Oracle Financial & Oracle Budget
Acronym Guide

Overview
This guide outlines common acronyms used in Oracle Financial and Oracle Budget.

Access roles in Oracle Budget	There are four different access roles available in Oracle Budget: Service Administrator, Power User, User, and Viewer. You can find each term defined below in this document.
Account	The fourth field in the Chart of Accounts, the *Account* classifies the nature of the transaction – e.g. asset, liability, expense, revenue, fund balance • Assets = 1xxxxx • Liabilities = 2xxxxx • Net Position = 3xxxxxx • Revenue = 4xxxxx • Expenses = 5xxxxx • Transfers = 7xxxxx (intra- and inter-campus)
Activity	The third field in the Chart of Accounts, the *Activity* represents the academic unit or operating unit responsible for resources and related financial transactions.
Allocate	Allocating allows users to distribute funds across Financial Units/Chart of Accounts (COA) for expense reports. Users should provide the main COA information on the Report Headers and use the Allocate function if any of the expenses on the report should be charged to a different chartstring from the one on the Report Header. Allocations may also be reported during the creation of a Pre-Trip Request.
Award	This usually refers to the Contracts and Grants project funds as identified in Oracle Project Portfolio Management (PPM). This term may also refer to the initial Notice of Award (NOA) from the sponsoring entity that documents the terms and conditions, money, and period of performance for the Contracts and Grants project. The fourth field in the POETAF, *Award* is also an umbrella record containing overall financial and demographic information.
Banner Billing Receivables - New Activity Report	Found in BANNER, this report shows current month's activity that was billed by the department. Departments should review and compare to general ledger to ensure all charges have been billed.
Banner Billing Receivables - Outstanding Report	Found in BANNER, this report lists charges that are still outstanding and have not been paid by account, detail code, amount, and date billed. Departments should review these accounts.
Banner Billing Receivables -	Lists bills that were paid that month by account, charge billed, and amount.

Recently Paid Report	
Budget	A reasonable estimate of expenses necessary to conduct the project. This is typically accompanied by a budget justification. Once you've received an Award, the sponsor approved budget from your proposal will be added to the Oracle Award budget.
Budget Process	The Budget process in Oracle Budget involves setting up the Perm & Temp budgets for the next fiscal year. Perm Budgets are prepared based on trends and drivers for current and out-year (next year) with the ability to apply increase/decrease adjustments. Temp Budgets are prepared by applying adjustments for current and out- year.
Budget Requests	Budget Requests is part of the Financials application in Oracle Budget. It is used for creating new Budget Request for an Activity. The Requests created are send to higher authorities for approval. Whenever a new Budget Request is created, after its approval from the CFAO/CBO, it goes to the Budget Execution and finally to the General Ledger where the financial transactions are recorded and tracked.
Budget Execution	Budget Execution is part of the Financials application in Oracle Budget where UCR employees with appropriate security access can manage their current fiscal year budget. It has the following main functionalities: reviewing existing employee data, entering adjustments for temp and perm budgets, calculating control budget, and managing YE reconciliation and deficit adjustments.
Budgetary Control	The control budget in the Oracle Financials (GL) that is transferred from Oracle Budget.
BFS – Business and Financial Services	Business & Financial Services aims to support UCR by providing prompt, reliable business and financial information and services which comply with applicable laws, regulations, and policies. For more information, visit https://bfs.ucr.edu. *BFS is the functional owner of Oracle Financials, Concur and ePay.*
Card Aging Report in Concur	Historical report of university card transactions (charges) by cardholders considered past due.
Chart Field (also known as Segment)	Chart fields or segments are values used to classify financial transactions entered into the General Ledger. • Each segment represents one specific type (piece) of financial data. • Each piece of information captured by a segment fulfills a need. That information may be required for regulatory reporting, for tracking expenditures against budgets, for managerial decision making, or other reasons. • There are nine (9) chart fields in the financial management system utilized by campus transactors (not all are used on each transaction). • Some chart fields are required for every accounting transaction. • The remaining segments are used to report even more information about a transaction e.g., Flex 1 and Flex 2

<table>
<tr><td>Chartstring</td><td>A combination of segments or chart fields is called a chartstring. Chartstrings are comprised of a sequence of values that describe the financial transaction and are the basis on which we track resources across the university. When designed thoughtfully and used consistently, the chartstrings will appropriately categorize revenue and expenses to better enabling financial management, reporting and analysis at all levels across campus.</td></tr>
<tr><td>COA – Chart of Accounts</td><td>The Chart of Accounts is the organizing framework for budgeting, transacting/recording, and reporting on all University financial transactions. It is designed to capture financial information to make good financial decisions.

