Budget & Finance Weekly Digest

July 13, 2021 - 28th Edition

Oracle Financials Cloud

New POETAF Validation in Checkout

When checking out in Oracle Procurement, a new validation has been implemented via WalkMe which will launch once the Submit button is clicked. This validation will check up to fifteen lines of the requisition and ensure, if a project is referenced in the chart string, that POETAF (e.g. project and task) information is also populated. If you do not have WalkMe downloaded already, review the WalkMe Blink page to learn more about it and download it to your browser.

Oracle and Concur Access Monitoring and Deprovisioning

Please be aware that user roles and access need to be reviewed by department managers and administrators across the University community periodically (i.e., more frequently than annually, or when an employee transfers or changes job responsibilities). To support the review and deprovisioning process, we have developed some resources available to you:

- Review the article on How to Manage Oracle Access for Employees that Transfer Departments
- Review the article on How to Look Up User Roles in Oracle
- Use the Oracle and Concur Role Removal form to request role removals

- If you are not familiar with the roles for departmental users, then please read the article on How to Determine the Oracle & Concur Roles Departmental Preparers Need

Oracle Journal Entry Workflow Routing Functionality
Please be aware that users with the UCSD GL Journal Entry JR role need to have a Line Manager assigned in order for journal entry workflow to properly route to their approver. If you are looking for information on how to find out if a Line Manager is assigned, then please read the article on How to Find Your GL Journal Entry Approver.

This article also provides instructions on how to find the status of your workflow item. Currently, there's an issue with viewing your pending journals in Oracle through the Manage Approvals screen. After submitting journals for approval, the user can navigate to the BPM Worklist.

Concur Travel & Expense

Duplicate Commitments
As a result of a recent production outage, a number of Concur commitments have been duplicated. IPPS has identified the duplicate commitments and are working to resolve them. No action is required from departments.

Personally Identifiable Information
To protect privacy and honor data sensitivity of Personally Identifiable Information (PII), please refrain from entering private information such as home mailing addresses into text fields (e.g. Comments) and ensure PII is redacted on any uploaded attachments (e.g. credit card statement, move approval letter).

Tips: Review this KBA for instructions on how to have your new Procurement Card or Travel & Entertainment Card mailed to a home address while working remotely. Also, to request a payment be mailed to a new address, direct the individual or entity to update the information via Payment Compass.

We've added a new section in the Weekly Digest to help prepare you for Fiscal Close.

Department Cutoff Dates: Final Edition

- **July 16**- (EOD) Department's last day to submit GL Journal Entry (reminder subledgers close 7/8/21), with final work flow approvals
- **July 23**- (EOD) VC offices last day to submit exception GL Journal Entry (reminder subledgers close 7/8/21), with final work flow approvals

Starting next week, the Weekly Digest will no longer provide updates regarding the Fiscal Close. Thank you for your participation and hard work in this year's Fiscal Close!

Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-2021 is posted to Blink. Please note that this page is subject to updates as new information becomes available. Refer back to the Blink page at regular intervals

RA Training Fundamentals

We are excited to announce the relaunch of the Research Administration Training Program. This will be a gradual rollout of the tiered program, starting with **RA Training Fundamentals**. All classes will be conducted live via Zoom.

RA Training Fundamentals is a four-part **onboarding series** designed for **new hires** and research administrators who have been at UC San Diego for less than one year. We have created this **onboarding checklist** to help supervisors guide staff through this program and recommended systems training.

To register for the Fundamentals onboarding series, please click on the links or visit the RA Training Calendar linked below - more dates will be added soon!

