March 9th, 2021 - 10th Edition
Budget & Finance Weekly Digest

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial tools and processes at the University of California San Diego. This list was curated specifically to support financial review and corrective actions by fund managers and financial managers.

- Chart String Value: When creating a Request, Expense Report, or Allocation, see the chart string value when entering your chart string. The Autofill feature will display values to facilitate data entry. Google Chrome’s Autofill feature might interfere with entering your chart string. If this occurs, try using a different browser or turn off the Autofill feature.

- Tax Exempt Code: If it is not a taxable expense, select the applicable tax exempt code in your request. Note: If the expense is required to be charged, select the appropriate tax code.

- Financial Reporting: The UKT process will run for the week of March 8. The Team expects to open the transfer period as soon as invoices and requisitions are ready. A message will be sent to the PI’s with cc’ to the fund managers. The cost transfer report sent to PI’s with cc’ to fund managers is not working as expected. The Oracle BI team will turn off the fund manager’s cc’ notification until an Oracle reporting enhancement is implemented to resolve the issue. In the meantime, the fund managers will be notified.

- Receipts and Invoices: If your cost transfer transaction has been approved but has not been processed, please check on both travel and non-travel related wire payments. If the transfer has not been processed, please contact the IPPS Team for assistance.

- Travel and Business Expense: IPPS has been working diligently to add new content into Oracle Procurement, including new spending categories to better track spending. Invoices and requisitions for purchase orders in Oracle Procurement are now available through the B&H Photo Punchout. The Procurement Card Team added new, required fields to the Procurement Card Blink page. The revised Cardholder Agreement is available for immediate use. For helpful guidance on Concur and steps to take when requesting a new card via Concur, be sure to submit the latest version of the Cardholder Agreement form and fill out all of the required fields to avoid delays.

- General: The Procurement Card Team added new, required fields to the Procurement Card Blink page. The accounting period in the Manage Project Costs Search screen should be accounted for in your search. The ledger close schedule is as follows: February GL closed on Monday, March 8. An error in the Oracle cash management module delayed the February Ledger Close by one business day. The anticipated close date was Friday, March 5, but due to the delay, the close will take place on Monday, March 8. The Oracle BI team will turn off the fund manager’s cc’ notification until an Oracle reporting enhancement is implemented to resolve the issue. In the meantime, the fund managers will be notified.

- Notice: Budget & Finance Support encourages regular updates to the travel and business expense processes related to meetings, entertainment, and business expense management. The team is via Concur FAQ: a comprehensive list of FAQs taken from our interactions with clients completely new to the system; Travel Process: a start-to-finish overview of the Travel process, with links to all relevant resources; Entertainment Process: a detailed list of instructions on how to prepare and submit an entertainment expense; Procurement Card Blink page: a resource for clients completely new to the system; B&H Photo Punchout: a resource for clients completely new to the system; and the Financials Cloud and Concur Travel & Expense process: a resource for clients completely new to the system.

- Webinars: The Finance & Administration team is hosting a series of webinars focused on fund management. March 15th kicks off a new Fund Management training series designed to address campus inquiries and key topics that matter to fund managers. Join us on March 15th from 2:00pm - 3:00pm. The course is recurring on a monthly basis.

- Pro Tips: When reviewing best practices, provide a live tutorial, and host a live Q&A. Our instructors will be on both travel and non-travel related wire payments. Our instructors will be joining the IPPS Team for the next session of Hot Topics! This session will focus on travel and non-travel related wire payments. We will provide an overview of how to set up a wire transfer, including the required fields to help with proper Use Tax assessment. In addition to providing an overview, we will run through a wire transfer process. We will also provide feedback to gain valuable, practical experience. Intended for fiscal administrators, fund managers and financial managers who are familiar with the flow of invoices and requisitions for purchase orders in Oracle Procurement.

- Announcements: The Project Balances with Expenditure Details report has been enhanced, so we can now include the latest phases of the project. Sign up today in the UC Learning Center to learn about more advanced buying terminology and concepts.

- New Content: The Project Balances with Expenditure Details report has been enhanced, so we can now include the latest phases of the project. Sign up today in the UC Learning Center to learn about more advanced buying terminology and concepts.

- Oracle Outage: The non-travel related wire payments were reduced and the layout has been overhauled to be easier to find the resources you need for all things Travel-related including: travel process, entertainment process, procurement process, and purchasing process. The Travel team has completed a full redesign of the Travel Blink site. The date of the redesign was 2/17. The new site is at travel.ucsd.edu and includes a new feature to help you track your invoices. The invoice hold report was delayed in running an invoice hold report in Oracle. The Team is working on getting invoices approved as expected. The Oracle BI team will turn off the fund manager’s cc’ notification until an Oracle reporting enhancement is implemented to resolve the issue. In the meantime, the fund managers will be notified.

- Other Announcements: The accounting period in the Manage Project Costs Search screen should be accounted for in your search. The ledger close schedule is as follows: February GL closed on Monday, March 8. An error in the Oracle cash management module delayed the February Ledger Close by one business day. The anticipated close date was Friday, March 5, but due to the delay, the close will take place on Monday, March 8. The Oracle BI team will turn off the fund manager’s cc’ notification until an Oracle reporting enhancement is implemented to resolve the issue. In the meantime, the fund managers will be notified.

- About Us: Budget & Finance, including Oracle BI, is the Technology Center for Budget & Finance Support. Our mission is to promote training, tools, and communications to take full advantage of the financial tools and processes at the University of California San Diego.