The Chart of Accounts is a series of values that represent the University's mission, organizational structure, and fiscal accountability.
These values are the language of the financial system. It allows for accurate and consistent communication, structure, and parameters across all financial system users and reports.
The Chart of Accounts is used every time there is a financial transaction at the University.

When a transaction is entered into a particular module within the financial system or a boundary system, the COA is used to capture information about that transaction and allow it to flow through the system to the General Ledger. The more accurately a transaction is described through the chartstring, the better the information that will be for reporting.

[From Oracle for Academics: The new financial structure implemented to replace the FAU system. For purchasing, it is usually discussed in reference to a chartstring, a particular combination of alpha-numerical segments separated by dashes which reference a particular fund source.] You can find each term listed below defined respectively in this document.
<table>
<tr><th colspan="9">Chart of Accounts (COA)</th></tr>
<tr><td>Entity</td><td>Fund</td><td>Activity</td><td>Account</td><td>Functn</td><td>Program</td><td>Project</td><td>Flex1*</td><td>Flex2*</td></tr>
</table>
*Flex1 and Flex2 are used for reporting purposes, they add the ability to report at a more granular level</td></tr>
<tr><td>Concur</td><td>Concur is UCR’s travel system which allows on-the-go capabilities through user-friendly mobile applications, consolidates & simplifies functions of request, travel, expense, & approvals, provides pre-populated expense reports to assist users with submitting travel reimbursements, electronically collect, store, and manage receipts in adherence to University travel policy; and monitors and manages compliance for travel and expense.</td></tr>
<tr><td>Concur Approved Cards Report</td><td>Found in Concur, this report displays by Department the approved Card Type (T&E Card or PCard), the Concur Request ID, and the cardholder's first and last name. This report gives</td></tr>
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<tr><td></td><td>department administrators better visibility to employees in their unit assigned the T&E and/or PCard.</td></tr>
<tr><td>Concur Expense Details Report</td><td>Found in Concur, this report displays by Department all Concur Expense Reports to date that are submitted and/or completed (paid). This report gives department support teams better visibility into the status of expense reports associated with their unit.</td></tr>
<tr><td>Concur Roles</td><td>
<table>
<tr><td>Concur User</td><td>Concur Users can process Concur Request and Expense Reports for travel and non-travel reimbursements. For non-travel reimbursements, the payment request must be reasonable, cost-effective, and exhibit the best use of University funds to support the campus mission.</td></tr>
<tr><td>Concur Delegate</td><td>Concur Delegates are optional for travel booking and transacting non-travel reimbursements (acting on another user's behalf).

Additionally, Concur Delegates are assigned to a Concur User, not an accountability structure, which may impact those who prepare for multiple accountability structures. Concur Delegate assignments are limited to 250 per user.</td></tr>
<tr><td>Financial Previewer</td><td>The Financial Previewer role(s) are optional.
Primary Financial Previewer
Concur routing allows for the assignment of only one Financial Previewer per user, who will be listed as the previewer for Concur routing.
Secondary Financial Previewer
Serves as the Financial Previewer's delegate, in case that Financial Previewer has other previewer or approval roles, the secondary previewer will have delegate access, even outside of named accountability structure.
Before routing to the necessary Financial Approver, the following items must be approved by either the Primary Financial Previewer or their delegate (Secondary Financial Previewer):
Travel request and expense reports
Non-Travel reimbursement expense reports
PCard distribution reports</td></tr>
<tr><td>Financial Approver</td><td>Required routed role by Accountability Structure. Multiple Financial Approvers allowed per Accountability Structure.
On the Request or Expense Report, users will have the ability to select from one of the multiple EACS-assigned Financial Approvers from the EACS Concur Routing matrix.
Approves:
Travel Requests and Travel Expense Reports
Non-Travel Reimbursement Expense Reports
PCard Distribution Reports</td></tr>
<tr><td>Department Head</td><td>Required to be designated in EACS.
Restricted to one per accountability structure.</td></tr>
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	• Approves T&E Card and PCard issuance requests. • Approves Relocation Expense Reports. • Financial Approvers, Department Heads, and Executive Approvers must be distinct users.
Conflict of Interest (COI) Disclosure	Different sponsors will have different requirements for disclosing details about potential financial conflicts of interest. Kuali COI will automatically detect and prompt the appropriate forms and preserve a portfolio of these as needed.
Commitment	A **Commitment** is (roughly) the same as an Encumbrance. It is recorded when you complete a purchase requisition.
Fund Summary Report Types	(see table below)

