Budget & Finance Weekly Digest

February 9th, 2021- 6th Edition

Announcements

New Chart String Validation Rules

Two new cross validation rules (CVRs) will be (re)implemented this Friday, February 12, to ensure that transactions post to PPM accurately and to assist with the PPM to GL reconciliation.

1. New chart strings using funds 20001, 20003, 20401, 20402, 20701, 20702, specifically designated for UCPath will not be allowed for new transactions posting in Oracle and Concur. Please refrain from selecting these fund values in Oracle and Concur for your Requests, Expense Reports and Requisitions. For pending Oracle or Concur documents/transactions using one of these funds, we advise that you update the fund to a valid value considering the crosswalk below (please do not refer to the Index Mapping tool):

   20001 & 20003 > **20000**
   20401 & 20402 > **20400**
   20701 & 20702 > **20700**

   If you try to submit a new transaction with a new chart string using one of the funds above, you will receive a COA Validation error. Transactions using previously used chart strings and existing transactions with these incorrect funds will not be affected.

2. Funds 20000, 20400, 20700 can only be used if there is a Project. Please be sure to add the POET information when using one of these funds; otherwise, update to another fund value.

Additional Information:
Effective February 8, for new Sponsored Projects Awards, departments no longer need to create a unique combination for use in UCPath. This process is now automated for Sponsored Projects. Some departments used REQ instead of the above process; with the new CVR, this will no longer work but is also no longer needed. Requests for UCPath Funding Entry Combinations may be requested via Services & Support.

The cleanup of all historical transactions affected by newly implemented CVRs will be led by central offices with more comprehensive training and communication to follow. Otherwise, departments may begin cleanup efforts locally leveraging the Cost Transfer Quick Matrix.

Related Resources:
How to Edit and Delete Concur Requests and Expense Reports
How to Resolve POETAF/COA Failed Validation Errors in Concur
STaRT tool: POETAF and Chart String

Oracle Financials Cloud

Oracle Procurement Blink Page Updates
Blink pages related to Oracle Procurement, which previously referenced **marketplace** in the hyperlink, have now been updated to reference **oracle-procurement** in the hyperlink. If you have Oracle Procurement Blink pages saved anywhere, visit those pages and save the new links. As there is currently a redirect rule set up, navigating to the pages via the old links will display the new web address in your browser.

Depositing Checks Issued in January
Checks issued in early January were being rejected by banks as they were presented for deposit. Checks were printed with the correct 2021 dates; however, the formatting of dates in the payment file sent to our bank made it appear as though the dates were 2020. This one-time issue has been corrected.

Any check issued since January 1st, 2021 can now be deposited or cashed. Wells Fargo is our partner bank so if you are depositing a check at Wells Fargo, it should be clear to the teller that the check is valid. Mobile and ATM check deposit should also be able to confirm check validity. Although, there are a number of banks that may continue to reject these checks based on the first file submission. If you do encounter a bank that will not accept the check, if your bank is charging you a fee to reprocess the check, or if you no longer have the check to resubmit, please submit a Services & Support case with the check details.

PPM Budget Updates on General Projects

Requests for General Project budgets will not be approved at this time as central offices continue to explore the potential impacts of incoming FY22 budgets feeding from Oracle Budget (EPBCS) into PPM General Projects.

Budgeting is the process of setting revenue and expense targets for a specified period, typically one year. The budget that results is used in some cases to plan and control the allocation of resources. For financial management of General Projects, budget should not be confused with resources. A budget will help to monitor performance against a plan, while deriving a financial balance takes into account resources, expenses as well as prior year carryforward.

Revenue & Resources Not Showing on Tasks

Revenue and resources are not showing on tasks needed for Profit and Loss (P&L) reporting. Since going live, we have learned that our design to use "negative" costs to represent revenue/resources at the task level is complex and error-prone. Most importantly, it contradicts the PPM module's design, which is intended to track expenses against budget performance.

We thank you for your patience as the team works to provide new guidance on the use of projects/tasks, including when something should be a project as opposed to when something should be a task, and providing standard reports to meet departmental needs. We recognize that this means indexes that were mapped to tasks cannot generate P&L like reporting and are impacting our ability to serve our faculty.

