Budget & Finance Weekly Digest

June 1, 2021 - 22nd Edition

Announcements

Projects Can Be Closed with Outstanding Commitment
While it is best practice to finalize all expenses and lift all committed costs on projects, especially those closing at the end of the fiscal year, it is not a requirement to resolve these commitments before closing a project. Commitments on closing projects that need to be expensed should be resolved before the end of the fiscal year, but commitments that will not be expensed do not need to be lifted. If lifting commitments is a focus, below are tips to expedite processing:

- Verify with labs if goods and services have been received
- Contact vendors, including subcontractors, for immediate billing

If an invoice is received against a transaction that references a closed project, then action will need to be taken by the department to route the transaction through a different project. To relieve the constraints of the fiscal year close, IPPS will work with departments to resolve commitments following the end of the fiscal close.

IFIS & PPS Mainframe Deprecation Notice (July '21)
This notice is to confirm the upcoming deprecation of Legacy Applications affecting Finance, HR, and Payroll by the end of July 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. Coming this July, 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.

After July 2021, financial data will be accessed primarily via the Datawarehouse and secondary query options would be available via BI self-help tools such as Cognos or via an ITS ticketing process for additional data mining support. Due to active purging activities through 2018, IFIS data queries would span the three years of available legacy data. Inquiries into older data would also refer to the Datawarehouse using existing tools such as Query Link / Financial Link / Payroll Link. For those seeking more in-depth query support for legacy PPS data, the San Diego campus would utilize a “centralized model” where UCOP will service users via a ticketing process to query data via Amazon Web Services. The AWS solution will also feature a self-help data mining front-end for select users familiar with basic SQL. It will utilize an editable query platform of the top 10 pre-defined queries across campuses.

For more information about accessing legacy data, please consult the following resources or contact your DSA’s for the respective VC Areas:

UCSD representatives for San Diego Campus (Legacy Financial Data)
Thach, Cam cthach@ucsd.edu; Sanders, Ellen esanders@ucsd.edu; Lekovish, Nickolaus nlekovish@ucsd.edu; Ste Marie, Steven sstemarie@ucsd.edu

UCOP Payroll representative for San Diego Campus
Trinidad, Pearl ptrinidad@ucsd.edu; Cruz, Arsenia acruz@ucsd.edu

UCOP ITS representative for San Diego Campus (Payroll/HR)
Tayag, Alex tayag@ucop.edu, 510.987.9094

Oracle Financials Cloud

Workflow and Commitments in Oracle Procurement & Payables eCourse
IPPS has developed a new on-demand eCourse as a follow-up to the live Buying and Paying courses. This course will be especially valuable for employees who want to learn more about the lifecycle of their POs and invoices from initiation to the lifting of the commitment. Instruction will involve an overview of the lifecycles of different documents as well as a quiz to reinforce concepts. View it now in the UC Learning Center!

Automation of General Project Chart Strings to Create Combinations
The automation of chart strings for new Oracle General Projects is currently in testing and set to go live next week. Once the new capability is in place, we will notify departments when you no longer are required to submit a UCPath

Funding Entry Combination Request to activate new OFC chart string combinations in UCPath.

Tasks to Projects, Project Personnel Update
Department users should be able to see updates in production starting June 7, just in time for the May ledger close! The project team will be sure to provide more detailed guidance, including necessary follow-up actions and final conversion exclusions in upcoming digests, the CoP, and more!

Oracle Cost Transfer Required
From Jan-May 2021, the credits due from UCPath Direct Retros transferring - from a non-Project to a Sponsored Project in PPM - posted to the associated FinU (Financial Unit) Project Default in Oracle. A Cost Transfer in Oracle is required to reconcile. Please refer to these Budget & Finance KBAs for more guidance: Cost Transfer Guide; How to Perform a Full, Split or Select Multiple Transactions/Costs for a Cost Transfer in Oracle.

Concur Travel & Expense

Creating New Expense Reports
We discovered that the Travel Allowance option at the bottom of the Report Header is not properly working. The team is working with SAP Concur to resolve this error. In the interim, please make sure that you scroll to the bottom of the Report Header and select “No” if you do not need to create a travel itinerary/travel allowance.

