Budget & Finance Weekly Digest

May 25, 2021 - 21st Edition

Announcements

GAEL Update

GAEL (General Liability) update for expenses incorrectly charged to Federal and Federal Flow-Thru awards in the April accounting period: This issue was investigated and the root cause was found to be a UCPath system-error, not a location error. UCPC is verifying the applicable transactions, with each location, and will take all required corrective action – no action will be required by departments. These corrections will appear on the UCPath labor ledger in the May accounting period (2021-11).

Oracle Financials Cloud

New Introduction to Oracle Procurement & Payables eCourse

IPPS has developed a new on-demand ecourse as a prerequisite to the live Buying and Paying courses. This course will be especially valuable for employees who have little to no experience with buying and paying for goods and services at UC San Diego. Instruction will involve an introduction to Oracle Procurement & Payables and Receiving & Distribution operations as well as a quiz to reinforce concepts. View it now in the UC Learning Center!

Cost Transfer Self-Service Transition

Departments can now transition away from the temporary Services & Support request process for project-to-project cost transfers! As the Oracle PPM cost transfer functionality continues to evolve, including the new multi-select capabilities, departments should be less reliant on central office support to process certain cost transfers via S&S. For guidance, see the updated Cost Transfer Guide.

Recharge Cost Transfers
If you have a recharge transaction on your FinUnit Project DFLT (or another project) and want to transfer the expenses, those costs MUST be transferred to another project in PPM. **Recharge** expenses cannot be transferred from PPM to the GL directly. If it is determined that creating a new project with specific 'funds' is needed to capture/transfer these recharges more appropriately, please submit an Oracle PPM General Project Request.

Concur Travel & Expense

Concur Invoices
An issue has been detected where a number of Concur invoices (payments to employees and affiliates) were loaded into Oracle with missing project data between 4/29 and 5/17. IPPS has identified the affected invoices and will be making the correction in Oracle. There is no corrective action needed from departments.

Click to view all known transitional issues impacting financial processes and reports. This list was curated specifically to support financial review and corrective actions by department fund managers.

Getting Ready for Fiscal Close

Upcoming Departmental Fiscal Closing Cut-Off Dates:

- June 1: UCPath high risk (routes to OPAFS for review) bi-weekly Direct Retro deadline for OFC posting in June 2021
- June 4: Complete Intercampus Recharges by end of day

SSA Close Guidance Now Available!
Click for the new Self-Supporting Activities Fiscal Closing Special Items Instructions for FY 20-21

Unclaimed Payments
Friendly reminder that as we head into our first fiscal year-end close, we ask that departments please make all efforts to identify and claim all Unidentified Receipts (KBA).

Additionally, if you are aware of any invoices that you do not anticipate the University will be able to collect on, please submit a Service & Support ticket with the relevant invoice and customer information. Please review the AR Aging Report to assist with identifying outstanding receivables by date. The Aging Report can be found in the **UCSD-DSH Accounts Payable Panorama** located in Budget & Finance in the Business Analytics Hub.

Viewing Commitments in OFC Costs

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 closing. The How to View Invoice, PO, and Concur Commitments in the OFC Costs Module KBA will get you started on doing so.

New Commitments Blink Page

Check out our newest Blink page, Viewing and Lifting Commitments for Concur and Oracle, for an in-depth look at how Requisitions, Purchase Orders, Invoices, and Concur Travel/Event Requests create commitments in OFC. Guidance on lifting these types of commitments are also provided within the Blink page.

Cancel Incomplete or Rejected Requisitions

If you have requisitions that were rejected or not submitted (i.e. incomplete), and these requisitions will not be submitted in the future, then these requisitions should be canceled. This will lift commitments associated with these requisitions. The person who created the requisition can do so by following these steps:

1. Navigate to the requisition
2. Click Actions at the top right
3. Click Cancel Requisition

Visit the Fiscal Closing Overview for more information on fiscal year end. We encourage you to crowdsource answers from colleagues in the Budget & Finance Community of Practice.

