

Budget & Finance Weekly Digest

May 11th, 2021 - 19h Edition

Announcements

Oracle Financials Cloud

Oracle Cost Transfer Multi-Select Launching Soon!
Oracle has delivered the ability for departments to initiate PPM cost transfers for more than one transaction at a time! The ability to multi-select will be available on May 17. Along with this release, all transfers will be final approved in the department.

New Set Up Process for Flow Through Awards
In order to mitigate payroll expenses hitting the department default project, on Flow Through awards that are funded incrementally and where:

- Carryover requires prior approval and/or
- A new Subaward or PO number is issued yearly by the sponsor

Effective immediately, for these types of awards, OPAFS **will set up the projects in advance for anticipated incremental funding in OFC**. The departments will be able to manage the projects and incur expenses as appropriate. This includes but is not limited to all NIH FFT awards and all VMRF awards. Learn more.

Tasks to Projects, Project Personnel Update
We are currently working on testing the full re-conversion and project personnel in DEV and are on track to complete by end of May. Errors have been identified in the Project Personnel Assignment requests. We are working on an output report for you to review next week for any last-minute changes you would like to make through this process. Files will be ready on 5/18 and you will need to submit your corrections by 5/21. Look for an update including

additional guidance in next week's digest!

In the meantime, click here for a reminder on how to prepare and the anticipated timeline for completion.

Concur Travel & Expense

University Prepaid Airfare
We identified University prepaid airfare transactions from March 30th that did not properly post to Concur. As of May 4th, all prepaid airfare transactions have been properly loaded to the respective profiles. If you notice missing or erroneous airfare, please let us know via Services & Support (Travel; Concur Bookings).

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.

Getting Ready for Fiscal Close

Unused Scrip Return Deadline - July 15
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** by following the instructions below:

Returning unused Scrip

- Write "VOID" across the front of each item
- Fill out the Scrip Returns form
  Include the full chart string which you would like the funds returned to
- Mail the Voided items and the Scrip Returns form to **mail code: 0955**.
  If you are off campus, use the address below:
  UC San Diego
  Attention: Disbursements & Travel/ Rubi Ornelas
  9500 Gilman Drive, MC 0955
  La Jolla, CA 92093-0955

If you have additional questions about returning your Scrip, please reach out to the Banking Services team via Services & Support.

View Outstanding PO Commitments
You can view POs which are still committed on your ledger by going to the Business Analytics Hub. Go to the *Budget & Finance* tab, the *Procure to Pay Panoramas* tab, then click *Run Report* on the *UCSD-DSH Procure to Pay Panorama*. Once on the report, go to the PO Outstanding Commitments tab. You may query by several fields - including project, task, and financial unit - to view POs which currently have commitments.

Lift PO Commitments in Oracle Procurement
If you are noticing PO commitments on your PPM ledger, you may lift them by closing out the PO in Oracle Procurement. If the PO has not been invoiced, you may cancel the PO via a change order. If the PO has been partially invoiced, you may reduce the PO to what has been invoiced via a change order. This process is outlined in our KBA on closing Purchase Orders.

Lift Legacy/Marketplace PO Commitments
Commitments associated with POs eight digits long beginning with a 9 may be lifted by submitting a case via Services & Support to ask the POs be closed. You may use the service offerings: Buying Goods & Services - Oracle Procurement - Revising or Canceling an Order. Please note that requesting a Marketplace PO to be closed will prevent further invoicing against the PO.

Training & Support

Upcoming Webinars

Payment Compass Webinar
Tuesday, May 25, 2021 @ 1:30pm - 2:30pm
The Payment Compass webinar is a series that covers navigation of the platform, payee invitation and registration, and invoice submission.

Concur Travel & Expense

UC San Diego Travel: Before You Go
Thursday, May 27, 2021 @ 9:00am - 11:00am
Faculty and staff who travel or book business travel can further their understanding of travel 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, May 27, 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.

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

Visit the Training & Events Calendar for information on upcoming webinars.

Tips & Tricks

General

Payment Compass Registration: Timeline and Responsibilities
New content has been created providing a quick reference for the payee invitation and payee registration processes within Payment Compass. The infographic includes a timeline of the process as well as responsibilities. This graphic can be accessed using the *Payment Compass: Help and Resources* widget at the top of the Payment Compass homepage.

Community of Practice
The Budget & Finance CoP is a learning network dedicated to bringing the UC San Diego community together to share and crowdsource knowledge related to specific topics. The space is also used to notify the community of system errors and updates. We encourage you to participate!

Concur Travel & Expense

Searching for Approvers
When searching for a Department Head or Special Entertainment approver, you can type % into the *Approval Flow* search bar to bring up a list of available approvers. Once the list has loaded, you can quickly select the appropriate approver.

Event Expense Report Header
When completing the header for an Event Expense Report, you have three options for *Payee Type*: Employee, Student, T/E Supplier.

1. If the host paid out of pocket and/or with their Travel & Entertainment (T&E) Card, select *Employee* as the *Payee Type*
2. If the individual to be reimbursed/paid is a non-employee student, then select *Student*
3. If this expense report is a prepayment, or direct payment to an event supplier, select *T/E Supplier*

The option, *T/E Supplier*, should only be used when requesting direct payments to the event supplier. This helps identify in Concur that payment is to be issued to the non-employee payee.

When the User pays with their Travel & Entertainment (T&E) Card, the proper *Payee Type* on the header is *Employee*. Concur will indicate on the expense entry level when the payment method is the T&E Card.



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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