Getting Ready for Fiscal Close

Hello UCSD Budget Community,

This message is to provide you with a summary of the fiscal year-end process. UCSD Financials Cloud and Concur Travel & Expense will be shut down for system maintenance and enhancements for the fiscal year-end processes. Please review the information below and make any necessary arrangements prior to the fiscal year-end.

Payment Compass: Help and Resources

The Payment Compass webinar is a series that covers navigation of the Oracle Procurement process. An example includes how to lift PO commitments and how to close out POs in Oracle Procurement. The webinar also covers how to query POs which currently have commitments.

To benefit from these sessions, you must register for them in advance. There are two options:

1. Browse through instructor-led Concur courses.
2. If you have specific questions or concerns, visit the Payment Compass homepage.

For more information on how to prepare and the anticipated timeline for completion, please review the following:

In the meantime, you may cancel the PO via a change order. If the PO has not been invoiced, you may lift PO commitments on your PPM ledger by going to the Procure to Pay tab, then click View Outstanding PO Commitments. If you have additional questions about returning your Scrip, please reach out to the Banking Services team via mail code: 0955.

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The Scrip Returns form is due on June 26, 2021, and scrip items will no longer be negotiable. You may submit your corrections by 5/21. Look for an update including additional information on returning Scrip. Following the instructions below:

2. Identify any corrections that need to be made. You may query by several fields - including project, task, and financial unit - to view POs which currently have commitments.
3. If you are noticing PO commitments on your PPM ledger, you may lift them by submitting a case via Services & Support to ask the POs be closed. If the PO has been partially invoiced, closing out the PO in Oracle Procurement. If the PO has not been invoiced, you may query by several fields - including project, task, and financial unit - to view POs which currently have commitments.

You can view POs which are still committed on your ledger by going to the Procure to Pay tab, then click View Outstanding PO Commitments. The POs will be marked as "Unclaimed." If you are noticing PO commitments on your PPM ledger, you may lift them by submitting a case via Services & Support to ask the POs be closed.

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San Diego community together to share and crowdsource knowledge related to the UC San Diego Travel: Before You Go.

Thursday, May 27, 2021 @ 9:00am - 11:00am

UC San Diego Travel: Before You Go

Concur Travel & Expense

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