Budget & Finance Weekly Digest

January 12, 2021- 2nd Edition

Announcements

Oracle Financials Cloud

New Punchout

The **HD Supply** Punchout is now available in Oracle Procurement! From the Purchase Requisitions module select **All Punchouts** in the Top Categories section, then select HD Supply.

The HD Supply Punchout is primarily limited to appliances and appliance-related repair parts/materials. You may receive “Your approved catalog does not include…” indicating the shopping category is not available, or the specific item is not available for purchase through HD Supply. Grainger and Fastenal products are broadly represented in Oracle, an alternate source for Maintenance, Repair, and Operations (MRO) items.

Oracle Cost Transfers

Oracle Cost Transfer has a character limit of 1000 for the justification, and **does not display an error** if exceeded. This is a software defect that has been reported to the vendor. Please ensure that your cost transfer justifications are within the 1000 character limit.

Sponsored Projects Converted Revenue Update

Sponsored Projects revenue for awards with multiple organizations may have been posted to the incorrect department. A few departments reported missing revenue for converted awards under their Financial Unit. **As of 1/8**, this issue is resolved and no corrective action is required

Sponsored Projects Equity Allocations Adjustment

Sponsored projects equity needs to be fully allocated to the project segment in the GL. Equity that was posted to the Financial Unit with project segment

0000000 in the GL was moved to the identified project segment to inform GL Balances. **As of 1/8**, this issue has been addressed and no corrective action is required.

Concur Travel & Expense

New Mileage Rate
The Concur Mileage Calculator will apply the new 2021 mileage rate starting February 1, 2021. The 2021 reimbursement rate for the use of a private automobile for University business travel is 56 cents a mile. The 2021 reimbursement rate for driving an automobile in connection with a move or relocation is 16 cents a mile.

If you are to be reimbursed for mileage expenses incurred in 2021, please hold and submit your Mileage Expense Report after 2/1.

Travel & Event Requests with Projects - PPM Commitment
Selecting **Cancel Request** on your approved request will no longer create a duplicate Project commitment. The **Cancel Request** button will simply remove this request from your Active Requests view in Concur.

To "lift" the commitment in Oracle PPM, select **Close/Inactivate Request** in the Concur Request. This will create a negative commitment line on your project the following day. Note that you can still Close/Inactivate a Canceled request.

If you have Closed/Inactivated your Request, but the commitment has not lifted, please create a Services & Support case to Travel & Expense with the Project Number, Request ID, and Amount.

Visit the Known Transitional Issues page for more details on issues impacting financial processes and reports.

Training & Support

New Oracle Budget eCourses
Available for Budget Preparers
UCSD Budget Preparers can prepare for live training and the Oracle Budget launch in late January by watching a series of short Budget eCourses.

Be sure to watch the newest videos in the series:

Oracle Budget: Introduction to Entering Core and Non-Core Funded Budgets (Overview of Non-Compensation Planning Tasks in Oracle Planning and Budgeting) & Oracle Budget: Introduction to Budget Review and Approval using Reports and Dashboard (Overview of the final steps in the budget development review process in the Oracle Planning and Budgeting - EPBCS system).

New Monthly Meeting Series
IPPS is excited to announce **Hot Topics**; a new monthly meeting series to address hot topics pertaining to Oracle Procurement, Oracle Accounts Payable, and Concur Travel & Expense. Topics will vary month to month based on relevance and client trends. Attendees will have the opportunity to participate in a 15-minute Q&A at the end of each meeting.

January Hot Topic: Required POET fields in Oracle Procurement and Concur
Date: **January 27**
Time: **11 am - 12 pm**
Location: **Zoom** (link)

Visit the Training & Events Calendar for information on upcoming webinars and the next Hot Topic meeting.

BI & Financial Reporting Updates

New Service Offering - Oracle BI Catalog Migration Request
Oracle BI Authors should select **Oracle BI Catalog Migration Request** when submitting a ticket to request the migration of Oracle Reports or Objects.

Oracle BI Report SDLC Implementation Timeline
The Oracle BI Team is in the process of transitioning report development work to DEV4* and implementing security standards throughout all Oracle reporting environments. The Oracle BI Report SDLC Implementation Timeline tracks events that will occur throughout January to support this transition.

In an effort to protect production reports, as the Oracle BI team implements new standards, it is expected that bookmarks, favorites, and saved links may no longer work. All report access will be made available via reports.ucsd.edu (Budget & Finance) and new links will be provided.

**Please note that report development in support of API integrations using NiFi and other approved development work will continue in DEV5. This environment*

will be fully protected to support ongoing development efforts.

Event	Description	Target Dates
Dev 4 Refresh	This is the regular monthly refresh from PROD to get current data, hierarchies and other necessary structures to support report development	1/22
Post Refresh Work	BI Admin team will ensure all BI structures refreshed properly, publish GL data to the necessary cubes and implement the following: • New Production Folder Structures • New Collaborative Folder Structures • New Security for Authors • Reinstate development reports from prior to the refresh for authors developing on DEV4	1/24 - 1/26
Migration of Reports to DEV4	Authors with the help of the BI and Catalog Migration teams will begin moving all development reports	1/26
Deadline for all Development on DEV4		1/31
Production Security Lockdown		1/30 - 1/31

Tips & Tricks

Oracle Financials Cloud

Unapplied Receipts - 3 Easy Ways to Identify Payments

1. Search by amount, but exclude trailing zeroes. Example: Search for 150.5 instead of 150.50
2. Search by check number. Example: To find check # 10104, enter %10104% in the Receipt Number column.

3. Use the Unapplied Receipts report to search by a range of dates or amounts.

How to Edit a Receivables Invoice to Change the PO#

Oracle defaults the contract number in the Purchase Order number (PO#) field on invoices generated from the Contracts Management module. If advantageous, you can edit the invoice and change the PO#.

Additional information, this is done in the Receivables module since the Contracts Management module only allows one PO# per contract line and not per invoice. It must be changed before the receivables invoice is posted to the General Ledger since it cannot be changed afterward.

Edit the AR invoice between the time it is transferred from Contracts Management into Receivables (usually one hour from the time of invoice approval) and the time it is posted to GL (normally at 10 pm daily).

Steps to Take in the Receivables module

- Navigate to Receivables > Click on Billing > Search for invoice transaction > Click on Incomplete> Click on Show More > Miscellaneous tab > Make PO# change > Complete and Close

PO Change Orders

If a supplier has communicated to you that your purchase order (PO) must be edited to reflect 2021 pricing, you may edit your PO by processing a Change Order in Oracle Procurement. Refer to our How to Create a PO Change Order KBA for instructions on how to request this and other changes.

Approving Requisitions and Invoices from a Non-UCPath email

If your Outlook is associated with an email ending in @eng.ucsd.edu, @health.ucsd.edu, or any other specialty email you cannot approve requisitions or invoices via Outlook. You can always go directly into Oracle and approve the requisition or invoice from your worklist. You can also refer to our KBA for instructions on how you can approve through Gmail.

Concur Travel & Expense

Reimbursement for Virtual Conferences

The preferred payment method for virtual conference registration is your Procurement Card.

If you paid for the registration out-of-pocket and there are no travel expenses,

then you may submit an Events & Other Reimbursements Expense Report for reimbursement. 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 Business Purpose Type for an Event Expense Report.

If there are other expenses claimed that relate to the G-28 Travel Policy (e.g. airfare, lodging), you will need to create a **Travel** Request and Expense Report. For instance, you had paid for travel expenses for a conference that was originally set as in-person and changed to virtual.

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.

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.
Find answers, request services, or get help from our team at the UC San Diego Services & Support portal.

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