Budget & Finance Weekly Digest

July 27, 2021 | 30th Edition

Announcements

IFIS & PPS Mainframe "Green Screen" Deprecation Notice for July 31

This notice is to confirm the upcoming deprecation of Legacy Applications affecting Finance, HR, and Payroll on **July 31, 2021**. After the major transitions from Legacy Payroll / HR, and Financial Mainframe Applications to UCPath and the new Financial Information System last summer, it was important to ensure we had real-time access to legacy data for an additional fiscal year for activities such as reconciliation and variance reporting. **Starting August 1**, view-only access to these mainframe applications will transition to the new long-term care processes for accessing legacy data, which will help capture the value goals set out initially by the replacement enterprise systems. **This change affects "Green Screen" access and will NOT affect existing QueryLink/FinancialLink reports. There is currently no plan to deprecate FinancialLink and all the reports you know and love.**

If you need access to legacy data and are no longer able to log in, you will have to transition your process to retrieve data from either Query-link or utilize an IFIS database copy created by ITS. Database queries would have to utilize an

ITS ticket for support if you are not familiar with SQL or similar DB query tools.

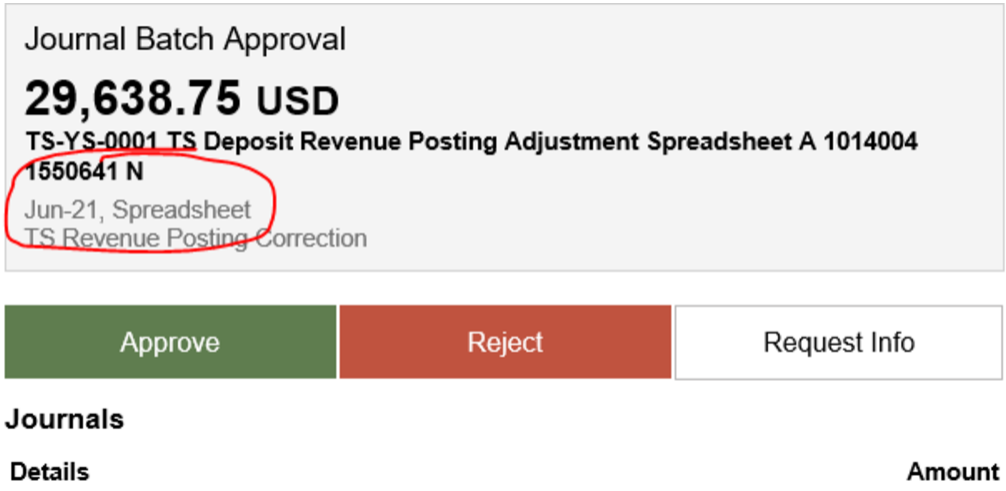
For more information, please contact a DSA within your respective VC Areas.

Oracle Financials Cloud

Oracle Financials Cloud Scheduled Maintenance
The Oracle production environment will be down for scheduled maintenance this **Friday, July 30, 2021 from 7:00 PM through 11:00 PM.**

Journal Approvals and Review
There has been reported issues regarding journal entries for Period 13. Any entries made under **13_Jun-21** will process in the Workflow; but once approved by the Workflow Manager, the entry will be rejected by the system.

To avoid any issues **please use Jun-21 (versus 13_Jun-21)** for manual and spreadsheet journal entries.



Purchase Order 'Not Applicable' Funds Status
Shortly after go-live, the ESR-FIS design leads determined that a change to the way we load budget data into Oracle Financials Cloud (OFC) from Enterprise Budgeting and Planning Cloud (EPBCS) was necessary. Beginning this fiscal year (2022), a Control Budget will no longer be created in the General Ledger. As a result, any transactions not applied to a sponsored or capital project will have a Funds Status equal to ***Not reserved, Not Attempted, or Not Applicable***. This applies to transactions created within Oracle Procurement, Accounts Payable, and Journals created directly within the General Ledger.

ISIS Error Corrections
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). A journal correction was made centrally to reverse the duplicate GL transaction as part of fiscal close.

Concur Travel & Expense

Concur System Errors
The team has resolved bugs in the system specific to the action of creating an expense report in Internet Explorer or when opening a returned expense report. **SAP Concur recommends that you clear your web browser's cache periodically, or when you encounter a system error that is not due to a policy rule or COA/POETAF validation.**

Faculty and Researcher Office Hours
Tuesdays @ 1:00pm - 2:00pm
We are here to support our Faculty and Researchers! In an effort to provide ongoing and dedicated support to the financial community, we launched Faculty and Researcher Office Hours on **Tuesdays from 1:00pm - 2:00pm**. Click here to join - https://ucsd.zoom.us/j/94383220998

This hour is dedicated to supporting faculty as they work within Oracle to view, interpret and understand their project financials. Co-hosted by Beverly Baker and Heather Sears, this is an opportunity to continue learning new reports as well as ask any other questions on the new Oracle financial system. If your department faculty members would benefit from this hands on guidance, please encourage their participation in this weekly office hours series.

Fund Management Office Hours
Thursdays @ 11:00am - 12:00pm
We are excited to announce the re-launch of the Fund Management Office Hours facilitated by Heather Sears, Contracts & Grants Manager! The next

office hour will begin this Thursday and continue weekly. Visit the event calendar for the link to join.

Concur: New Card Request

A new training video has been launched for Concur! *Concur: New Card Request* covers the process of applying for a new Travel & Entertainment Card, Procurement Card, and Human Subject Procurement Card. You can check the video out here.

