Getting Ready for the Fiscal Close

Budget and Finance Support and the Business Analytics Hub have been working to ensure that financial close-out begins as smoothly as possible. While the close-out process will begin on July 1, May 27th provides an opportunity to review your fiscal year transactions and ensure you are on track.

1. Make sure to finalize your fiscal year reports on Concur and/or Payment Compass.
2. Review your potential carryover requirements and ensure your projects are properly carried over.
3. Check for any unapproved or incomplete funds, which may cause delays in the close-out process.

The early bird gets the worm! This is an important reminder to take care of any financial matters to you.

Staff Training & Support

PowerQuest Webinar: Concur Travel & Expense Training - Before You Go

Thursday, May 27, 2021 @ 1:00pm - 3:00pm

UC San Diego faculty and staff who travel or book business travel can further their knowledge of the UC San Diego travel policy and procedure, including summarized guidelines, resources, and information about online travel booking via Concur. The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and information about online travel booking via Concur.

Levy's Market Place PO Updates

Please note the following changes to PO processing:

- POs will now be closed out of the system when the PO expires. This will prevent further invoicing against the PO.
- Oracle allows you to lift PO commitments on your PPM ledger. This can be done from the Payroll ledger.
- POs where theUniversity Prepaid Airfare has been applied will prevent PO closure. These POs will remain open, and the University Prepaid Airfare will need to be removed.
- If you are noticing PO commitments on your PPM ledger, you may lift them by running the PO Commitments report in Oracle Procurement. You may then reduce the PO to what has been invoiced via a change order. This may be done in Oracle Procurement.
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Please contact the Disbursements team at Rubi Ornelas for further assistance.

Tips & Tricks

 查询 by several fields - including project, task, and financial unit - to view POs which are still committed on your ledger by going to the Procure to Pay tab in Oracle Financials Cloud. You can view POs which are still committed on your ledger by going to the Procure to Pay tab in Oracle Financials Cloud.

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May 11th, 2021 - 19h Edition

Budget & Finance Weekly Digest

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