Budget & Finance Weekly Digest
May 11th, 2021 - 19h Edition

This week, we discuss the importance of information system and support departments' success in managing their fiscal responsibilities. Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial system and support tools available.

### General
- **Entitlements**
  - Employees in the current title and payband can be reimbursed for the cost of a Business Analytics Hub (BAH) or Panoramas membership. The benefits of these memberships include the Business Analytics Hub (BAH) and Panoramas portal.
  - To request reimbursement, employees must submit an expense report to the relevant approver. Once the list has loaded, you can quickly select the appropriate approver. The option, "Search by Approver," can be used to search for a Department Head or Special Entertainment approver.
  - The course provides an overview of UC San Diego travel policy and procedure, including understanding of travel preauthorization, booking travel via Concur, prepaying for travel, and how to take advantage of TripIt Pro. Faculty and staff who travel or book business travel can further their understanding of travel preauthorization, booking travel via Concur, and how to take advantage of TripIt Pro.

- **Payment Compass**
  - Payment Compass Registration: Timeline and Responsibilities
  - The option, "Search by Approver," can be used to search for a Department Head or Special Entertainment approver. Once the list has loaded, you can quickly select the appropriate approver.
  - The option, "Search by Approver," can be used to search for a Department Head or Special Entertainment approver.

- **Oracle**
  - Oracle KBA on closing Purchase Orders
  - Oracle has delivered the ability for departments to initiate PPM cost transfers for Oracle Financials Cloud. This allows departments to manage projects and incur expenses as approved by the sponsor.

- **Announcements**
  - We are currently working on testing the full re-conversion and project personnel update of VMRF awards. Departments will be able to manage the projects and incur expenses as approved by the sponsor.
  - Projects to be awarded for FY2021-2022 in OFC tasks to projects. Project personnel update will be set up in advance for anticipated incremental funding in OFC tasks to projects.
  - In order to mitigate payroll expenses hitting the department default project, on the first day of each pay period, all incurred labor costs will be set to the previously set up project.
  - Effective immediately, for these types of awards, OPAFS will set up the projects to the default project.

- **Oracle Cost Transfer**
  - Oracle Cost Transfer Multi-Select Launching Soon!
  - In order to mitigate payroll expenses hitting the department default project, on the first day of each pay period, all incurred labor costs will be set to the previously set up project.

- **Getting Ready for Fiscal Close**
  - Returning unused Scrip
    - All Scrip items that are still outstanding will become stale-dated by June 26, 2021, and Scrip items will no longer be negotiable. You may return all unused Scrip by July 15th to receive the funds back to the department account.
    - Please note that you can also search "Concur" in the UC Learning Center to view POs which currently have commitments. You may query by several fields - including project, task, and financial unit - to view POs which currently have commitments.

- **Oracle Procurement**
  - Oracle KBA on closing Purchase Orders
  - You may query by several fields - including project, task, and financial unit - to view POs which currently have commitments.

- **Other**
  - While the KBA process is outlined in our KBA on closing Purchase Orders, you may reduce the PO to what has been invoiced via a change order. This is helpful in cases where the PO has not been invoiced or where you are not able to invoice the PO in full. In the meantime, we are working on a process to mitigate any known transitional issues.
  - We identified University prepaid airfare transactions from March 30th that did not align with the anticipated timeline for completion.

- **Scrip**
  - Scrip Returns form
  - scrip items will no longer be negotiable. You may return all unused Scrip by July 15th to receive the funds back to the department account.

- **Announcements**
  - About the Weekly Digest

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