Concur Travel & Expense

Concur Enhancement In the Works

Given the limited Concur information currently visible on your invoices in Oracle, our teams are working diligently to transfer more identifiable Concur information, such as cardholder/employee name, for better reporting and search parameters in Oracle.

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

Payables Webinar on Thursday, February 11 @ 9:00am

Register for the Payables Webinar

The University "Payables: The Elements of Accounts Payable" training provides a baseline overview of the various sources of payables transactions, how COA and POETAF drive the posting of these transactions, the flow of a transaction once it is within Oracle Payables, how to minimize cost transfers, how to access information, and other key concepts to help navigate the every day when it comes to payables.

Register here for the Concur: Event and Expense Reimbursements Course

Tuesday, February 16 @ 1:00pm

The live training course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about more advanced terminology and concepts.

Register for an Upcoming Webinar!

2/18/21: BI & Financial Reporting: Project Cost Transfers & Updates
2/24/21: Hot Topics: Oracle Requester Role and Concur Delegates
2/25/21: BI & Financial Reporting: Transaction Dashboard

Struggling to Submit an Oracle and Concur Role Request?

Start by determining the roles departmental preparers need, then join Office Hours on Tuesdays @ 9:30am for support submitting or approving a request.

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

BI & Financial Reporting

Office Hours Special Edition

The Oracle BI team will offer two office hour sessions this week. Join us on zoom at the dates and times listed below.

Wednesday @ 1-2pm: Emphasis on Authors - Dashboards
Thursday @ 1-2pm: Presentation "Where are my SubAccounts?"

We are thrilled to see an average of 50+ users in the BI & Financial Reporting weekly office hours. Please continue attending office hours and let us know if there are specific Oracle reporting topics you want to learn!!

Oracle BI Consumer - Tip of the Week!
Be sure to tune in to the BI & Financial Reporting channel in the Budget & Finance Community of Practice (CoP) to get the latest tips & tricks!

Reports Now Available at reports.ucsd.edu
Reports now available in reports.ucsd.edu under Budget & Finance!

UCSD-DSH General Accounting Panorama
UCSD-DSH Chart of Accounts Panorama
UCSD-BIP Project and Task DFF's (Non-Sponsored)

Reminder, as we strive to implement the end user strategy, direct links to reports may no longer work. Please visit reports.ucsd.edu for the latest links!

Personnel Expense Projection Report
Starting February 1st, this new report will be available at reports.ucsd.edu > HR/Payroll tab > under the **Payroll Accounting and Reconciliation** group. This report allows users to forecast staffing expenses for a particular Project or Financial Unit (salary, benefits, and assessments) based on Position Funding data available in UCPath allowing more accurate projections and tracking of funds.

Oracle Report Customization
Watch recorded office hours with the Oracle BI team as they share essential how-to information for customizing your Oracle reports and dashboards. To learn more watch the video and read How to Customize your Oracle Reports.

Continue to report all enhancements, new reports, issues, and office hours topics to the Oracle BI team using Services & Support – we are here to help!

Tips & Tricks

Oracle Financials Cloud

How to Complete the Billing Section in Oracle Procurement
When submitting a shopping cart to become a requisition in Oracle Procurement, the billing section determines to which project and/or chart string your purchase will be charged. If you are using a project but do not populate the POET information (Project, Task, Expenditure Type, and Expenditure Organization fields), it is important to properly complete the billing section to ensure the PO and any associated invoices show on the PPM ledger. Learn more about how to do so in our new KBA.

Concur Travel & Expense

Digitize Receipts with the Concur Mobile App
Faculty and staff can easily capture receipts and track business expenses while on the go with the **Concur Mobile App**. Learn how.

Concur Internet Browser Recommendation
For best performance, Concur should be used on the latest version of Google Chrome.

Concur Approvers: Role Request Video
Check out this new video on approver roles in Concur. The video covers topics such as defining the Concur approver roles, viewing the Roles Report, and a walkthrough of the Role Request process.

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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