Budget & Finance Weekly Digest

March 9th, 2021 - 10th Edition

Announcements

General

New Fund Management Training Series
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 for the first webinar in a series of fund management training to learn about General Project management options and how best to align resources & expenses for granular reporting. Topics to include the revised PPM User Guide and the pros and cons associated with PPM budget-based vs. GL chart string-based structures. Click here to register.

Revised Cardholder Agreement available for immediate use
The Procurement Card Team added new, required fields to the Procurement Card (P-Card) Cardholder Agreement to include the cardholder's email, phone number, and UCPath employee ID. We have also included a line for the Department Administrator Name, signature, and email address. 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 in processing your request*.

Pro Tip: To ensure you are always using the most up-to-date version of the Cardholder Agreement form, download it from the 'Commonly Requested Forms' list published on the Procurement Card Blink page each time you submit a new cardholder request. If your department has stored copies of old agreement forms, we recommend deleting them from your drives.

** Please note that Cardholder Agreement forms missing required information*

will be sent back to the requestor for proper completion.

Oracle Financials Cloud

February Ledger Close
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, and the February GL closed on Monday, March 8. Click here to track the Oracle ledger close schedule.

B&H Photo Punchout Now Live
IPPS has been working diligently to add new content into Oracle Procurement, and purchases made to B&H Photo are now available through the B&H Punchout in Oracle. You can stop manually filling out requisition forms for your B&H Photo orders, and enjoy the functionality of the new B&H Photo Punchout.

Accounting Period in Manage Project Costs
The accounting period in the Manage Project Costs Search screen should be considered a “most recently accounted for” accounting period.

What is meant by this? This means that if any costs are recalculated (change billable/non-billable, recalculate rate schedules, etc.), the system will “update” the accounting period. The DSH-Project Cost report that OPAFS uses to bill sponsors shows the “original accounting period” to ensure a match with how we billed.

Reminder, this is important when reconciling costs looking at the expenditures by month. Please be careful when you rely on the accounting period in the Manage Project Costs Search results. Additional review of existing reports is in progress.

Cost Transfer Report Error
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 interim, fund managers are encouraged to utilize the Project Cost Transfer Panorama located at reports.ucsd.edu to monitor and track cost transfers. The cost transfer reports sent via email to PI's will continue to be issued to meet compliance requirements.

Cost Transfer Known Issue
Some cost transfers are approved by your departmental approver but not

processing, with a status of the transfer as “Pending Approval.” This is due to 1) the Oracle outage on 02/12/21 or 2) a known bug with Oracle. **If your transaction has been approved but has not been processed, please Cancel and Resubmit.**

Concur Travel & Expense

Concur Invoices
We have identified an issue where various Concur invoices (with the oldest dated 2/17) did not properly load in Oracle and are working on getting invoices loaded into Oracle.

Travel Blink Pages
The Travel team has completed a full redesign of the Travel Blink site. The number of pages were reduced and the layout has been overhauled to enhance client experience and streamline navigation. The new layout makes it easier to find the resources you need for all things Travel-related including:

- Concur Basics: resources for clients completely new to the system
- Travel Process: a start-to-finish overview of the Travel process, with links to resources for each step
- Entertainment Process: a start-to-finish overview of the Entertainment process
- Concur FAQ: a comprehensive list of FAQs taken from our interactions with the community over the past year

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

Register for an Upcoming Webinar!

Fund Management: PPM General Project Structure Options
Monday, March 15, 2021 @ 9:00am - 11:00am
Join us for the first webinar in a series of fund management training to learn about General Project management options and how best to align resources & expenses for granular reporting. Topics to include the revised PPM User Guide and the pros and cons associated with PPM budget-based vs. GL chart string-based structures.

Hot Topics: Wire Payments

Wednesday, March 24, 2021 @ 11:00am - 12:00pm

Join the IPPS Team for the next session of Hot Topics! This session will focus on both travel and non-travel related wire payments. Our instructors will be reviewing best practices, provide a live tutorial, and host a live Q&A.

Oracle Financials Cloud

Oracle: Buying and Paying Live Training Course

This course will be especially valuable for employees who will be approving invoices and requisitions for purchase orders in Oracle Procurement. Instruction will involve an overview of responsibilities and functions and 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 3/11 from 9:00am - 11:00am. The course is recurring on a monthly basis.

Concur Travel & Expense

Concur: Event and Expense Reimbursements Live Training Course

The live training course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about more advanced terminology and concepts.

Sign up today in the UC Learning Center for the next course on 3/16 from 1:00pm - 3:00pm. The course is recurring on a monthly basis.

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

BI & Financial Reporting

Project Balances with Expenditure Details

The Project Balances with Expenditure Details report has been enhanced, so navigate to reports.ucsd.edu for the current link!

Tips & Tricks

Oracle Financials Cloud

Common Invoice Holds

A new KBA has been created to address Common Invoice Holds and steps to resolve them. The KBA also references steps for looking up invoice status and running an invoice hold report in Oracle.

Concur Travel & Expense

Procurement Card Tax Process

Review the Procurement Card Blink page for helpful guidance on Concur Expense Types, Sales Tax vs. Use Tax, and the Oracle Use Tax Correction process.

Sales Tax on Receipt

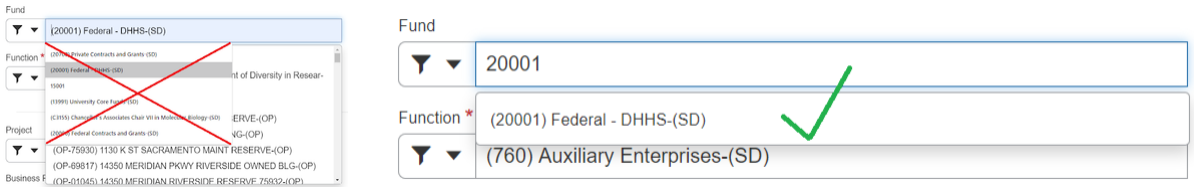
In addition to PCard and Travel guidelines on Blink regarding Concur Expense Types and taxability, the **Sales Tax on Receipt** field in Concur will be a required field to help with proper Use Tax assessment.

Reminder: Taxability of the expense is based on the account code tied to the Concur Expense Type. Enter the sales tax amount paid for the claimed expense ($0.00 or greater). If it is not a taxable expense, select the applicable *Tax Exempt Code*.

Google Autofill

Google Chrome's Autofill feature might interfere with entering your chart string information in Concur. The Autofill feature will display values to facilitate data entry, but these selections do not transfer to Concur.

After clicking into the form field, the auto-fill will clear after you start typing in the chart string value when creating a Request, Expense Report, or Allocation. See below screenshot for further guidance.



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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