Budget & Finance Weekly Digest

July 20, 2021 - 29th Edition

Announcements

Central Campus Assessments in the General Ledger

For FY21, the following central campus assessments were transacted in the General Ledger only at the Entity - Financial Unit – Fund – Function – Project (if applicable) level:

- Auxiliary and Self-Supporting Activities (ASSA) Administrative Overhead
- Central Administration Differential Income (DI) Assessment
- UCOP Assessment

Some departments are requesting that Central Assessments be reflected in PPM at the Project & Task level (versus only at Project level in the GL). However, the basis for ASSA Administrative Overhead and Central Administration DI assessments, for example, is % of Revenues and in many cases that information is not currently captured at the PPM Task level.

As OFC stabilization continues in FY22 and beyond, work groups will explore options in this area. In the meantime, **please do not submit tickets to request MCI files to reflect these assessments into PPM**. *Note – these assessments are not for sponsored projects, so there is no impact to sponsor billing or reporting.*

Graduate Student Stipend & Fee Payments - Retroactive Funding Changes / Backlog

Some graduate student stipend and fee charges for FY2021 have been charged to a temporary, central fund source during process remediation to set up new funding codes in student payment systems. We are working as quickly as possible to resolve this backlog issue, and expect charges to post by August 31, 2021.

For sponsored projects, please ensure any outstanding charges pending correction are included on the Final Expense Report (FER) submitted to OPAFS for project-period or closeout reporting.

PIs, fund managers, and graduate coordinators can find more information about the process here.

Next steps include:

1. Verify the funding code you want to use is available in the OFC : ISIS : ProSAM Funding Code Map.
2. If the funding code you need to use is not available, make a request using this Google Form.
3. Once the funding code is available, work with your individual students or program Graduate Coordinator to submit retroactive corrections and new payment requests in the FSRT (instructions for Graduate Coordinators can be found here).

For inquiries or other support, please submit a ticket.

About: Student Billing, Payments, Refunds
Related To: Student Payment Support
More Specifically: Graduate Student Fellowship Stipends

National Institutes of Health (NIH) - Enforcement of Closeout Policies

It is crucial that UCSD submits final financial reports in a timely manner, earlier than 120 days after the period of performance end date, to ensure that we can request draw down for any pending expenses reported on the Financial Expense Report (FER).

Per the National Institutes of Health Grants Policy Statement (NIHGPS), a term and condition of every NIH award, recipients must submit timely, accurate grant expenditure reports, and reconcile cash transaction reports submitted to the PMS with expenditure reports submitted to NIH.

In the event that additional time is needed to fulfill the closeout requirements (e.g. prepare, revise, or amend financial reports), a no-cost extension should be requested with the Office of Contracts and Grants Administration (OCGA).

In circumstances where OPAFS receives the FER from the department late or past the 120 days, the Payment Management System (PMS) will automatically reject any request made and we are unable to complete drawdowns for the pending expenses. In such cases, please work closely with your OPAFS Award Accountant and follow the process below:

- Prior to submitting the payment request in PMS, submit a prior approval request to the IC Grants Management Specialist listed in the Notice of Award. The request must provide the PMS subaccount (e.g. award document number), NIH grant number, the amount of funds being requested, and a justification for the late payment request. The recipient must also describe what action is being taken by the recipient to preclude similar situations in the future.
- The IC will review the request and if it is determined that the justification is adequate, will notify the recipient of the approval.
- Once approved, the recipient may submit the payment request in PMS. NIH will notify PMS of the approval, and the payment will be processed.

For more information, please review the following documents:

- Reporting & Closeout - NIH FFRs Due
- Updated Process for Requesting Drawdowns Outside of the Liquidation Period
- NIH Enforcement of Closeout Policies
- Reminders of NIH Policies Related to Closeout

NIH FFRs Due for June through September 2021 Now Posted

he NIH Reports due for July 2021 are posted in the STaRT Tool. These are awards with an end date of 3/31/2021. Please prioritize reconciling these awards and submit the Financial Expense Reports early in the month to ensure that your OPAFS Award Accountant has enough time to reconcile before submitting to NIH.

Reports due through September 2021 are also posted here.

