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

Find answers, request services, or get help from our team at the UC San Diego information system and support departments' success in managing their fiscal responsibilities. Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial practices and ideas to ensure departments' success in managing the university's fiscal responsibilities. Membership is open, and we encourage everyone to participate! We invite you to join us in one of the following ways:

To assist you, this Toolkit not only provides step by step instructions, but also links to pertinent KBAs, Job Aids and other reference materials. We have created a case to identify fund entry errors or chartstring corrections required by 12/1.

In Case You Missed It... 

Oracle Receivables Customer Statement Error

On November 12, customer billing statements were sent in error from our test environment. We apologize for any confusion this may cause our customers. If you would like to be included in our test environment, please follow these steps:

1. Open the Expense Report header and change one of your COA values (Fund, Function, etc.). Click Save. Click Update.
2. Open the Expense Report header again and change the COA value back (Fund, Function, etc.). Click Save. Click Update.

If you are unable to update the Expense Type without error, delete the expense from the report and add it again. If you are unable to edit or save your report required allocation fields, or you have been unable to add or delete the expense from the report after following these steps, please submit a ticket for a correction in OFC.

To ensure accurate and timely financial reporting and billing, we need you to confirm all payroll expenses have been charged to the correct fund source and any corrections needed are being identified and processed in a timely manner. Failure to address these items can directly impact the accuracy of the UCPath, process a Direct Retro transaction, and/or submit a ticket for a case to assist you. This Toolkit not only provides step by step instructions, but also links to pertinent KBAs, Job Aids and other reference materials.

Oracle Payroll Reconciliation Toolkit

On November 10, we released an updated Payroll Reconciliation Toolkit, which required expense reports created in between 11/10 and 11/11. On November 16, we have released this version of the Payroll Reconciliation Toolkit so that anyone who needs to reconcile OFC, Concur, or Payroll Reconciliation Toolkit can do so. For support transacting in OFC:

1. Open the Expense Report header and change one of your COA values (Fund, Function, etc.). Click Save. Click Update.
2. Open the Expense Report header again and change the COA value back (Fund, Function, etc.). Click Save. Click Update.

If you are unable to update the Expense Type without error, delete the expense from the report and add it again. The webinars will cover OFC and Concur terms and conditions of use. Please review the OFC and Concur training page and contact Finance if you cannot attend. Departments should review the OFC training to learn about the new changes.

For support transacting in UCPath:

1. Open the Payroll Management page and click on the Pay Periods tab.
2. Select the Pay Period you need to reconcile.
3. Click the Unlock button.
4. Click the Submit button.
5. Click the OK button to confirm.

If you are unable to unlock the Pay Period with error messages on your report after following these steps, please submit a ticket for a correction in OFC.

Any corrections needed are being identified and processed in a timely manner. Failure to address these items can directly impact the accuracy of the UCPath, process a Direct Retro transaction, and/or submit a ticket for a case to assist you. This Toolkit not only provides step by step instructions, but also links to pertinent KBAs, Job Aids and other reference materials.