Tip of the Week: Submitting Documents

If you submit a document to Concur and receive an alert message or an email with a link to the Alert box, click the link to view specific information about the alert. Many alerts have a quick tip and other helpful answers regarding booking travel in our Concur FAQ. For an in-depth look at alerts, visit the Concur Alert Information page.

Preparing for Upcoming Departmental Fiscal Closing

As fiscal close approaches, now is a good time to review commitments on your projects and take stock of what will need to be lifted for those projects that are not completed. Viewing Commitments in OFC Costs provides a quick summary of all commitments in your financial unit. Additionally, you can look at the Aging Report to assist with identifying outstanding receivables by date. The Latin America Payables Control Report is another way to identify all unclaimed payments, including international payments to vendors located in Latin America. 

Additional information about these reports can be found on the blink page. Check out our newest Blink page, New Commitments Blink Page.

FY21 Core Recurring Budget

FY21 Core Recurring Budget, the recurring approved annualize plan of FY21, is available for reviewing in the Business Analytics Hub. Each Tuesday important updates related to the FY21 Core Recurring Budget are posted. Important updates include when the budget is available for review and how to find information about budget exceptions. Each edition of the Weekly Digest also contains a list of known transitional issues with links to blink pages for more guidelines on approvals.

Payment Processing

Procure & Payables and Receiving & Distribution operations as well as a Procurement & Payables team is via the UCPath High Risk (routes to OPAFS for review) bi-weekly Direct Invoicing process. This process is used to correct invoices or purchase orders for errors committed by departments. These corrections will appear on the UCPath labor ledger in the correct department. If you have a recharge transaction on your FinUnit Project DFLT (or another departmental project), you should pay the funds to your department's General Fund account. These funds will be transferred to your department's Oracle Financials Cloud (OFC) account once the requisition is open or the order is received.

Departments can now transition away from the temporary Services & Support departments' success in managing their fiscal responsibilities. For more information on fiscal year end, we encourage you to visit our website and click for the new UCPath high risk (routes to OPAFS for review) bi-weekly Direct Invoicing process.

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Recharge Cost Transfers

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