

Budget & Finance Weekly Digest

March 2nd, 2021 - 9th Edition

Announcements

Oracle Financials Cloud

January Ledger is Officially Closed!
The Import Costs Job in OFC that delayed the January close is corrected, and all ledgers are closed! IT Services will continue to engage Oracle on their root cause analysis, next steps, and plans for the February close. Thank you for your continued patience as we work through these matters.

Telecom Correction
Some Cellular and Telecom Recharges (Account 770327) were charged to the wrong Default Project due to an error in the batch recharge logic between 7/1/2020 - 12/31/2020. IT Services will be posting a batch correction in March 2021 to route erroneous charges to the correct Default Project.

If your department has cost transferred any Cellular and Telecom Recharges (Account 770327) from a Default Project posted 7/1/2020-12/31/2020 to Oracle, please be sure to review the correction file HERE to ensure that the pending correction is still valid and needed.

Please contact itsbilling@ucsd.edu if the correction is *not needed* for your area (i.e., clean-up has already taken place) by **end of day Wednesday, March 10th**. We will remove these identified areas from the batch correction. For any further adjustments outside of this correction, users will be advised to utilize Oracle's new cost transfer process.

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.

Training & Support

Concur

Procurement Card Live Training Course
Listen as the team goes over the University Procurement Card Program and best practices on reconciling your card transactions.

Note that this is not an introductory course. Participants should first complete the associated eCourse available through UC Learning.

Oracle

Buying and Paying Live Training Course
This course will be especially valuable for employees who want to further their understanding of buying on campus. Instruction will involve an introduction to Oracle Procurement as well as feedback to gain valuable, practical experience. Intended for fiscal administrators, fund managers and financial managers who are familiar with sponsored award management on campus and would like to learn about more advanced buying terminology and concepts.

Sign up today in the UC Learning Center for the next course on 3/04 from 9:00am - 11:00am. The course is recurring on a monthly basis.

BI & Financial Reporting Updates

Available @ reports.ucsd.edu
The **UCSD-DSH Accounts Receivable Panorama** is a collection of reports that provide departments with an overview of their receivables and related credit memos, customer account attributes, incoming and unclaimed cash receipts, and merchant transactions.

Slow Reports
We are actively working with Oracle on our performance issues causing such slow reports. Thank you to all the users who provided recordings and details - it was very helpful to this escalation. We will keep you informed as we receive updates from Oracle.

BI & Financial Reporting: Exceptions Panorama
Did you miss the live webinar?
Watch the Oracle functional leads and the Oracle BI team dive into the new Exceptions Panorama. Built on the power of Oracle data analytics, this

dashboard is designed to highlight the transaction discrepancies and errors in the Oracle financial system and touch on fixing those discrepancies and related resources. Don't miss it!



Continue to report all enhancements, new reports, issues, and office hours topics to the Oracle BI team using Services & Support – we are here to help!

Tips & Tricks

Oracle Financials Cloud

Commitment from Marketplace Purchase Orders
Do you have Marketplace Purchase Orders (POs) that are still showing commitments on your projects, but for which you do not expect additional invoices? Submit a case through Services & Support (*About*: Buying Goods & Services, *Related to*: Oracle Procurement, *More Specifically*: Revising or Canceling an Order) to request the PO be closed out. Commitments associated with Oracle Procurement POs can be lifted by closing out the PO with a change order.

Concur Travel & Expense

Best Practices for Expense Report Submission

Travel Requests and Travel Expense Reports:
Please note that Travel reconciliation in Concur is a two-step process. The first step is to preauthorize your trip by submitting a Travel Request and having it approved (KBA). Once your Travel Request is approved, you can then create a Travel Expense Report to claim all trip-related expenses (KBA). Both steps must be completed in order for the traveler to be reimbursed. Note that mileage-only reimbursements do not require a Travel Request.

For Travel and Entertainment-related charges, expense reports should be submitted within 45 days after the trip or event has occurred. All expenses related to the trip should be on the same expense report. All expenses related to an event are also to be claimed on a single report.

Procurement Card Expense Reports:
For Procurement Card, it is advised that cardholders add all transactions posted for the same month on a single expense report. For instance, cardholders can create a March Expense Report, add transactions throughout the month as they come in, and then submit the report at the end of the month once all of March's PCard transactions and necessary details have been added. Review the Blink guidance and KBA on reconciling transactions for the month.

Services & Support

Support Made Easy
When you submit a ticket to Get Budget & Finance Support you can skip About (leave this field blank) and Related to... (leave this field blank) and search through all of the available service offerings by entering a key word or by clicking on the dropdown arrow in the More Specifically... field. Once you find and select a service offering, the About and Related to... fields will auto-populate for you! Click here to watch a demo of support made easy!

References:

- How to Submit a Ticket: Home > Budget and Finance Request Catalog > Get Help (BFP) > Submit a Ticket
- Click to watch a demo of support made easy!

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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