Oracle Financials Cloud

Office Depot Jan San Punchout is Now Live

This punchout specializes in janitorial and cleaning supplies and can be accessed from the All Punchouts icon in the Top Categories section of Oracle Procurement. Here are some tips on ordering from this supplier:

- The Office Depot Jan San Punchout is limited to 5 product categories. Search using the Punchout search bar, or select Cleaning from the Products dropdown to explore.
- Product questions and requests for quotes can be directed to the campus representative Cindy Tsuei, whose contact information is located on the Punchout Bulletin Board.
- Office Depot Jan San orders less than $75.00 are subject to a handling fee, so please consolidate orders to avoid additional fees.

Restricted Balances on NIH Awards in OFC

The National Institutes of Health (NIH) Notice of Awards includes a term and condition to indicate the disposition of unobligated balances. The term and condition will state whether the grantee has automatic carryover authority, or if prior approval is required by the NIH awarding Institutes and Centers. Note the authority to automatically carry over unobligated balances includes the authority to carryover from one competitive segment to another.

For awards where carry-over requires prior approval, during annual financial reporting, if there is an unobligated balance at the end of the reporting period, OPAFS will restrict the balance in OFC using the “Financial Resources” budget category.

The restricted balance in the Financial Resources may not be expended until approval is obtained from the NIH Grants Management Specialist (GMS). Please work with the Office of Contract and Grant Administration (OCGA) to request carryover approval, which must be made via email to the GMS assigned to the project and signed by the Authorized Organization Representative.

Requests should be submitted in a timely manner, within one year of the end of the budget period from which the funds were unexpended. Once approval is granted, UCSD will normally receive an amendment/revised NOA authorizing the release. OPAFS will then move the restricted balance from Financial

Resources to Operating Expenses and Indirect Costs budget categories and spending the balance can resume.

Please review the following document for more information: Carryover Unobligated Funds

New Schedule for the Generate Invoice job for General Projects

Invoices for General Contracts and KR Service Agreements used to be generated every hour. **As of July 16, 2021, this has changed to daily and is running during the 8 o'clock hour**.

Concur

TripIt Pro Email Functionality

As of July 22, 2021, the capability of forwarding confirmation emails to plans@concur.com will be retired. The same functionality will continue to be available with plans@tripit.com. Users must have their TripIt and Concur Travel accounts linked so that the confirmation emails sent to plans@tripit.com are automatically synced to Concur Travel.

SAP Concur is retiring support for plans@concur.com because a richer service is provided through TripIt Pro. Forwarding travel plans to plans@tripit.com will not only provide the same functionality as plans@concur.com, but it will also improve traveler satisfaction when they use TripIt, a popular travel app and perk for business travelers.

Hot Topics: Procurement and Travel & Entertainment Cards
Wednesday, July 28, 2021 @ 11:00am - 12:00pm
Join the IPPS Team for the next session of Hot Topics! This session will focus on card best practices, including Procurement Card allocating expense and use tax, and Travel and Entertainment Card use and transaction reconciliation.

Our instructors will review these topics, provide a live tutorial, and host Q&A.

UC San Diego Travel: Before You Go

Thursday, July 29, 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.

UC San Diego Travel: Reporting Expenses

Thursday, July 29, 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.

Procure-to-Pay Decision Matrix

Take a look at our updated Procure-to-Pay Decision Matrix on Blink. The Procure-to-Pay Decision Matrix guides University faculty and staff in determining the appropriate method of payment for common business purchases as well as travel and entertainment expenses.

Financial Unit Approver Guide for Oracle Procurement

Financial Unit Approvers are responsible for approving PO invoices $10,000 and above, nonPO invoices regardless of dollar amount, and requisitions above the purchasing authority of the PO Requisitioner. When approving requisitions or invoices, it is important to ensure POETAF information is populated correctly, when applicable. Review our new Approver Guide for a quick overview of this process.

Guest Traveler Addresses in Concur

In order to protect the Personally Identifiable Information (PII) of our non-employee travelers, Concur will not display the address of anyone marked as a Guest Traveler in our systems. Instead, you will see one of two options: **PAYMT CK 1** (Check Payments) or **PAYMT ACH 1** (ACH Direct Deposit). It is best practice to ask travelers and vendors to log in to Payment Compass to confirm

that all of their information is correct before processing any documents to them. More tips can be found on the Registering Travelers Blink Page.

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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