RA Training Fundamentals: Orientation

Tuesday, July 13, 2021 & Tuesday, July 27, 2021 @ 11:00am - 12:00pm

RA Training Fundamentals: Glossary

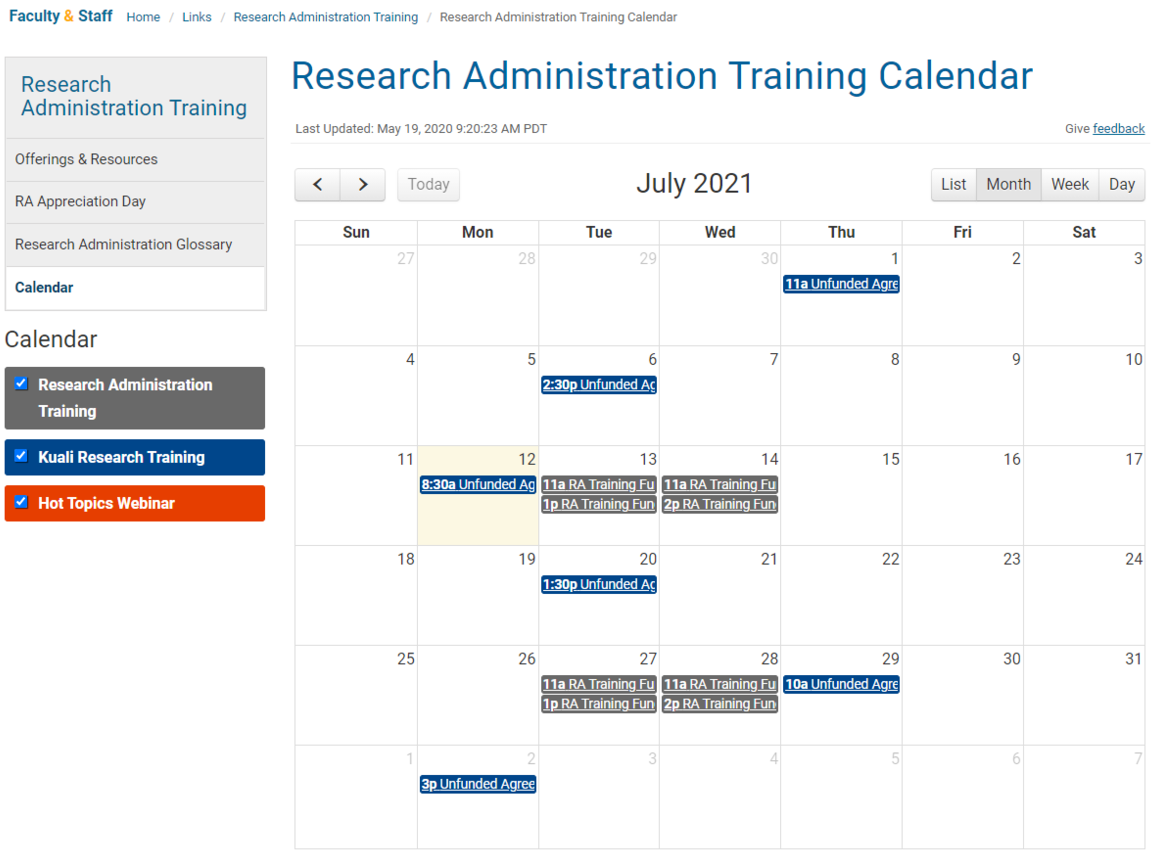
Tuesday, July 13, 2021 & Tuesday, July 27, 2021 @ 1:00pm - 2:00pm

RA Training Fundamentals: Pre-award Toolbox

Wednesday, July 14, 2021 & Wednesday, July 28, 2021 @ 11:00am - 12:00pm

RA Training Fundamentals: Post-award Toolbox

Wednesday, July 14, 2021 & Wednesday, July 28, 2021 @ 2:00pm - 3:00pm



Please note: This series is the prerequisite for the RA Training Level 1 Program, which will launch in late August.

If you have any questions about the RA Training program or any issues with registration, please email us at ra-training@ucsd.edu. Please visit our Blink page for more information about the Research Administration Training Program. Thank you and we look forward to seeing you in class!

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.

Please note that you can also search “Concur” in the UC Learning Center to browse through instructor-led Concur courses.

General

New Exception Reports Launched

Four new reports have been added to the Exceptions Panorama.

- **538000 on Non-Sponsored Funds:** This report shows IDC expenses changed to a non-sponsored project. This usually means that there are costs in PPM that are charged to the wrong task and/or Funding Source (the T or F of POETAF)
- **Transactions incorrectly posted to UCPath Specific Funds:** This report shows transactions in OFC posted to UCPath specific funds which should not have any financial activity. Central cleanup is underway to clear these entries, but cost transfers may be needed.
- **SP Funds require project number in GL:** This report shows balances and transactions that are posted to project 0000000 on an SP fund that should be to the project. Cost Transfers would be needed to correct.

- **Revenue on SP Funds Not From Contracts:** This report shows revenue posted to SP funds incorrectly. Adjustments to the Receipt or other source need to be processed.

Oracle Financials Cloud

Multi-Edit Requisition Lines in Oracle Procurement
If you have more than one line in your shopping cart, you can edit billing and delivery information for multiple lines at a time. The alternative to this is editing each line individually. To learn how to do so, please review our How to Multi-Edit Requisition Lines in Oracle Procurement KBA.

Reassign Requisitions to Process Change Orders
Change orders and cancelations can only be processed by the individual who submitted the requisition in Oracle Procurement. If someone else needs to edit a Purchase Order other than the individual who submitted the requisition, that individual may reassign the requisition to themselves per the How to Assign a Shopping Cart or Requisition in Oracle Procurement KBA.

Concur Travel & Expense

Law AB 1887 (Restrictions on State-Funded Travel)
With the recent changes to Law AB 1887, we would like to remind everyone that the law prohibits state-funded travel to specific states. This law specifically prohibits state funds from being used to process the reimbursement or book travel; it does not prevent UC travelers from traveling to those states. You may use alternate, appropriate fund sources other than California state funds for business travel. If you are uncertain whether your funds are affected, please check with your Fund Manager or Financial Unit Approver. For more information, refer to our Blink page on Law AB 1887.

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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