Budget & Finance Weekly Digest

September 28, 2021 | 39th Edition

Announcements

Oracle Cloud Scheduled Maintenance
Oracle production environment will be down for maintenance on **Friday, October 1** from **7:00PM to 10:00PM.**

Oracle Financials Cloud Bug Fixes
The following issues have been resolved and fixed in production by Oracle:

1. PPM Cost Transfer Justification Text Max Out

- **Issue:** When the justification text exceeds 1000 characters, the window disappears, and the adjustment is not submitted without any warning or error message to the user.
- **Correction:** When the justification text exceeds 1000 characters, the adjustment will be submitted for approval without issue. ***Note:*** *Only the first 1000 characters will be referenced, anything exceeding 1000 characters will automatically be deleted. We are continuing to work with Oracle on this.*

2. PPM Cost Transfer Stuck as Pending Approval

- **Issue:** Some Cost Transfers were showing as "Pending Approval" in the UI on the Adjustment History page, even though they had been approved.
- **Correction:** All approved Cost Transfers should now show as "Approved" when reviewing the Adjustment History on the Cost in the UI.

- **Action needed:** if you still have any that are “stuck”, please cancel and resubmit.

Oracle Financials Cloud Features Now Available

The following features have been released by Oracle and are now available in production:

Module/Feature	Description
Updated Oracle ADF Desktop Integration Add-In	If you use any of the integrated Excel upload templates throughout Oracle, you will be prompted to update the version of the ADF Desktop Integration Add-In.
PPM Contracts-Ability to Edit an Event with a Deleted Invoice	When creating an event on a contract that resulted in an incorrect invoice being generated, you can now delete the draft invoice, correct the details of the event, and wait for the scheduled Generate Invoices job to create a new and corrected invoice for that event. If the invoice is not in draft, this is not available.
Procurement - Requisition Header Description Passed to PO Header Description	When a PO is generated from a requisition, the requisition (cart) description will now appear at the header of the Purchase Order in the PO module. This description can also be searched within the PO module, in the same field in which you would search for a PO.
Procurement - Refresh Button Available on View Purchase Order Screen	A new "refresh" button has been added to the View Purchase Order screen to update and load the current status of the purchase order.

NGN Recharges a Month in Arrears

Due to the timing of Payroll posting and PPM Close and the complexity of the NGN billing engine, monthly NGN fees will continue to be charged a month in arrears until otherwise notified. For more information about NGN charges, please see NGN Communication Access Billing.

Telecom Desk Phone and Ancillary Rate Change

Monthly rates have been updated for Telecom ancillary services (effective August 1, 2021) and Telecom desk phones (effective September 1, 2021). For the new rates, please see Desk Phone Costs.

Procurement Card Cycle Limit

You've asked and we've listened! We are excited to announce that **effective immediately, the cycle limit for all Procurement Card cardholders has been increased from $10,000 to $20,000**. This change will allow cardholders to make more purchases within a cycle without having to submit multiple temporary cycle limit increase requests within a monthly cycle. You are reminded that the Procurement Card Cycle begins on the 16th of the month and ends on the 15th of the following month.

Limits not affected by this change include:

- Resident Assistant Procurement Cards
- Procurement Cards requested to have a lower cycle limit by the cardholder or department
- Procurement Cards previously approved to have a permanent cycle limit greater than $20,000
- Cardholders with limits lowered to $1 due to noncompliance of Procurement Card Policy
- Cardholders with limits lowered to $1 due to noncompliance of submitting Concur Expense Reports in a timely manner or having outstanding aging transactions

Reminder: When submitting a Concur Expense Report, there must be a separation of duties/roles. The individual submitting the Expense Report cannot also be an approver for the same Expense Report. Please be reminded of the following examples:

- A cardholder cannot submit an Expense Report and approve that same report as the Supervisor or the Financial Unit Approver.
- A delegate, given Delegation of Authority by a cardholder, cannot submit the Expense Report and approve that same report as the Supervisor or the Financial Unit Approver.

Both of the above scenarios will cause a Concur System Error requiring Central Office Review. Upon review, the Procurement Card team will return the Expense Report to the submitter to be corrected, which will delay the posting of the Expense Report.