Report Name	Description
CORPORATE FINANCIAL BY FUNCTION	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function combination level. This report allows you to select a fund or see all funds simultaneously.
CORPORATE FINANCIAL BY ACTIVITY	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function-activity combination level. This report allows you to select a fund or see all funds at once.
CORPORATE FINANCIAL EXPANDABLE	This report allows you to view the fund budget, expense, encumbrance, and balance detail at the highest level by Fund and BC with the option to expand down into the function and activity nodes. This report is useful for orgs that like to see total function balances quickly. (Must be viewed in HTML to be expandable).
CORPORATE FINANCIAL DETAIL BY FUND	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-activity-function combination level. This report allows you to see only one fund at a time. But you can view all orgs at once as well.
CORPORATE FINANCIAL DETAIL ALLFUNDS	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-activity-function combination level. This report allows you to see all funds at once.
CORPORATE FINANCIAL FUND SUMMARY	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with

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<tr><td></td><td>subtotals at the fund-function-activity combination level. This report allows you to see all funds at once.</td></tr>
<tr><td>Faculty Non Project Portfolio Report</td><td>This report is based on the Flex 2 dimension. It provides an overview of Faculty balances by Fund.</td></tr>
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<tr><td>Course Material Fees Rate Tables Report</td><td>Found in BANNER, this report lists Course material fees in BANNER by Quarter for each College, Subject, Course, COA value that will be billed. Generated Fall - Aug 1, Winter - Nov 1, Spring - Feb. 1, and Summer June 1.</td></tr>
<tr><td>Course Material Fee Reconciliation Report</td><td>Found in BANNER, this report lists all Course material fees Assessed by quarter, College, Subject, Course, COA value, and students. Generated at 3rd week each quarter.</td></tr>
<tr><td>Dashboard</td><td>A dashboard provides quick views of data depending on which customized elements have been added.</td></tr>
<tr><td>Delegate</td><td>The Delegates feature of Concur allows an employee (delegate) to act on behalf of another employee (delegator). Delegates may view transactions and prepare requests/expense reports on the delegator's behalf.</td></tr>
<tr><td>Deficit Analysis Reports</td><td><table>
<tr><th>Report Name</th><th>Description</th></tr>
<tr><td>CORPORATE FINANCIAL BY FUNCTION</td><td>This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function combination level. This report allows you to select a fund or see all funds simultaneously.</td></tr>
<tr><td>CORPORATE FINANCIAL BY ACTIVITY</td><td>This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function-activity combination level. This report allows you to select a fund or see all funds at once.</td></tr>
<tr><td>CORPORATE FINANCIAL EXPANDABLE</td><td>This report allows you to view the fund budget, expense, encumbrance, and balance detail at the highest level by Fund and BC with the option to expand down into the function and activity nodes. This report is useful for orgs that like to see total function balances quickly. (Must be viewed in HTML to be expandable).</td></tr>
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<tr><td></td><td>fund-activity-function combination level. This report allows you to see all funds at once.</td></tr>
<tr><td>CORPORATE FINANCIAL FUND SUMMARY</td><td>This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function-activity combination level. This report allows you to see all funds at once.</td></tr>
<tr><td>Faculty Non Project Portfolio Report</td><td>This report is based on the Flex 2 dimension. It provides an overview of Faculty balances by Fund.</td></tr>
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</td></tr>
<tr><td>Dept Chargeback Report</td><td>Found in BANNER, this report lists accounts and charges by bill type and department that will be charged back (reversed) and not collected.</td></tr>
<tr><td>Dimension</td><td>A Dimension in Oracle Budget is another name for a COA chart segment.</td></tr>
<tr><td>DW – Data Warehouse</td><td>The UCR Data Warehouse that feeds reporting tools (like Looker) contains summary-level data from the Oracle General Ledger (GL chartstring data).

For more information on this, please reference the Reporting Tools and Dashboard course.</td></tr>
<tr><td>EACS – Enterprise Access Control System</td><td>The Enterprise Access Control System (EACS) is the place where access is provisioned. It is a decentralized access control system to allow department system access administrators to efficiently and effectively provision and de-provision roles based on their department transactors job requirements.</td></tr>
<tr><td>Enterprise Access Control System (EACS) Accountability Report</td><td>One report available, outside of the reports covered in this course, is the EACS Accountability Report. The EACS Report can be found in the Access & Training section of the Trainings and Tools menu on R'Space.