Training & Support

Payment Compass Webinar

Tuesday, May 25, 2021 @ 1:30pm - 2:30pm

The Payment Compass webinar is a series that covers navigation of the platform, payee invitation and registration, and invoice submission.

Hot Topics: Commitments

Wednesday, May 26, 2021 @ 11:00am - 12:00pm

Join the IPPS Team for the next session of Hot Topics! This session will focus on Commitments as it relates to Concur and Oracle Procurement. Our instructors will be reviewing Oracle Procurement and Concur best practices in viewing and lifting commitments, provide a live tutorial, and host Q&A. This is a great Hot Topics to attend as we approach fiscal deadlines. We hope to see you there!

Oracle Financials Cloud

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, June 03, 2021 @ 9:00am - 11:00am

This course has recently been updated according to campus feedback to reflect new content, include new exercises, and focus on the most key Oracle Procurement & Payables concepts. This course will be especially valuable for fiscal administrators, fund managers and financial managers who want to further their understanding of buying on campus.

Concur Travel & Expense

UC San Diego Travel: Before You Go

Thursday, May 27, 2021 @ 9:00am - 11:00am

Faculty and staff who travel or book business travel can further their understanding of travel preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro.

UC San Diego Travel: Reporting Expenses

Thursday, May 27, 2021 @ 1:00pm - 3:00pm

The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and information about online tools. In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs.

Please note that you can also search “Concur” in the UC Learning Center to browse through instructor-led Concur courses.

Visit the Training & Events Calendar for information on upcoming webinars.

BI & Financial Reporting

Budget & Financial Management Reports Panorama
Two new reports have been added to this panorama:

1. **Fund Summary** report displays balances at various levels of the financial unit hierarchy, fund, and project level using General Ledger data
2. **FY21 Core Recurring Budget** is an EPBCS report and displays the FY21 Core Recurring Budget, the recurring approved annualize plan of operations for the university. The report can be run by any level of the financial unit hierarchy.

Personnel Expense Projection Report
The purpose of this report is to forecast staffing expenses (salary, benefits, and assessments) that may change over time on a particular Project or Financial Unit. It provides projections based on the Position Funding data available in UCPath to help track funds. Please see the "About this Report" button at the bottom of the report's prompt page for additional information on this report's scope, requirements, and field calculations. Visit the Business Analytics Hub, select HR/Payroll, select Payroll Accounting and Reconciliation tab, then the **Personnel Expense Projection Report.**

Tips & Tricks

Oracle Financials Cloud

Recharge PO Commitments
Commitments associated with recharge POs (e.g. those with suppliers such as STORE or Core Bio Services) are not lifted automatically within Oracle due to the way they are invoiced. You may close your projects even if commitments from these POs are outstanding. If there is a recharge PO commitment that urgently needs to be removed, please submit a case via Services & Support with the categories Buying Goods & Services - Oracle Procurement - Revising or Canceling an Order with the PO numbers pasted into the description.

Concur Travel & Expense

Travel Profiles

Concur requires a completed profile in order for you to make travel arrangements. If travelers or travel arrangers are unable to book travel online or with a Balboa Travel agent, the likely cause is missing profile information.

Complete your profile now by logging in to Concur > *Profile* > *Profile Settings*. Be sure to scroll through each profile section to ensure completion. Find this quick tip and other helpful answers regarding booking travel in our Concur Travel FAQs Blink page.

Concur Alert Information

When viewing alerts in Concur, be sure to select the carrot symbol to the right of the Alert box to view specific information about the alert. Many alerts have specific information as to how to resolve them. For an in-depth look at alerts, review our KBA on Resolving Alerts in Concur.

How to Select Approvers in Concur as a User

As a follow-up to last week's announcement on *Selecting Approvers before Submitting Documents*, our latest KBA provides Concur users specific directions on how to take advantage of this new functionality. Review our Concur Approvals Overview Blink page for more guidelines on approvals.

About the Weekly Digest

Each Tuesday important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense, are delivered to your inbox. Our goal is to deliver timely information that matters to you.

Contact us

Have questions about this edition? The best way to contact our team is via Services & Support.

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial information system and support departments' success in managing their fiscal responsibilities.
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