Budget & Finance Weekly Digest

October 5, 2021 | 40th Edition

Announcements

Oracle Cloud Scheduled Maintenance
Oracle production environment will be down for maintenance on **Friday, October 8** from **7:00pm** to **10:00pm**.

FY22 Budget Loaded to OFC
The FY22 Final Budget is now visible in the Budget vs Actual Report and available via the Budget and Financial Management Reporting Panorama.

- **The Final FY22 Budget was loaded to the General Ledger on September 28th, 2021.**
  - This refers specifically to the budget developed in the Oracle Planning and Budget Tool (EPBCS) at the Financial Unit – Fund – Function – Project – Account level.
- **The Project/Task Budgets developed in EPBCS are not yet loaded to PPM.**
  - During testing, an error related to multiple currencies was encountered. We currently have a Service Request (SR) open with Oracle to hopefully resolve this issue soon and proceed with loading those budgets to PPM. Stay tuned!

IDC Reconciliation on Awards with Converted Cost Transferred Expenses
The Sponsored Projects Finance (SPF) division has been reconciling indirect

costs on projects that had cost transferred converted expenses as of 05/10/2021, since OFC PPM does not automatically assess IDC on expenses with an Expenditure Item (EI) date prior to 07/1/2020. This reconciliation and clean up is on track to be completed by the September 2021 accounting period ledger close.

All new cost transfers and new expenses with an EI date prior to 07/1/2020 and creation date after 05/10/2021 have been manually assessed on a weekly basis by SPF.

Please work with your SPF Award Accountant or submit a S&S ticket if you notice any discrepancies in the IDC assessments on your Sponsored Projects.

New Requirement for Journal Entries

Refer to How to Process a Journal Entry for detailed guidance.

As we stabilize in the upcoming year, departments are encouraged to make corrections directly at the source in the sub-system and not in the General Ledger. In order to get a General Ledger Journal Entry approved, preparers will need to:

1. Attach supporting documentation

- All Journal Entries (with the exception of resource transfers on account 774009) will require supporting documentation to be attached in order to obtain approval for posting.
- If you miss attaching the documentation, please follow guidelines on how to withdraw the journal, attach the documentation and re-submit.
- Journals without supporting documentation will be rejected.

2. Use appropriate naming convention for the Journal Name

- Journal and Journal batch names should start with:
  - VC Abbreviation + Sub Department Abbreviation (if applicable) + Preparer Initials + Journal number (use a 4 digit number and track your journal number)
- Central Offices will prefix Journal names with:
  - Central Office Abbreviation + Preparer Initials + Journal number (use a 4 digit number)

Fund Management Office Hours

Thursday's @ 11:00am - 12:00pm

At this week's Fund Management Office Hours, we will be joined by **special guests Sussy Virgil, Thomas Qian, and Stevo Vuletic** from the Accounts Receivable team in BFS Financial Operations. They will answer your questions about revenue, contract billing, claiming wires, outgoing invoices, and revenue/receivables accounting.

Watch Recorded Fund Management Office Hours

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, October 7, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

Concur: Event and Expense Reimbursements

Tuesday, October 12, 2021 @ 9:00am - 11:00am

This live 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 the expense reconciliation process in Concur.

University Procurement Card Program

Tuesday, October 12, 2021 @ 1:30pm - 4:00pm

Current and prospective cardholders will learn about updates to the card program, common uses, and the Concur processes for both Procurement Card request and transaction reconciliation.

Note that this is not an introductory course. Participants must first complete the associated eCourse available through the UC Learning Center.

Oracle: Buying and Paying for PO Requisitioners

Thursday, October 14, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

UC San Diego Travel: Before You Go

Thursday, October 21, 2021 @ 9:00am - 11:00am

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting Expenses course before your trip takes place.

UC San Diego Travel: Reporting Expenses

Thursday, October 21, 2021 @ 1:00pm - 3:00pm

This course provides an overview of UC San Diego travel policy and the reconciliation procedure, including summarized guidelines, resources, and information about online tools. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense Report.

View the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!

Checkout Billing Guide

Our new Checkout Billing Guide walks you through populating the Project Costing section (project/task/expenditure information). Populating the Project Costing Details section will automatically populate the GL chart string (charge account) when you save or submit the shopping cart. Follow this guide the next time you check out in Oracle Procurement to save some time!

Oracle Procurement Live Course Guides

For your convenience, we have created quick guides for our PO Requisitioner and Financial Unit Approver courses which highlight main takeaways and essential links. Although we still recommend attending the live course for its full experience, live practice, and Q&A, we encourage you to use these guides for review! You may sign up for the live courses in the UC Learning Center.

Project Start and End Dates

When transacting in Concur, please keep in mind the start and end dates for the project that you are adding to the Concur document. Transactions will fail to reconcile if the date of the transaction falls outside of the project dates. For example, transactions dated 09/30/2021 cannot be reconciled with a project that has a start date of 10/01/2021.

If you run into this error, please update the POET information to a different project or change the transaction dates of the expenses in the Expense Report. Note that transaction dates for University Card transactions cannot be changed. For further troubleshooting assistance on COA/POETAF errors, please refer to the How to Resolve POETAF/COA Failed Validation Errors in Concur KBA.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

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