The EACS Report shows the respective security access of individuals based on the selected parameters.</td></tr>
<tr><td>Effort</td><td>All university work performed by an employee over a defined period of time. This includes research, teaching, service, clinical work and administrative duties. A person cannot have greater than 100% effort.</td></tr>
<tr><td>Entity</td><td>The first term in the Chart of Accounts, Entity identifies a major operational unit within the University of California System.
Activities that start with A0xxxx are associated with Entity 1511
Activities that start with A4xxxx are associated with Entity 1531
Activities that start with A5xxxx are associated with Entity 1541
Entity 1512 will only be used for reporting related to Public Private Partnerships (P3)</td></tr>
<tr><td>EPM – Oracle Budget</td><td>Oracle Budget refers to Oracle's Enterprise Performance Management (EPM) software utilized by UC Riverside to develop and manage budgets. It helps analyze, understand, and report on budgets and business performance as well as consolidate and finalize financial results.</td></tr>
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Expenditure Type	The third field in the POETAF, the *Expenditure Type* classifies the nature of transaction – e.g., asset liability, expense, revenue, fund balance **.**
Expenditure Organization	The second field in the POETAF, the *Expenditure Organization* represents the academic unit or operating unit responsible for the transaction.
Expense Report	The Expense Report contains a categorized and itemized list of expenses made on the University's behalf. This report helps the University determine what money was spent, what was purchased, and how much of the expenditure is approved for reimbursement.
FAU – Full Account Unit	The former method used to record, control and summarize financial data in the prior system (UCRFS). As of 7/1/2023, this has been replaced with COA.
Finance Web Reports	Finance Web Reports for the purpose of Financial reporting is being used as a report repository for pre-run reports which are run on a monthly basis. Reports housed within Finance Web Reports: Financial Transaction Detail Report, PO Encumbrance Report Inception to Date, UCR Cumulative Report of Contracts and Grants with Encumbrances, and Prime PI Summary Report.
Financial Transaction Detail Report	This is the official departmental general ledger which is a pre-run month-end report. Departmental ledger reconciliations must be based on this report. This report provides detailed transactional information on the Budget, Actuals, and Encumbrance ledgers for a given COA combination with subtotals at the Budget Category level.
Flex1	The eighth term in the Chart of Accounts, *Flex1* is reserved for Categories to assist in financial management at the department level in UCR. This field is not available for Web Recharge.
Flex2	The ninth term in the Chart of Accounts, *Flex2* is reserved for Faculty identifier to track non-C&G expenses/revenue at the department level AND for future combined faculty portfolio of C&G and non-C&G resources. Will be available to track faculty and graduate student funding and manage Capital Project tasks. This field is not available for Web Recharge.
Functn	The fifth field in the Chart of Accounts, *Functn* classifies the purpose of the transaction for internal, external or federal reports (balance sheet and revenue transactions = 00)
Fund	The second field in the Chart of Accounts, *Fund* identifies the source of funding and is used to track spending restrictions and designations.
Fund Summary Report Types	

Report Name	Description
CORPORATE FINANCIAL BY FUNCTION	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function combination level. This report allows you to select a fund or see all funds simultaneously.
CORPORATE FINANCIAL BY ACTIVITY	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function-activity combination

		level. This report allows you to select a fund or see all funds at once.
	CORPORATE FINANCIAL EXPANDABLE	This report allows you to view the fund budget, expense, encumbrance, and balance detail at the highest level by Fund and BC with the option to expand down into the function and activity nodes. This report is useful for orgs that like to see total function balances quickly. (Must be viewed in HTML to be expandable).
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	CORPORATE FINANCIAL DETAIL ALLFUNDS	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-activity-function combination level. This report allows you to see all funds at once.
	CORPORATE FINANCIAL FUND SUMMARY	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function-activity combination level. This report allows you to see all funds at once.
	Faculty Non Project Portfolio Report	This report is based on the Flex 2 dimension. It provides an overview of Faculty balances by Fund.
Funding Opportunity Announcement (FOA)	A publicly available document in which a federal agency makes known its intentions to fund a research project. FOAs may be program announcements, requests for applications, notices of funding availability, solicitations, or other identifiers depending upon the agency and type of program. Each FOA will outline the program goals and objectives.	
Funding Source	The fifth field in the POETAF, the *funding source* identifies the external sponsor or UCR's internal funding source.	
FP&A / CBO – Financial Planning & Analysis	The Office of Financial Planning & Analysis (FP&A) reports to the Vice Chancellor for Planning and Budget to support UCR executive leadership and campus-level strategic planning by providing accurate, objective, and timely information and analyses to inform decision-making across campus. Within Financial Planning and Analysis (FP&A), the Central Budget Office (CBO) function is responsible for the management and oversight of the annual budget process and serves an advisory role to executive leadership in the administration of campus resources. (https://fpa.ucr.edu/)	

