

Budget & Finance Weekly Digest

February 23rd, 2021 - 8th Edition

Announcements

General

New Finance Steering Committee
On behalf of the Financial Information System project sponsors, we are writing to extend our gratitude to all that served on the FIS Governance group and project team. Your leadership, strategic vision, and decision-making on critical issues enabled the team to bring Oracle Financials, Concur, and Oracle Budget live during these unprecedented times and impediments.

With Oracle Budget live, we are closing out the FIS Project and formally transitioning into our operational structures. This includes a new Finance Steering Committee and the Budget & Finance User Group. Thank you all for your support and dedication. - *Finance Steering Committee Co-Chairs, Cheryl Ross and Lori Donaldson.*

New Budget & Finance User Group (BFG)
The Budget and Finance User Group (BFG) is a newly formed group of unbiased department and central unit representation that have been nominated by their VC areas. The BFG will gather input, help establish best practices, develop and lead user training, provide feedback on financial reporting requirements, advocate for user needs, and make recommendations to the Finance Steering Committee on the future financial roadmap for UCSD. A huge thank you to the members that will help optimize our new financial systems for UC San Diego! - *BFG Chair, Irene Xavier.*

View your BFG representative by VC Area.

New Electronic Wire Request Form for Payments to Foreign Suppliers (non-travel related)

The wire request form for payments to foreign suppliers (non-travel related) has been upgraded from PDF to an electronic, online form. The new form offers full visibility of wire request status and streamlines the request process for enhanced turnaround time. Departments are required to input their Financial Unit Approver name directly into the request. The completed request will be routed to the Financial Unit approvers Services & Support approvals queue to be approved or rejected.

The new Wire Request form (non-travel related) can be accessed directly within Services & Support under Invoices & Payables.

The PDF forms are no longer accepted. If your department has stored copies of the old PDF form please delete them from your drives.

Issues with NIH Awards January 2021
Departments are encouraged to read the *Issues with NIH Awards January 2021* notice, then review and prioritize reconciling awards that have ended. Access a full write-up of the issues and instructions to resolve, including Research Performance Progress Report (RPPR) with Unobligated Balance > 25% of the Budget and Delinquent Federal Financial Reports.

Oracle Financials Cloud

January Close Status/System Downtime
The Import Costs Job in OFC is not functioning as expected. Outstanding Payables invoices cannot be imported to PPM and have delayed ledger close. The issue escalated to Oracle for resolution, and as a result, the **Oracle production environment will be down for scheduled maintenance on 2/23 starting at 8 PM**. We estimate about 3 hours of downtime to help resolve the Import Costs process that prevents us from closing the January ledgers.

Update on Tax Posting Error for Non-PO Invoices
As reported at the end of last year, there were tax posting errors discovered on non-PO invoice items. The error was caused by a configuration error where use tax did not accurately reflect the applicable POETAF values.

We are happy to announce that IPPS has corrected the root cause of the error and correctly mapped the affected non-PO invoices to the applicable GL chart string/ POETAF combination. No additional action is required to correct the errors.

PI and Project Manager Cost Transfer Notifications
To comply with UC policy requirements for cost transfers involving federal

funds, PI's and Project Managers must be informed of financial activity, including cost transfers, on their awards/projects.

On February 18, a notifice went out to Prinicipal Investigators and Project Managers addressing a 'catch-up' report of all transfers completed on their awards/projects, after which email notifications will be sent daily when a cost transfer is completed. Click here to read the full notice.

Oracle Ledger/UCPath Labor Ledger Alignment
In order to properly reflect payroll expenses in the appropriate accounting period, the ledger cutoff dates have been adjusted per the below. View Oracle Ledger Close Dates here.

ORACLE LEDGER CLOSE DATES

Fiscal Year 2021 Ledger Cutoff Dates

Accounting Month	Cash Mgmt Payables Procurement	PPM *(Campus Close Date)*	PPM Close *(Actual Date)*	Receivables	GL Close *(Anticipated Close Date)*	GL Close *(Actual Date)*
20-Jul	08/03/2020	08/04/2020	n/a	08/05/2020	08/07/2020	08/21/2020
20-Aug	08/31/2020	09/02/2020	n/a	09/03/2020	09/07/2020	09/16/2020
20-Sep	09/30/2020	10/02/2020	n/a	10/05/2020	10/07/2020	10/14/2020
20-Oct	10/30/2020	11/03/2020	11/05/2020	11/04/2020	11/06/2020	11/13/2020
20-Nov	11/30/2020	12/02/2020	12/17/2020	12/03/2020	12/07/2020	12/18/2020
20-Dec	12/31/2020	01/05/2021	01/08/2021	01/06/2021	01/08/2021	01/12/2021
21-Jan	01/29/2021	02/02/2021		02/03/2021	02/05/2021	
21-Feb	02/26/2021	03/04/2021*		03/04/2021*	03/05/2021	
21-Mar	03/31/2021	04/02/2021		04/05/2021	04/07/2021	
21-Apr	04/30/2021	05/04/2021		05/05/2021	05/07/2021	
21-May	05/31/2021	06/09/2021*		06/09/2021*	06/09/2021*	
21-Jun	06/30/2021	TBD	TBD	TBD	TBD	TBD

Blue font = Holiday

*Note the dates have been adjusted to coincide with UCPATH labor ledger postings.