Hot Topics: Procurement and Travel & Entertainment Cards

Wednesday, July 28, 2021 @ 11:00am - 12:00pm

Join the IPPS Team for the next session of Hot Topics! This session will focus on University Card best practices, including Procurement Card Use Tax, Travel & Entertainment Card transaction reconciliation, and allocating expenses. Our instructors will review these topics, provide a live tutorial, and host Q&A.

UC San Diego Travel: Before You Go

Thursday, July 29, 2021 @ 9:00am - 11:00am

Faculty and staff who travel or book business travel can further their understanding of 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, July 29, 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.

Oracle: Buying and Paying for PO Requisitioners

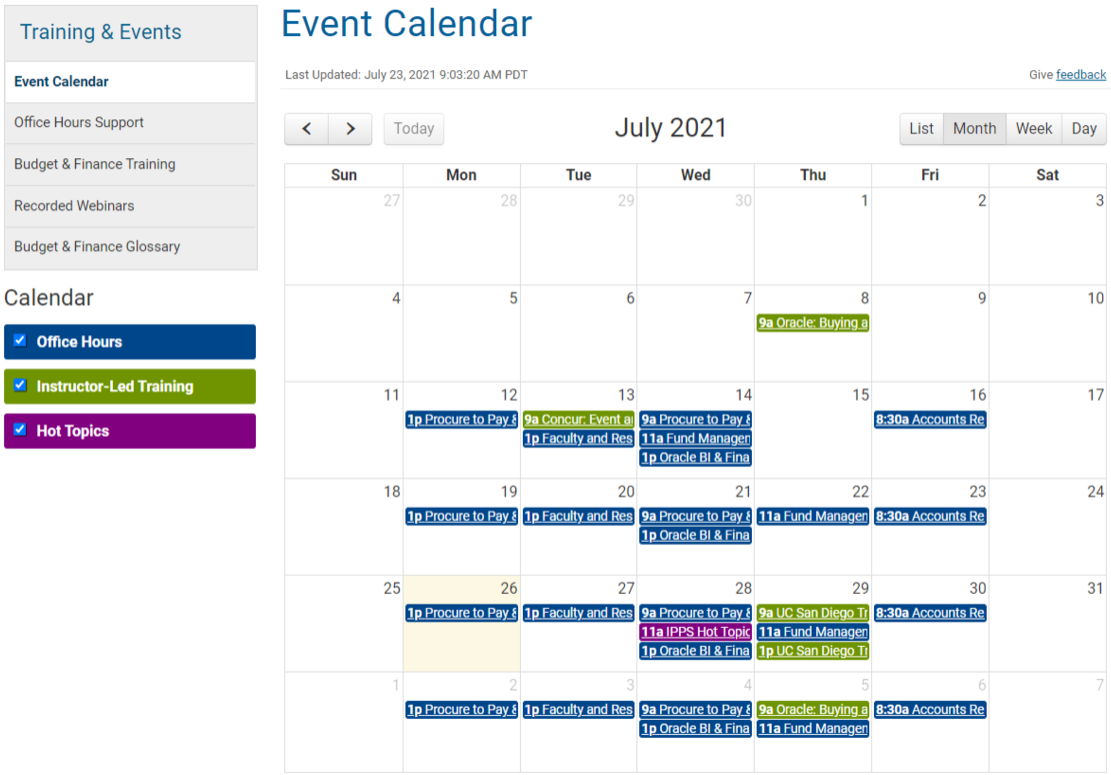
Thursday, August 5, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

New Event Calendar!!

We are excited to announce the launch of the new Event Calendar on Blink! This calendar showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. We hope you find this calendar useful - be sure to try out the different calendar views in the upper right corner!



New Budget & Finance Home Page!

Check out the newly redesigned Budget & Finance Home Page! These changes mark the first of many as we update Blink Budget & Finance with the client experience in mind. The changes include quick access to links, tools, and updated guidance.

Install the WalkMe Browser Extension

The WalkMe Browser Extension adds various tips, walkthroughs, and

resources to your Oracle and Concur applications. We also use WalkMe to add additional validation to your transactions, announcements, and reminders. Download the extension to your browser to unlock these features.

How to Lift PO Commitments

With the creation of the new PO Balances report in the P2P Panorama, determining how to best lift PO commitments (close POs) is a little easier. Refer to our updated KBA on How to Lift PO Commitments to learn how to best use this report.

Student Employees

The process for employee reimbursements in Concur for student employees remains the same as it would for faculty and staff employees.

- **First, determine if a student is an employee before beginning the reimbursement process.** Keep in mind that a student may be an employee for a different department (such as the Bookstore, HDH, or Mail Services) than the one that is reimbursing them.
- Please process any travel or personal reimbursements on the student employee's Concur profile. Student employees should use UCPath to update their information - **they should not use Payment Compass.**

Preferred Names in Concur

We have received an increase of inquiries from travelers whose preferred name in Concur does not match their legal identification documents that are required for air travel. An employee's "preferred name" appearing in Concur is imported from data in Oracle Financials Cloud (OFC), directly taken from UCPath.

We are currently working on a long-term solution to accommodate preferred names while also allowing for booking directly through Concur. If this situation applies to you, we recommend that you call Balboa Travel [(888) 617-5005] over the phone to make your airfare booking. You will be able to provide them your legal name to ensure that the airfare bookings align with what is required. If that does not work, please submit a case via Services & Support:

About: Travel
Related To: General Travel/Policy Info
More Specifically: Concur Navigation

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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