	FP&A is the functional owner of Oracle Budget.
GL – General Ledger (Includes definitions for Subledger and Journal)	• The General Ledger summarizes detailed financial transactions recorded in the subledgers using module-specific attributes, fields, and/or segments. General Ledger is used to keep records and a track of financial transactions like invoices, manual journals, debit memos, credit memos etc. Transactions are categorized and summarized into General Ledger accounts. It is accessed for **Processing journals**, **Managing Inter-Company transactions, Managing Allocations, and Financial Reporting.** Summary level data automatically flows to the GL using the COA data from the subledgers (Procurement, Receivables, Payables, Fixed Assets, PPM). A Ledger is like a book and a Journal are its pages. Journal entries are the contents you add to these pages. A subledger provides details behind entries in the general ledger used in accounting. An element of a journal entry consisting of the name, accounting date, category, ledger, and currency for single currency journal entries. It is used to group journal lines. On Oracle Financials, we call the Ledger capturing UCR data as UCR Actuals. Inside UCR Actuals you have Journal batches which have individual Journals.
Golden Tree Viewer	The **Golden Tree Viewer** provides a convenient way of searching and navigating the chartfield trees for COA (Chart of Accounts) information. The Golden Tree Viewer is commonly used to display COA segment hierarchy.
Inquiring GL Balances	Inquiring means how to access a different Journal and Journal batches inside a General Ledger. We need to now learn how to analyze different GL Balances.
Invoice	An **Invoice** in Oracle is the same as a Voucher in our old system.
iReport	iReport is a web tool that converts reports (Student Advising, Human Resources, Accounting, etc.) into a digital/electronic format. These reports aim to ease distribution, access, and storage (these digital reports are available in formats such as PDF, Excel, or text). iReport uses Enterprise Access Control System (EACS) to secure and control access. Access to most reports is granted by Department SAAs, while some reports with sensitive information require special authorization.
Itemization	Some reimbursement item types (e.g. hotel stays) may require itemization. This requires the user to break down the expenses into their individual line items (or rates).
Kuali	Kuali Research (KR) is UC Riverside's cloud-based, enterprise research system to standardize research activity across various departments. Kuali Research addresses the fully sponsored projects lifecycle, so it streamlines processes with online workflow and creates a single repository for all proposal, award, and compliance information.

	With Kuali Research, UCR manages the complete lifecycle of all your sponsored projects and ensures the highest levels of compliance and integrity. Develop proposals more efficiently with intelligent routing and approval Find funding opportunities and automatically transfer the details to a proposal with our integration with GrantForward Used to submit all proposals, including those that go directly to Grants.gov via System-2-System (S2S) Manage negotiations more effectively for faster awarding and better visibility Manage award activity over the life of a project and integrate with the financial system Track research activities across the institution for better oversight and control Manage compliance, including Export Control, COI/COC, IRB, IACUC, and IBC
Looker	Looker is a data and analytics portal that houses various datasets. Regarding financials, there are three main datasets which are provisioned through EACS: • Finance • Payroll Distribution • Banner Student Receivables
Non-Catalogue Requisitions	Non-catalog requisitions are defined as those requisitions which contain products which are not pre-registered in any catalog in the Oracle Financials.
Non-Project Portfolio Summary Report	• Contains all non-Contracts & Grants balances (e.g. initial complement funds, endowments, & gifts, etc.) • Is based on COA chartstring associated with the General Ledger • Contains fiscal year reporting • Will only be a beneficial report once faculty budgets have been established in Flex2 (this process will need to be performed by a department administrator).
OCF – Oracle Financials	Oracle Financials is the name of the Oracle Cloud Financials (OCF) module of the Oracle software here at UC Riverside. Oracle Financials is the general ledger, accounts payable, procurement, and project portfolio management.
Oracle Financials Custom Reports	Custom reports are specifically created for UCR Financial Reporting needs. Enhancements to reports can be requested and made after they are vetted and approved by BFS and/or FP&A. UCR Custom reports can be found within the Catalog under the Custom folder.
Oracle Financials Standard Reports	Standard reports are delivered by Oracle as the predefined “out-of-box” option. No changes can be made to these reports. Standard reports are available within the Common Content folder.
PCard or ProCard	The ProCard looks and functions much like a bank or credit card with key important difference. It is accepted anywhere Visa is accepted, can be used in place of petty cash, Department Authorized

