Budget & Finance Weekly Update!

As we transition into the fall quarter, we are excited to announce several new training opportunities for faculty and staff. These workshops are designed to enhance your understanding of campus policies and procedures, as well as support your fiscal responsibilities.

**New Budget & Finance Home Page!**

The Home Page has been updated to improve accessibility and user experience. This includes quick access to links, tools, and announcements. We hope you find this new layout useful.

**How to Lift PO Commitments**

On August 1st, we will be implementing a new PO commitment lifting feature in Concur. This will allow users to lift PO commitments more efficiently. You will receive more information on this process through email.

**Oracle: Buying and Paying for PO Requisitions**

Join us on August 2nd at 11:00 am for an introductory training session on how to buy and pay for PO requisitions. This session will cover the basics of the process, including requisitioning, procurement, and payment.

**Hot Topics: Procurement and Travel & Entertainment Cards**

On August 3rd, we will be offering a session on procurement and travel & entertainment cards. This session will cover best practices, including card usage, reimbursement, and conflict of interest policies.

**Oracle Financials Cloud Scheduled Maintenance**

On Friday, July 30th from 7:00 PM to 11:00 PM, the Oracle Financials Cloud environment will be down for scheduled maintenance. During this time, users may experience disruptions to their usual processes. Please plan your work accordingly.

**Accounts Payable and Journals**

Following the implementation of the new financial system, there have been some changes to how journals are handled. Transactions not applied to sponsored or capital projects will be treated differently. Please refer to the updated guidance for more information.

**A Journal Correction Was Made**

A journal correction was made centrally to reverse the duplicate GL transaction created accounting to the GL. ISIS errors were found and corrected in PPM, however they inadvertently created accounting to the GL (all items had already been accounted for in GL). As a result, any transactions not applied to a sponsored or capital project will be treated differently.

**Journal Approvals and Review**

For manual and spreadsheet journal entries, a journal correction may have been made centrally. This applies to transactions created within Oracle Procurement, Oracle Payables, and Journals created directly within the General Ledger. This correction is to ensure the accuracy of financial records.

**IFIS Database Copy**

IFIS database copies created by ITS will not be available in Concur. Database queries would have to utilize an alternative method. Transitions are currently underway to retrieve data from either Query-link or utilize an alternative database method.

**QueryLink/FinancialLink**

The Query-Link method is still available for queries. Instant Finance Information System (IFIS) reports can be used to transition your process to retrieve data from either Query-link or utilize an alternative database method. There is currently no plan to deprecate the IFIS database copy created by ITS.

**Notice for July 31**

On July 31st, the Mainframe “Green Book” will undergo a long-term update for accessing legacy data. This update will help capture the business activities such as reconciliation and variance reporting, affecting Finance, HR, and Payroll. A new batch process will run at 10:00 PM, replacing the current nightly batch process.

**New Term**

Starting August 1, 2021, a Control Budget will no longer be created in the General Ledger. This applies to the fiscal year (2022), and the new Financial Information System (FIS) will be used for the fiscal year.

**Financial Information System (FIS)**

The transition from the previous system to the new Financial Information System (FIS) is complete. The FIS includes features such as reconciliation and variance reporting, ensuring we have real-time access to legacy data for an additional fiscal year. It was important to ensure we had real-time access to legacy data for a longer period.

**SAP Concur**

SAP Concur recommends that you clear your web browser’s cache to avoid any issues with the system. If you experience issues, please submit a case via support.

We are currently working on a long-term solution to accommodate preferred names that do not match legal identification documents. If this affects you, we recommend that you call Balboa Travel at (888) 617-5005.

**Student Employees**

If you are a student employee, you should use UCPath to request a name change. Concur does not apply to you, we recommend that you call Balboa Travel.

**General Travel/Policy Info**

For more information, please visit the Travel & Expense webpage. This includes information on Concur System Errors, Procurement Card, and Human Subject Procurement Card. You can check the UC Travel & Expense calendar for upcoming sessions.

**Announcements**

This week’s announcements include updates on budget & finance, training sessions, and important notices. Please review the updates to stay informed and up-to-date.

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If you have any questions about this edition, please contact us. We are here to support our Faculty and Researchers!