Budget & Finance Weekly Digest



December 14, 2021 | 50th Edition

Announcements



Updates to the Cost Transfer Panorama and Cost Transfer Emails
Updates have recently been made to the Cost Transfer Panorama:

- Funding Source and High Risk Flag now visible on more reports
- Ability to search by Project Owning Org on more reports
- Display of completed information only (not just most recent)
- Parameter for adjustment type added
- Ability to search by initiator added to Transfers summary
- Project Name and Project Number separate on Transfers summary
- Ability to search by workflow group on Transfers Approval report

In the next few weeks, a new report will be released for Transfer Status. This will show transfers with all history, not just those completed.

Updates to the Cost Transfer Email Notifications
Updates have recently been made to the Cost Transfer Emails that are sent to PIs. Fund managers were receiving the emails incorrectly. This has been corrected. In addition, as a result of BFG approval, additional recipients have been added. This includes the Cost Transfer Initiator and the task fund manager. We are unable to add additional project managers or task managers at this time because it would cause duplication of emails to PIs.

PPM Invoice Best Practices

When invoices are created in PPM, event has to be created as the first step. It is best practice to let the system run the “Generate Invoices” process which ensures all accounting entries are correct, any applicable sales tax is applied, etc. When the invoice is created manually, the project number does not become part of the chart string that is carried over from PPM to AR subledgers. This will create mismatch issues during the collection of payments and while monitoring outstanding balances.

Therefore, it is best practice to let the system generate invoices, rather than manually creating them. We will increase the frequency of “Generate Invoices” process from once a day to every 4-5 hours to enable users to have invoices generate throughout the business day.



Upcoming Oracle Redwood Launch

The Oracle Redwood January 2022 Launch is around the corner! Please anticipate changes to the Oracle theme when you return from break. If you would like to see a live demonstration of the changes before the launch, please register via this link for our last information session on December 16 from 10:30am - 11:00am.

Additionally, below is a written reminder of many of the changes you will see and not see:

What is changing?

Overall coloring using a different color palette, layout, look and feel:

- Dark, global header
- Slightly darker background
- A shift from icons to tabs on the Oracle homepage

What is not changing?

The Oracle Redwood theme is a UI change only, and does not impact performance of the system:

- No changes to the underlying database
- No changes to the data within the Oracle applications
- No changes to your ability to perform tasks or functions within OFC
- No impact to any integrations or external systems

Additional Resources for Users - Oracle Redwood Toolkit

- Oracle Redwood UI Blink Page
- Oracle Redwood UI Information Session: this Thursday, December 16 at 10:30am - 11:00am
- Oracle Redwood Overview eCourse
  - Review this short eCourse for a comprehensive overview of how to navigate the new Oracle Theme.
- Oracle Test Non-Production Environment* (SSO required to view changes launching in production January 2022)

* You can view the upcoming Oracle Redwood UI changes in the Oracle Test Non-Production Environment - VPN and SSO are required. Since this is a test environment, data may not be the same as in production. If you experience issues during login, you can request access support by emailing financesupport@ucsd.edu with subject "Oracle Redwood Preview."





Fund Management Office Hours
Thursdays, 11:00am - 12:00pm



Accounts Receivable, Cash, & PPM Office Hours
Friday, December 17, 2021 @

This Thursday will be our last office hours of 2021. Come hang out, get your questions answered, share your favorite holiday recipes. Bonus points for coming on camera with holiday spirit. We will resume planned content in 2022 with a discussion of gift fund management on January 6.

8:30am - 9:30am
This week, we will have an open Q&A session. Bring your questions, comments and your experiences to share with your colleagues across the Campus, we are looking forward to seeing you this Friday.

Office hours are **recorded** and can be found on our UC San Diego Budget & Finance YouTube channel.

Oracle Redwood UI Information Session

Thursday, December 16 @ 10:30am - 11:00am
Register for the Oracle Redwood UI Information Session to get a firsthand glimpse into the new Oracle theme, set to launch January 2022! To prepare for the Oracle Redwood Preview Session, review the Preparation Toolkit and be sure to have your questions ready.

Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!



Reconcile Your University Card Transactions
Travel & Entertainment Card and Procurement Card cardholders must adequately account to UC San Diego for expenses within a reasonable period of time. You should move any pending transactions from *Available Expenses* onto the proper Expense Report(s) and, as applicable, submit them for approval before the respective fiscal close cutoff dates.

Reminder:

- **Travel & Entertainment:** Report card transactions and related expenses on a Travel/Event Expense Report *within 45 days* after the trip or event has occurred (and ideally within that month to also minimize accrual amounts)
- **Procurement Card:** Reconcile card transactions on an Procurement Expense Report on a *monthly* basis

How to Resolve POETAF/COA Failed Validation Errors in Concur
After a Concur Request or Expense Report is submitted, chart string information is validated against data in Oracle. If your Concur document was returned due to a COA or POETAF validation error, the resolution will depend on the type of chart string error. Reference our KBA for instructions on how to resolve the most common COA and POETAF validation error alerts.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

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