<table>
<tr><td></td><td>Purchasing Orders (DAPOs), or Purchase Orders(POs), and can help eliminate the use of personal funds for non-restricted business expenses. ProCard holders must be career employees with a NetID, be designated by their financial officer, successfully complete the training, and work with their financial officer to fill out an application.</td></tr>
<tr><td>Permanent Budget</td><td>The Execution Budget (GL Working Version) which does not appropriate to cash on July 1st of each year.</td></tr>
<tr><td>PI Certification</td><td>This provides the assurances necessary to acknowledge federal, state and UC required institutional obligations to our sponsors on behalf of the PI. The lead PI must certify the proposal.</td></tr>
<tr><td>PO Encumbrance Report</td><td>This is a pre-run month end report which provides PO encumbrance balances by PO, supplier, and COA. It can also be used to determine which POs have been fully encumbered, except for the freight line on the PO.</td></tr>
<tr><td>POETAF – PPM Chartstring</td><td>Transactions entered in PPM use the POETAF string (<u>P</u>roject; Expenditure <u>O</u>rganization; <u>E</u>xpenditure Type, <u>T</u>ask, <u>A</u>ward, <u>F</u>unding Source). POETAF is how information is structured and displayed in PPM. The values and attributes translate and roll up to applicable Chart of Accounts (COA) segments in the General Ledger (GL).

For departments, the only place that the POETAF Chartstring will be entered is procurement.
When entering a work order, payroll transactions, transactions in Banner, etc. use the GL Chartstring (COA) that includes the project
If the project is associated with Contracts and Grants (C&G) or Capital Projects, the user will be prompted for additional POETAF segments.
Based on the Project field, the Org, Task, Award, and Funding Source segments will populate, and the appropriate Expenditure type should be entered.
[From Oracle for Academics course: The financial structure of funding sources specific to Contracts and Grants. Award notifications will include information about an award's COA reporting structure as well as its POETAF. POETAF stands for Project, Expenditure Organization, Expenditure Type, Task, Award, Funding Source] You can find these terms further defined in this document.
<table><tr><th colspan="6">PPM Subledger – POETAF Chartstring</th></tr><tr><td>Project</td><td>Expenditure Organization*</td><td>Expenditure Type</td><td>Task*</td><td>Award*</td><td>Funding Source*</td></tr></table>
*These fields (Expenditure Organization, Task, Award, and Funding Source) will auto-populate based on the project selected</td></tr>
<tr><td>Point of View (POV)</td><td>‘Perspective' from which a report is drawn, which is determined by the information entered to generate the report in Oracle Budget. By selecting the Point of View, you are determining the point of view that you want to see the budget information from, such as perm. or temp. budget or identifying the Activity, Fund Function and Year, or Flex1/Flex2 fields.</td></tr>
</table>

	What is selectable within the POV is dependent on the form that you are viewing. This could be any member of the COA, scenario (fiscal year or Perm/Temp), or employee. Planners and Reviewers choose dimension members to create their Point of View (POV) while conducting budgeting and planning activities. The Point of View can be setup before performing any tasks by selecting the Activity, Fund, Year and Function Program.
Power User role in Oracle Budget	Views and interacts with data. This role grants high-level access to several Oracle Budget functional areas and is granted to CFAOs and the CBO. Power users can perform activities including the following: Create and maintain forms, Smart View worksheets, business rules, task lists, and Financial Reporting reports; Control approvals process, perform actions on planning units to which they have write access, and assign owners and reviewers for the organization under their charge; Create and save Smart Views.
PPM – Project Portfolio Management	The Project Portfolio Management (PPM) module is a subledger in Oracle used for Contracts & Grants and Capital Projects. PPM is used to track more complex projects that require additional monitoring. PPM projects are often supported by a contract, with more granular budget and, in the case of sponsored awards, third-party invoicing needs. *PPM is oriented to inception to date reporting, which deviates from the traditional fiscal year.*
Pre-Trip Request	UCR policy requires that a pre-trip request be submitted and approved before a Travel-related Expense Report is submitted in Concur. The approved request functions as a preauthorization of the trip and can be linked to any Expense Reports which relate to it.
Prime PI Summary Report	This is a pre-run month-end report which provides summary (project level) and detail (expenditure category level) budget commitments and expenses with views by Principal Investigator or Department. Found in UCR's PPM, this report contains the following features: contains all of the user's Contracts and Grants balances (i.e. each project associated with the user), is based on the POETAF chartstring associated with the Oracle PPM, and contains inception-to-date reporting.
Procure to Pay Process (P2P)	The Procure to Pay (P2P) process is a specific part of the procurement cycle, which excludes the sourcing processes. Procure to Pay is simply defined as an integrated solution that provides a balance between purchasing and payables. It is cost-efficient and improves margins, improves working capital and drives compliance. It is cost effective, tracks costs, ensures regulation compliance, enforces fiscal policies, and streamlines processes.
Procurement	The technical term for the process of buying goods or services.
Program	The sixth term in the Chart of Accounts, *Program* represents system-wide or cross-campus formal programs and was established by UCOP.
Project	The seventh term in the Chart of Accounts and also the first field in the POETAF, *Project* represents a "body of work" that often has a start and end date that spans across fiscal years.