Click to view all known transitional issues impacting financial processes and reports. This list was curated specifically to support financial review and corrective actions by department fund managers.

Training & Support

Register for an Upcoming Webinar

2/24/21: Hot Topics: Oracle Requester Role and Concur Delegates
Join the IPPS Team for the second session of Hot Topics! This session will focus on the Requester role in Oracle and the Delegate role in Concur. Instruction is intended for individuals who process transactions in Oracle Procurement and Concur Request/Expense.

2/25/21: BI & Financial Reporting Series: Exceptions Panorama
Formerly referred to as the BI & Financial Reporting Series: Transaction/Reconciliation Dashboard webinar, join the Oracle functional leads and the Oracle BI team as we dive into the new Exceptions Panorama. Built on Oracle data analytics's power, this dashboard is **designed to highlight the transaction discrepancies and errors in the Oracle financial system and touch on fixing those discrepancies** and related resources. Don't miss it!

Concur Travel & Expense Live Training Courses

Traveling for UC San Diego business? Jet over to the UC Learning Center!

Register via the UC Learning Center and join the Travel team as they go over Concur Travel & Expense tips and travel policy guidance. The next Travel Training day is this Thursday, February 25.

2/25/21: UCSD Travel: Before You Go @ 9:00 am
2/25/21: UCSD Travel: Reporting Expenses @1:00 pm

Please note that you can also search “Concur” in the UC Learning Center to browse through instructor-led Concur courses available for the quarter.

BI & Financial Reporting Updates

Report Navigation Changes
The following reports have been set to gold standard and have been published to reports.ucsd.edu individually or through the new panoramas. The original report path will be removed on **Thursday, 2/24/2021**. Bookmarks to the original reports will no longer work. Oracle Financial Reporting Center (FRC) searches will no longer work. Please use reports.ucsd.edu for the appropriate dashboards

- General Ledger Transaction Details Report
- Project Cost Details Report
- Project and Task DFFs (Non-Sponsored)
- Cumulative Research Report

Available Now @ reports.ucsd.edu

Budget and Financial Management Reports Panorama
This panorama delivers a full suite of budget and financial management reports and queries intended to support campus business officers. They are designed to support internal financial management of University finances and, as such, use Campus Alternate reporting hierarchies.

UCSD-DSH Accounts Receivable Panorama
The primary external-facing accounts receivable dashboard.

UCSD-DSH Project Cost Transfer Panorama
This panorama is a collection of reports designed to provide details about Project Cost Transfers. Search transfers by the original Expenditure Item transaction #, transfer dates, project, award, owning organization, and more. For larger reports, use the built-in scheduling feature.

Cost Transfer Panorama Webinar
Watch this recorded webinar for essential information about Oracle cost transfers (post-training updates) including access requests, best practices for justifications and consequences, and PI/PM notifications. This demo will take you through the Project Cost Transfer Panorama, which supports the post-audit review, a department's ability to see cost transfers processed, and all transfers' status.



Continue to report all enhancements, new reports, issues, and office hours topics to the Oracle BI team using Services & Support – we are here to help!

Tips & Tricks

Oracle Financials Cloud

Preferred Addresses in Oracle Procurement
The correct deliver-to location to use in Oracle Procurement is the one which begins with your building name followed by "-Preferred". An example of this would be "BioMedResFac2-Preferred". This will route your package through Trade Street, our central receiving location, to ensure your packages are best delivered to your location. A list of all available deliver-to locations and instructions on how to default a deliver-to location can be found in our KBA.

Oracle Procurement Help Page
Do you have trouble keeping track of Oracle Procurement training opportunities, resources, and Blink pages? Refer to our Oracle Procurement Help Blink page for a walkthrough of our training opportunities and resources, and refer to our Oracle Procurement Blink page for a directory of Blink page resources.

Cost Sharing FAQs
Cost Sharing is UC San Diego resources provided directly in support of a sponsored research project. Review the updated Cost Sharing Overview Blink page to get answers to the most frequently asked questions.

Concur Travel & Expense

Concur Training FAQs
Review the new Blink page Concur Training FAQs for answers to some common questions we have received in our live training courses and office hours.

Cost Transfers for Concur Documents
If you did not provide POET information in your Concur document but now need the transaction to post to a project, you would have to request a cost transfer. Review the *Transactions Created in OFC* section of this Cost Transfer Quick Matrix. The KBA includes hyperlinks to Services & Support (S&S) forms to complete the appropriate cost transfer request.

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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