Fund Management Office Hours

Thursdays, 11:00am - 12:00pm

This Thursday, **special guest Marissa Prough** will be discussing all things cost share in Oracle. Bring all your questions about cost share and issues you have been struggling with. Be prepared to show your specific cost share examples you have been struggling with.

Watch Recorded Fund Management Office Hours

Oracle: Buying and Paying for PO Requisitioners

Thursday, September 30, 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.

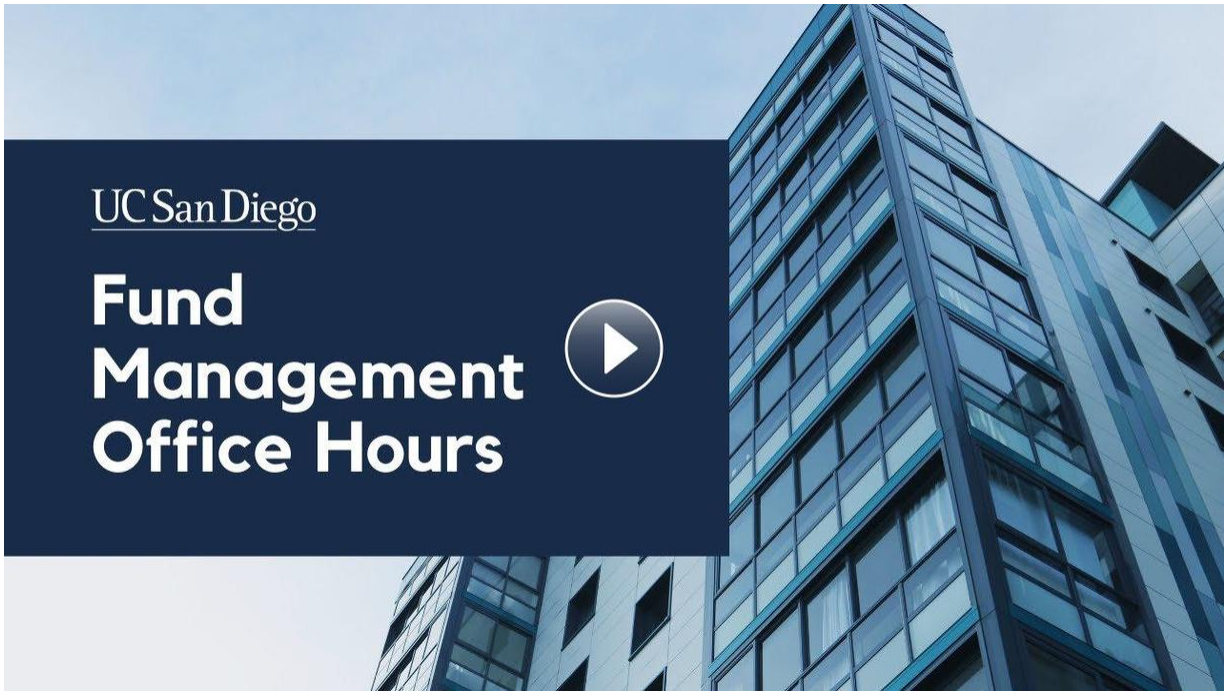
Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!

New OTBI Performance Panorama

Now available on bah.ucsd.edu, the OTBI Performance Panorama is dedicated to execution and error metrics for OTBI reporting within the Oracle BI tools. The pages on this dashboard track report executions, distinct users, most used subject areas, and more.

Future of Fund Manager Reporting

In the first half of this office hour, Oracle BI lead Beverly Baker discusses the results of the Fund Manager Reporting workgroup and the roadmap for development of a full set of dashboards for fund manager task execution.



Reminder: Do Not Enter PII in Concur

To protect privacy and honor data sensitivity of Personally Identifiable Information (PII), please refrain from entering personal information, such as a full residential address, into text fields (e.g. Comments) and ensure PII is redacted on any uploaded attachments (e.g. receipts, credit card statement, approval letter). Concur documents with personal information will be returned to the user/submitter for correction, which will delay the posting of the Expense Report.

Note: This reminder currently appears in Concur as a WalkMe pop-up alert box. If you do not see the message when entering Concur Request/Expense/Approvals, review the WalkMe Blink page to learn more about WalkMe and how to download the web browser extension.

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3. Search for UC San Diego Budget & Finance or click on the link here.
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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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