Purchase Order (PO)	A contractual agreement between UC Riverside and the supplier which is bound by UC terms and conditions. When your requisition is fully approved, the PO is generated and sent to the supplier. The PO includes a number which can be referenced when speaking with the supplier.
RED – Research and Economic Development	The Office of Research and Economic Development (RED) is committed to the growth, integrity, diversity and success of the UCR research enterprise and the creation of new knowledge, advanced education, creative inspiration, and economic prosperity. (https://research.ucr.edu/) *RED is the functional owner of Kuali.*
Report	Reports provide scalable, secure, and instantaneous information to users. These reports present organizational data in a meaningful way to aid with financial decision-making.
Report Header	The Expense Report front page form which includes the details entered at the beginning of the report (e.g. Report Type, Name, chartstring, etc.).
Requisition	A Requisition is the next step of purchasing after a shopping cart is submitted. It is an internal UC Riverside document that routes for approval. When it is approved, a PO is created.
Rollover	The term replaces carryforward and is the cash balance remaining from the prior fiscal year. No longer included in the Temp Budget, but rather a stand-alone element of the GL Working Budget.
S2S Opportunities	A System-to-System (S2S) opportunity is a proposal in Kuali Research that facilitates submission of federal proposals created in Proposal Development directly to the Grants.gov online system.
SAA – System Access Administrators	The SAA is the main department point of contact and provides access to users through the Enterprise Access Control System (EACS). The SAA provisions (assigns) and de-provisions system security roles/access.
Scenario	An Oracle Budget Dimension that represents a set of data like Actual, Budget or Budget - Out Year. The primarily used scenarios are Perm Budget, Temp Budget and Actual.
Service Administrator role in Oracle Budget	Performs all functional activities in Oracle Budget. This role should be granted to Oracle Budget functional experts who need to create and administer planning application and service components.
Shopping Cart	The shopping cart is used to hold items in the Oracle Procure To Pay module. You can name and save them for later, or submit them to create Requisitions.
Split Requisition (Distributing Cost to Different COAs)	Distributing cost to different COAs is an important function that a user might need to perform while raising a new requisition. The idea is to split the cost of products between different charge codes while raising a requisition.
Staffing Reports in Oracle Budget	STAFFING SUMMARY — This report provides workforce details by COA of filled positions versus unfilled positions to have a sum of total staffing and compare that sum to Total Budget in financials sub-totaled by activity. You can filter down to the COA level or view it from any level of the activity

			tree including campus-wide. This forces you to select a BC so that you only see one BC at a time.
		STAFFING SUMMARY BY BC SELECTION	This report provides workforce details by COA of filled positions versus unfilled positions to have a sum of total staffing and compare that sum to Total Budget in financials sub-totaled by activity. You can filter down to the COA level or view it from any level of the activity tree including campus-wide.
		STAFFING BY COA COMBINED (FIN-WF)	This report provides all COAs with staffing details from the financials cube in Oracle Budget. You can filter down to the COA level or view it from any level of the activity tree including campus-wide. To see all COAs that contain staffing details from the workforce cube in Oracle Budget and compare them to financials to show variance, you can filter down to the COA level or view it from any level of the activity tree including campus-wide.
		STAFFING BY COA COMBINED (FIN-WF) WF EMPLOYEE JOB DETAILS	This report provides all COAs with staffing details from the financials cube in Oracle Budget. You can filter down to the COA level or view it from any level of the activity tree including campus-wide. This report shows every employee that is marked as a permanent position in the Workforce cube. You will be able to see details of the job and employee by COA. You can filter down to the COA level or view it from any level of the activity tree including campus-wide.
		STAFFING BY COA COMBINED (FIN-WF) BY BC SELECTION	This report provides all COAs with staffing details from the financials cube in Oracle Budget. You can filter down to the COA level or view it from any level of the activity tree including campus-wide. This forces you to select a BC so that you only see one BC at a time. Used by Central Office when balancing staffing. To see all COAs that contain staffing details from the workforce cube in Oracle Budget and compare to financials to show a variance.
		STAFFING BY COA_COMBINED (FIN-WF) WF EMPLOYEE JOB DETAILS BY BC SELECTION	This report provides all COAs with staffing details from the financials cube in Oracle Budget. You can filter down to the COA level or view it from any level of the activity tree including campus-wide. This forces you to select a BC so that you only see one BC at a

