Budget & Finance Weekly Digest

April 20th, 2021 - 16th Edition

Announcements

Oracle Financials Cloud

Claim Unidentified Receipts
Over the next few months, the campus will begin the Fiscal Close process. This will be the first annual close processed in Oracle. As we proceed to our first fiscal year-end close, we ask that the 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 Receivable Panorama** at reports.ucsd.edu.

Friendly reminder: we have noticed an increase in issues concerning invoices that were created outside of the financial system. All invoices (except for students/patients) **must** be created in Oracle Financials Cloud (OFC) unless there is system integration with OFC, to match payments/receipts and have revenue correctly allocated. Additional Guidance can be found here (see Section B).

Restructure PPM General Projects and Project Personnel Assignments
As communicated in last week's digest, the target date for the optional restructuring of *PPM General Projects* and *PPM Personnel Assignments* is **April 28**. For instructions see KBA: Restructure PPM General Projects (Update B) and Project Personnel Assignments (Update B).

Concur Travel & Expense

Procurement Card Expense Report: Delegation of Authority
Cardholders! Are you tired of submitting your own Procurement Card (P-Card) Expense Reports?

Available as of today, a Procurement Card Cardholder can submit a Procurement Card Delegation of Authority Request, delegating the authority for a Concur Delegate to complete and SUBMIT a P-Card Expense Report on your behalf. The Procurement Card Delegation of Authority Request is a ONE-TIME request and MUST be submitted by the Procurement Card Cardholder. The submission of the Procurement Card Delegation of Authority Request CANNOT be delegated. Once the Procurement Card Delegation of Authority Request is approved by the P-Card team, ANY Delegate you've assigned within your Concur profile will have the authority to submit a P-Card Expense Report on your behalf. Read the new KBA for instructions on how to properly submit Procurement Card Delegation of Authority Requests.

Delegates, there are no changes to your process. Once you submit a P-Card Expense Report, it should flow directly for Financial Unit approval

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 Training Class or Event

BI & Financial Reporting: P2P Panorama
Thursday, April 22, 2021 @ 9:00 - 10:30am
Join Oracle functional leads and the Oracle BI team as we dive into the new Procure-to-Pay Panorama. Built on Oracle data analytics' power, this dashboard is designed to give you insights into all transactions related to UC San Diego's supply chain within Oracle. This live overview of the P2P Panorama will provide you with the interactive tools you need to gather insights into your OFC transactions. Don't miss it!

Hot Topics: Profile Setup & Management
Wednesday, April 28, 2021 @ 11:00am - 12:00pm
Join the IPPS Team for the next session of Hot Topics! This session will focus

on the importance of profile setup and management as it relates to Concur and Oracle Procurement. Our instructors will be reviewing Oracle Procurement and Concur best practices, provide a live tutorial, and host Q&A.

Fund Management Training Series

Financial Reporting & Salary Projections: Seminar 9

Wednesday, April 21, 2021 @ 9:00am - 10:30am

Topics include reports.ucsd.edu, faculty MyFunds/EBS-like reporting, standard & managerial account hierarchy update, and more!

Concur Travel & Expense

Concur: Event Expense Reports Training Video

A new training video has been released covering the essentials of creating an Event Expense Report in Concur. The video covers reconciling meeting and entertainment expenses and Travel & Entertainment Card transactions. Check it out on the Budget & Finance Support YouTube Channel!

Concur Live Training Courses

UCSD Travel: Before You Go

Thursday, April 22, 2021 @ 9:00am - 11:00am

Employees 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.

UCSD Travel: Reporting Expenses

Thursday, April 22, 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.

University Procurement Card Program

Thursday, April 22, 2021 @ 1:30pm - 4:00pm

The course will include more in-depth explanations of changes to the University Procurement Card Program. The team will go over the process for card requests and card transaction reconciliation via Concur.

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

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

New Oracle BI Report Released: UCSD-DSH Procure to Pay Panorama
The new Procure-to-Pay Panorama provides 30 new and updated reports and is available at reports.ucsd.edu within the Budget and Finance tab, in the Procure to Pay Panorama. The reports provide users with insights into reporting needs related to Requisitions, Purchase Orders, and Invoices within Oracle Financials Cloud. This panorama offers high-level dashboard views and detailed inquiry reports for campus use. A Blink Assist page is available to help you understand the data.

Tips & Tricks

Oracle Financials Cloud

Punchout Items with Purchasing Categories
If you are purchasing an item via a punchout in Oracle Procurement, you may be prevented from checking out if a purchasing category is missing on the item you’re trying to purchase. If this happens, submit a case via Services & Support with the categories Buying Goods & Services - Oracle Procurement - Punchouts with the supplier name and catalog number. We will add a purchasing category so you may continue with your order.

Concur Travel & Expense

Favorite Allocations
If you enter in multiple chart string allocations on an Expense Report, consider creating a Favorite Allocation. This will allow you to save Allocation information and easily apply it to future reports. To do so:

1. Select the *Allocate* button from an Expense

2. Add the Allocation that you wish to save
3. Select *Save as Favorite*
4. Enter in a name for your Allocation
5. Select *Save*

To add a Favorite Allocation to a charge

1. Select the *Allocation* button from an Expense
2. Select *Add*
3. Select the *Favorite Allocations* tab
4. Select your Favorite Allocation
5. Select *Replace Allocations*

Note that Favorite Allocations do not save across different Concur profiles.

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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University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093

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