Budget & Finance Weekly Digest

March 30th, 2021 - 13th Edition

Announcements

General

System Rejections of Approved Requisitions
IPPS has been cleaning up old documents lingering in Financial Unit Approver worklists. Due to our cleanup efforts, some PO Requisitioners were unintentionally sent a message indicating one or more of their requisitions were rejected. This was a system error and will not impact the orders internally in Oracle or their issuance to suppliers. We apologize for the confusion and appreciate those who alerted us to the issue.

We also appreciated your patience as we worked through the requisition auto-rejection issue from yesterday. Requisitions that received the error message "Approvals encountered an error" can now be resubmitted. When looking at the requisition in Oracle, from the 'Actions' drop-down, select 'Edit' (see image) and then 'Submit' the requisition.

Fabrications
Fabrications should be charged 0% IDC. During conversion, some tasks for Fabrications were converted with the award IDC rate. Please check your fabrication tasks, and if they are incurring IDC, submit a ticket for OPAFS to update the rate and reverse incorrectly assessed IDC. If you have fabrication expenses on a non-fabrication task, you can request a new task for the fabrication(s), then process cost transfers to move appropriate costs to that task. Resources:

- How to Handle a Fabrication of Inventorial Equipment
- Fabrications will be discussed in the webinar on April 5th, sign up here: Sponsored Projects Specialized Processes

Concur Travel & Expense

Expense Report Attachments are Now Visible in Oracle!
Another Concur invoice enhancement has launched. Starting with Concur Expense Reports approved 3/23, Concur Expense Report receipts will be available as an attachment on the invoice in Oracle. IPPS is working on adding attachments in Oracle for Expense Reports submitted prior to 3/23. For more on the enhancements made to Concur invoices in Oracle, refer to the KBA on how to search invoice in Oracle.

Expense Type Description
Coming Soon: Concur Expense Type descriptions will include the respective Chart String Account value and taxability at the end of each name.

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.

Oracle Financials Cloud

3 New Punchout Suppliers Added in Oracle Procurement
You can now purchase from Digi-Key Electronics, Fastenal, and Genesee Scientific using Punchouts in Oracle Procurement. Check out the KBA on How to Order from Punchouts in Oracle Procurement.

Training & Support

Register for an Upcoming Webinar!

Fund Management Training
The **fund management training series** is designed to address campus inquiries and key topics related to fund management. Developed by fund managers, we cover existing training and resources, fill critical knowledge gaps, and discuss reporting solutions. The Friday after training, we host office hours to answer questions or work through business scenarios. You can register for the entire series here.

- **General Ledger**
  Wednesday, March 31, 2021 @ 9 - 10:30 a.m.

Topics include understanding the General Ledger in OFC and purpose, journal workflow, commonly used GL reports, and more!

- **Sponsored Projects Specialized Processes**
  Monday, April 5, 2021 @ 9 - 10:30 a.m.
  Topics include Sponsored Project Closeout, Industry-Initiated/Sponsor-Initiated Clinical Trials, Fabrications, and Reading your Award Balance.
- **Incoming & Outgoing Subawards**
  Wednesday, April 7, 2021 @ 9 - 10:30 a.m.
  Topics include MCAs Intercampus, non-UC, and more!

Concur Travel Expense

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

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

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

Tips & Tricks

Oracle Financials Cloud

Supplier Registration Updates
Do you have a supplier who needs to make updates to their profile such as their physical address, payment address, or where POs are sent? You can invite them to update their registration in Payment Compass to request these changes. Review our KBA for instructions on how to do so.

Overview of Oracle Procurement Request Forms
If you are unsure of which request form to use when ordering goods or services in Oracle Procurement, you may refer to our Overview of Request forms KBA for a video walkthrough, or the Request Forms Blink page. Remember that you may also order goods and services through the punchouts and catalog where appropriate.

Concur Travel & Expense

Blink Spotlight: Concur Basics

New to Concur? Check out our Concur Basics page on Blink. This page provides an overview of how employees with different tasks can utilize Concur. Additionally, it gives insight as to how to engage with our Blink pages, Knowledge Base Articles, and training as a means to help you navigate through the world of Concur and Travel at UC San Diego.

Virtual Conference Registration

To pay for a virtual conference registration, faculty and staff should use their Procurement Card. Then you can claim the charge on your monthly Procurement Card Expense Report.

However, if you inadvertently paid for the virtual conference registration out-of-pocket or with your Travel & Entertainment (T&E) Card, there is guidance on how to reconcile the expense. If there are no travel expenses, then you may submit an Events & Other Reimbursements Expense Report. For employee reimbursement, select *Non-Event* from the *Business Purpose Type* form field. If you used your T&E Card, select the *Business/Technical Meeting* as the Event Business Purpose Type. Then add the *Seminar/Conference Registration* Expense Type.

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.

Click here to subscribe to our mailing list.

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