Here is the workaround for those who do need to create a travel allowance/itinerary:

1. Complete your report header and select "No, I do not need travel allowance" at the bottom of the screen > Select Create New Report
2. Within the expense report, select Travel Allowance blue dropdown/link > Select Manage Travel Allowance > Select Create New Itinerary at the top of the page

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.

Getting Ready for Fiscal Close

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

Department Cutoff Dates: Next Up

- June 8: UCPath high risk (routes to OPAFS for review) bi-weekly Direct Retro deadline for OFC posting in June 2021
- June 10: Last day to request for June posting
  - Request a Non-Travel Bank Wire
  - Submit Concur Gift Card Requests
  - Submit Concur Human Subject Payment Requests
  - Submit Travel Expense Reports Associated foreign wire payments*
  - Submit Concur Travel Expense Reports*
  - Submit Concur Events and Other Reimbursements Expense Reports*

**Requires documentation and final departmental approval; preparers should account for the time needed for departmental approver review*

Unclaimed Payments
Friendly reminder that as we head into our first fiscal year-end close, we ask that departments please make all efforts to identify and claim all Unidentified Receipts KBA.

Additionally, if you are aware of any invoices that you do not anticipate the University will be able to collect on, please submit a Services & Support ticket with the relevant invoice and customer information. Please review the Receivables Aging Report to assist with identifying outstanding receivables by date, which is located in the **UCSD-DSH Accounts Receivable Panorama** at https://bah.ucsd.edu/.

Cancel Incomplete or Rejected Requisitions
If you have requisitions that were rejected or not submitted (i.e. incomplete), and these requisitions will not be submitted in the future, then these requisitions should be canceled. This will lift commitments associated with these requisitions. The person who created the requisition can do so by following these steps:

1. Navigate to the requisition

2. Click Actions at the top right
3. Click Cancel Requisition

Close/Inactivate Travel/Event Requests

If you have Concur Travel or Event Requests with projects that are closing, and all associated Expense Reports have been processed, then these Travel/Event Requests should be closed to lift the commitments. Concur users/delegates can do so by following these steps:

1. Navigate to the Travel/Event Request
2. Click Close/Inactivate Request at the top right

If no user action, the Request should close automatically

Reconcile Your University Card Transactions

Travel & Entertainment and Procurement 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
- **Procurement Card:** Reconcile card transactions on a Procurement Expense Report on a ***monthly*** basis

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

Training & Support

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, June 03, 2021 @ 9:00am - 11:00am

This course has recently been updated according to campus feedback to reflect new content, include new exercises, and focus on the most key Oracle Procurement & Payables concepts. This course will be especially valuable for

individuals responsible for approving requisitions and invoices who want to further their understanding of buying on campus.

Oracle: Buying and Paying for PO Requisitioners
Thursday, June 10, 2021 @ 9:00am - 11:00am
This course has recently been updated according to campus feedback to reflect new content, include new exercises, and focus on the most key Oracle Procurement & Payables concepts. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

University Procurement Card Program
Tuesday, June 8, 2021 @ 1:30pm - 4:00pm
Current and prospective cardholders will learn about updates to the card program, common uses, and the Concur processes for both Procurement Card request and transaction reconciliation.

Note that this is not an introductory course. Participants should first complete the associated eCourse available through the UC Learning Center.

Visit the Training & Events Calendar for information on upcoming webinars.

Tips & Tricks

Concur Travel & Expense

How to Claim Per Diem for Travel in Concur
Take a look at this KBA for updated instructions on managing Travel Allowance, or Per Diem, for meal and lodging expenses in Concur.

Providing the Request ID or the Report ID
When submitting a ticket via the Services & Support portal, please be sure to include the appropriate document reference number (as applicable). This will allow for quicker resolution of cases. For Concur documents, also check to see that you are providing the right type of ID number (Request ID for Requests; Report ID for Expense Reports). For information on locating the Request ID or Report ID, refer to our KBA on the topic.

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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