efforts better in 2023.

New survey respondents will be entered into a raffle to win a $25 gift card.
Click below to begin.

Let's Begin!

We appreciate your time!

Thank you!

TRAINING & SUPPORT

JOIN AN UPCOMING ENGAGEMENT SESSION

Impact23 User Group

Thursday, February 23, 8:30-10:00 am / https://ucr.zoom.us/j/96023092172

This user group serves as a space for sharing detailed Impact23 decisions and updates regarding the future state financial system. For this specific User Group, we will discuss cutover and more than five system demos will be provided.

Impact23 Summit

March 6-27 / https://impact23.ucr.edu/impact23-summit

Gain exclusive insight into new Impact23 financial management systems and business processes during topic-driven sessions, system demos, panel discussions, expert chats, and interactive brain breaks during this month-long virtual summit. Visit the website for a schedule of events and more information.
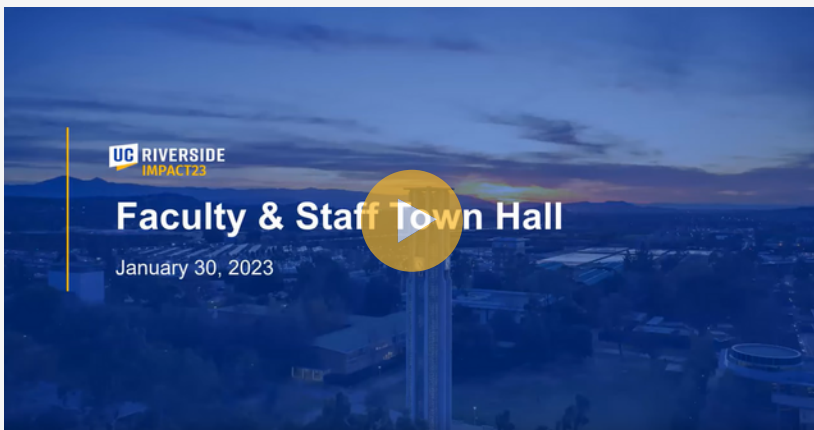
View the PowerPoint presentation from this Faculty and Staff Town Hall.

In Case You Missed It...

As part of our continuous efforts to prepare and educate the campus, we hosted another Town Hall for Faculty & Staff on Monday, January 30. Topics covered included:

- 0:00 Introduction
- 01:29 Impact23 Program Updates & Department Preparation Tips
- 33:31 Timeline and Testing
- 45:15 Training Overview
- 54:15 Impact23 Summit
- 57:37 Question & Answer

Town Hall Resource Poll Results

Based on poll responses, 70% of you receive information on the Impact23 program through engagement events (Town Halls, User Groups, Round Tables, etc.), 44% from this Impact23 Insider News (newsletter), and 35% from both the Impact23 website and supervisor and/or Financial Manager! Regarding additional resources for go-live, the number one response was to have single-topic review webinars (be sure to attend the Impact23 Summit!), followed by more engagement events (virtual conference, etc.), and department outreach. *Thank you for your participation and insights!*