July 6, 2021 - 27th Edition
Budget & Finance Weekly Digest

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With the new fiscal year under way and campus activity on the rise, now is a great time to review the list of approver roles for your Financial Unit(s). Note that any time a Project is used on a Concur Request or Expense Report, an Expenditure Type is required for each expense entry added to the document.

We've compiled a quick guide on entering your Expenditure Types quickly and accurately. We've added a new section in the Weekly Digest to help prepare you for Fiscal Close. Getting Ready for Fiscal Close. It all starts with a two-parter in July:

Introduction to Oracle Procurement & Payables eCourse
Tuesday, July 8, 2021 @ 9:00am - 11:00am
Co-hosted by Beverly David (nrda@ucsd.edu) and Mike Schafer (bcg@ucsd.edu)
Please note that you must complete the Introduction eCourse before registering.

UCPath Topic-based Zoom Sessions are Back!
Thursday, July 8, 2021 @ 9:00am - 11:00am
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Announcements

- (EOD) VC offices last day to submit exception GL Journal Entry
- (versus 13_Jun-21) for manual and manual and
- (note this is by error, so no need to edit)
- All invoices, receipts, and other related documents are due for an overview of the processes handled in the Service Dept-Work-In-Progress Account 163500 – Construction In Progress, but should use the Fiscal Closing Special Items Instructions for WIP journal guidance is in the process of being updated. Departments were originally advised to use Account 130000 – Debit/Expenses when creating a GL journal for WIP entries. However, this is not a common practice on campus and is not a standard approach. Please reach out to the accountant for your Financial Unit to get more information on how to properly handle WIP entries.

For any questions or feedback, please feel free to reach out.

Expenditure Type Search

Decide how you would like to search for your Expenditure type: via Code or via Text

- (e.g. Travel-In-State)
- (e.g. Travel-Out-State)
- (e.g. Professional Development)
- (e.g. University Travel)
- (e.g. Communication)
- (e.g. Any cost not covered by a spend plan)

Please ensure that your cost transfers have been approved and processed. As of right now, there are over 3500 pending cost transfers and over 600 that are exceptions - meaning they are approved, but there is an Oracle control that is currently in place. Please take action to correct, as the period is for the fiscal year and any unprocessed cost transfers will not be processed in this fiscal year.

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It is important to note that the issue in which the PO PDF sent to suppliers was not reflecting sales or reductions, will be displayed on the PO PDF sent to the supplier. This issue impacts the PO line with the product code EXCHI. If you receive a PO with the product code EXCHI and the PO PDF does not reflect the correct item, please contact suppliers directly to obtain the correct product.

To avoid any issues please use the Blink page at regular intervals.

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