		time. Used by Central Office when balancing staffing. This report shows every employee that is marked as a permanent position in Workforce cube. You will be able to see details of job and employee by COA.
Supplier	A supplier is a person or entity that provides merchandise to a retailer resulting in an invoice. Supplier details are maintained in Oracle Financials which can be accessed when required.	
Target Budget	A version that serves as the control total for Core Perm Budget resource allocations and Orgs will need to reference the Target Budget to reconcile their Core Funds at year end.	
Task	The fourth field in the POETAF, the *Task* identifies the activities used to break down a PPM project further.	
T&E Card	The UC Riverside T&E Card is a university-sponsored card issued to UC Riverside employees who travel and/or entertain on behalf of the university. The card provides convenient access to cash advances and credit for thousands of UC travelers and hosts. It should be used for all travel and entertainment expenses where payment by Visa is allowed, such as airfare, hotel and lodging, car rental, ground transportation, and meals. Once used, the transactions import into Concur Travel and Expense, the UC Riverside travel and entertainment expense reporting system. By utilizing the card, employees save both time and money for the university, their department approvers, and themselves.	
Temporary Budget	The Temporary Budget (GL Working Version) which can be perceived as a corrective adjustment.	
Thin Ledger	With this system you minimize the data stored in your general ledger within Oracle Financials. You use the general ledger for internal control, statutory reporting, and tracking of asset ownership. You only see information that's relevant. You will not have to see each and every detail in a transaction which is not relevant. There are different options on how you want to summarize your Journals in the setups for General Ledger (configured by Admins).	
UC Path Position Funding Report	This report shows the current position funding within UCPath. UCPath utilizes "position funding" to distribute salary/benefit expenses. It is structured where every employee must have a position and the combination between employee and position is what makes up a "Job." In order to appropriately distribute salary and benefit expenses, every position must be set up with appropriate funding.	
UCR Actuals	The ledger that captures our UCR data. Inside UCR Actuals are Journal batches that have individual journals.	
UCR ITD Cumulative Report	This Inception to Date (ITD) report is a UCR Cumulative Report of Contracts and Grants with Encumbrances. It is a pre-run month-end report which provides inception-to-date budgets, actuals, and commitment by award number at project, fund, and expenditure category levels.	
User role in Oracle Budget	Users are able to make budget requests and make budget adjustments.	

<table>
<tr><td>Version</td><td colspan="2">Version describes the possible outcomes within the context of a scenario of data in Oracle Budget. For example, if the scenario is Budget, some of its versions could be Working, GL Working, Final, or Target</td></tr>
<tr><td rowspan="4">Variance Reports in Oracle Budget</td><td>VARIANCE REPORT FOR EXPENSE</td><td>This report shows the variance between budget and actuals. You must select between final or OEP working budget and the report sorts by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows expense BCs.</td></tr>
<tr><td>VARIANCE REPORT FOR EXPENSE - DETAILED VERSION</td><td>You must select between final or OEP working budget. The report sorts by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows expense BCs.</td></tr>
<tr><td>VARIANCE REPORT FOR REVENUE</td><td>This report shows the difference between budget and actuals. You must select between final or OEP working budget. The report sorts by activity-fund-function combination. You can select any level of the ORG tree. Only shows Revenue BCs.</td></tr>
<tr><td>VARIANCE REPORT FOR REVENUE</td><td>You must select between final or OEP working budget. The report sorts it by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows revenue BCs.</td></tr>
<tr><td>Viewer role in Oracle Budget</td><td colspan="2">Viewers are able to see the budget, but not make adjustments or transactions on the budget.</td></tr>
<tr><td>Working Budget</td><td colspan="2">Made up of Rollover, Perm, and Temp Budgets. Budget Requests and adjustments are made to the control budget and then impact the Perm and Temp Budgets in Budget Execution.</td></tr>
<tr><td>Workforce</td><td colspan="2">The workforce in budget creation is building staffing plans with actual employee details. The workforce module feeds into the Financials application where Budget Process and Budget Execution uses the data for Workforce to Finance Mapping. Salaries and benefits for academy units in the Workforce are calculated based on the activities and job to which the employees are linked. You can view the total salary and benefits of existing employees in the Existing Employees form shown above.</td></tr>
<tr><td>Year-End Reconciliations</td><td colspan="2">For core funds, projections can be entered in the budget process but once the budget transfers to execution, those funds will have resource allocation control target that must be reconciled. This section of the Budget Execution process explains how units can enter reconciliation adjustments.</td></tr>
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