

Budget & Finance Weekly Digest

March 23rd, 2021 - 12th Edition

Announcements

Oracle Financials Cloud

Adjustments to Payables Invoice Tolerance Settings
After months of shared frustration, IPPS made the business decision to release invoices that were on hold due to invoice tolerance settings comparing line-level data between the invoice and purchase order. In most cases, invoices in this status were on hold because the invoice line items were simply in a different order than how they were listed on the purchase order even though the total amount billed matched the total amount of the purchase order. As a result of this change, we were able to release over 97% of the invoices that were on hold.

Based on our research, we do not think we released invoices where the billed amount was not truly owed to the supplier. However, given the volume of transactions, we recognize that there might be cases where we were billed incorrectly and we will help you recover those funds. If you become aware of an overpayment, please submit a Services & Support case (Invoices & Payables -> AP Invoice Holds) and we will work with the supplier on your behalf.

We will continue to evaluate invoice tolerance settings to ensure we are balancing risk with efficiency. Communication will be sent with more detailed information about the invoices that were paid as a result of this one-time release. We hope this update is welcomed news and alleviates some stress for all of us including our suppliers!

PPM Budgets for General Projects
We initially requested that users that want to use PPM budgets for general projects hold off on submitting budgets until the approval workflow was

disabled around April 9. Understanding that users would like to begin entering budgets now, we have made additional resources available to approve general project budgets you submit in **PPM starting today**. Additional information:

- To learn more about PPM budgets for general projects and an in-system demo, watch Fund Management: General Project Structure Options
- For step-by-step guidance, see How to Create a Capital or General Project PPM Budget

Please note that Project Managers will receive an automated email whenever budgets are entered or adjusted on their Projects and Tasks. This notification might surprise and confuse Faculty and Staff that aren't familiar with the purpose of adjusting PPM budgets.

Click here for a sample notice to share with your Faculty & Project Managers before making any budget adjustments!

We have found that communication to faculty is more effective when any central notifications are reinforced from their local business offices. Support teams will be sending out a notice to all Project Managers about this change, and we strongly encourage departments to send something out to their faculty directly.

Oracle Release 21A - Campus Notification
As part of the Oracle Financials Cloud Release 21A (quarterly system updates), we have summarized the minor changes that may impact or be noticeable by campus users. The updates go into effect today - please circulate with your teams! Click here to learn what's changing!

New PO Supplier Email
When suppliers are added into Oracle Procurement to receive Purchase Orders, they will now be sent an email with information on how best to do business with UC San Diego. You may review a copy of the email as well as the IPPS website which contains more information on supplier best practices.

Concur Travel & Expense

Concur Enhancement: Invoice Information
Our teams continue to work diligently to transfer more identifiable Concur information for better reporting and search parameters in Oracle.

Last month, we launched the new Concur Invoice Number and Lines Description. Now we have further enhanced the Lines Description to include:

- Vendor Name of the card purchase
- Guest Traveler Name, as applicable

You can start seeing these changes for Concur documents approved as of 3/18.

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.

Training & Support

Thank you for attending the *Financial Information System Implementation – Reviewing Key Issues and Assessing Solutions Town Hall* on March 22. If you weren't able to join us yesterday, you can watch a recording of the event here.

During the event we mentioned a survey we will be conducting in March/April, please continue to provide your feedback via the survey and by reaching out to your Change Network representatives.

Register for an Upcoming Webinar!

Hot Topics: Wire Payments
Wednesday, March 24, 2021 @ 11:00am - 12:00pm
Join the IPPS Team for the next session of Hot Topics! This session will focus on both travel and non-travel-related wire payments. Our instructors will review best practices, provide a live demonstration, and host a Q&A session.

Fund Management: PPM Subledger
Monday, March 29, 2021 @ 9:00am - 10:30am
Join us for the second webinar in a series of fund management training to learn about Project Portfolio Management -- Understanding the PPM subledger and relationship to the General Ledger. Topics include understanding the PPM Subledger, transactions within PPM, managing project activities, and commonly used PPM reports.

Fund Management: General Ledger
Wednesday, March 31, 2021 @ 9:00am - 10:30am
Join us for the third webinar in a series to learn more about the General Ledger. Topics include understanding the General Ledger in OFC and purpose, journal workflow, commonly used GL reports, and more!

Concur Travel & Expense

Planning to Travel? Jet Over to the UC Learning Center!
Register today and join the Travel team as they go over Concur Travel & Expense tips and travel policy guidance. The next Travel Training day is **this Thursday, March 25**.

3/25/21: UCSD Travel: Before You Go @ 9:00am
3/25/21: UCSD Travel: Reporting Expenses @ 1:00pm

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.

BI & Financial Reporting

Customize Your OFC Report
Need a subtotal? Simply click on the column you want to subtotal, right click and Add Subtotal - save that as your default customization and your view of the report will include a subtotal. Click here to watch a demo.

Tips & Tricks

Concur Travel & Expense

Viewing Allocations
Users can see a snapshot of all of the allocations made on an Expense Report should you distribute expenses across multiple chart strings. Select *Report Details* and then *Allocation Summary* from the drop-down menu. The chart string elements will display alongside the amount that will be charged to the COA/POETAF. See this image for an example.

Approvers are also able to enjoy this functionality. Open the desired Expense Report, then *Details* and then *Allocations*. Once in the Allocations menu, select *Summary*. The total breakdown of the allocations can be found here alongside the COA/POETAF information. See this image for an example.

Travel & Entertainment Card for Airbnb Experiences

Event planners can use their Travel & Entertainment Card when booking Airbnb Experiences for team building, celebration, or recognition events.



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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University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093

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