

SOE/SPP IMPACT23 UPDATES

August 2023

Training for Faculty



Training is available to assist faculty and researchers with the transition to Impact23 financial and research systems.

Please reference the Faculty, Researcher & PD/PI training track available at: [Impact23 Training](#).

Trainings are taken online at: [UC Learning Center](#).

Scholarship Processing - Expect Delays



The campus is currently working through a temporary workaround process to disburse scholarships and stipends to students. There may be unexpected delays during this time. For all scholarships and student stipends, please submit via Workfront (Financial Services > Scholarship Processing).

Workfront: <https://ucriverside.my.workfront.com/requests>

New Process for Suppliers (formerly known as Vendors)



In our new system, vendors are now called Suppliers. In the past, our team could assist with setting up new vendors to issue purchase orders for supplies or services needed.

In our new system, we can no longer set up new suppliers. Instead, Suppliers must complete a Supplier application online and work directly with Accounts Payable for questions or issues throughout this process.

Some of our regular Suppliers were automatically converted into our new system, and are immediately available for new purchase orders. However, for new Suppliers, please expect there may be delays in our team generating purchase orders as Suppliers navigate the new supplier application process.

Concur Reimbursements: Attendee Lists



Business meetings and entertainment reimbursements are now processed in Concur.

Concur requires a specific Attendee List Excel sheet. If you have upcoming business meetings, please use the Attendee List template available at: [AttendeeImportTemplate \(1\).xls](#)

We are working on uploading this template to our Workfront form.

Concur Reimbursements: Allowable Categories



Other reimbursements are now processed in Concur. With this shift, there are very limited expenses that can be reimbursed. Allowable expense types for reimbursement are:

1. Dues/Fees
2. Employee/Non-Employee Non-Cash Award
3. Membership
4. Professional Development
5. Registration/Training
6. Safety Shoes/Uniforms
7. Other (Comment and a UAP Form Required)

Any reimbursement requests outside of these categories are now considered an Unauthorized Purchase (UAP), requiring a completed [UAP Form](#) be signed and attached to the Concur request.

Moving forward, the appropriate procurement methods include the Procurement Card, Purchase Order, or Travel & Entertainment Card. **Note:** T&E Card cannot be used to purchase supplies or equipment that should be purchased using authorized purchasing methods.

Please submit all requests to our team via Workfront so we can ensure an appropriate procurement method is used.

Financial Reports and COA's



Please expect your next financial report in October 2023.

In the meantime, please feel free to note your former FAU's or fund names (ex. IES Grant, HEERF Funds, etc.) on your Workfront requests as you await new COA's available on the financial report.

If you have ad hoc reporting and/or COA needs in the meantime, please contact Alison Rodriguez, Deputy FAO at alison.rodriguez@ucr.edu.