# Budget & Finance Weekly Digest

July 6, 2021 - 27th Edition

## Announcements

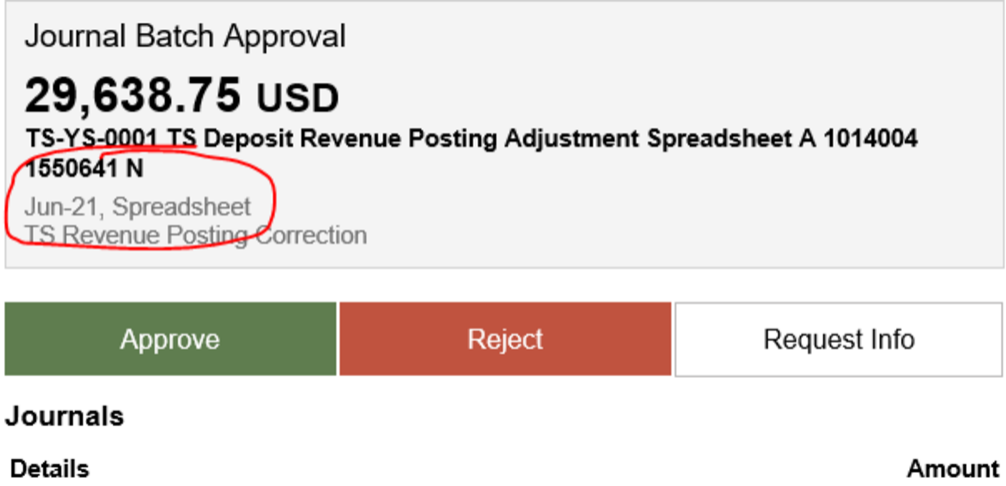
## Oracle Financials Cloud

**Purchase Order PDF is Reflecting Tax**
The issue in which the PO PDF sent to suppliers was not reflecting sales or use tax has been resolved. The correct tax amount, including any applicable reductions, will be displayed on the PO PDF sent to the supplier.

**SSA Instruction Update for WIP Journals**
The Fiscal Closing Special Items Instructions for WIP journal guidance is in the process of being updated. Departments were originally advised to use Account 163500 – Construction In Progress, but should use **Account 136003 – Service Dept-Work-In-Progress** instead. Thank you for updating pending journals based on the latest guidance.

**Journal Approvals and Review**
There has been reported issues regarding journal entries for Period 13. Any entries made under 13_Jun-21 will process in the Workflow, but once approved by the Workflow Manager, the entry will be rejected by the system.

To avoid any issues please use **Jun-21** (versus 13_Jun-21) for manual and spreadsheet journal entries.




**Recharge Operations that use MCI Builder, RMP application and manual MCI file submitters**

Please reconcile and validate your costs and revenue for this year. As of right now, we have over 400 unprocessed costs in PPM. This means that these were loaded to PPM and intended to be a project cost, however, there is some Oracle validation preventing these from loading. Please take action to correct, or costs will not be processed in this fiscal year.

Review the following pages for in depth information.

- To view the unprocessed costs, use this report (note this is by error, so there might be multiple lines per transaction due to multiple errors).
- Understanding and Resolving PPM MCI import errors
- MCI Import File Best Practices and Error Handling

**Cost Transfer Initiators**

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 preventing them from being processed completely.

- If you are an initiator, you can view pending cost transfers from the Projects>Costs screen. For more information, see KBA: How to View and Resolve PPM Cost Transfers Not Processed
- See the Cost Transfer Dashboard Panorama for pending/processed cost transfers by project or organization.

*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**

- **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

*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.*

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## Training & Support

**UCPath Topic-based Zoom Sessions are Back!**
It all starts with a two-parter in July: **Part 1 July 21** - *How to Read and Reconcile the DOPE Report* and **Part 2 July 28** - *How to Reconcile Salary Expenses in Oracle*. Zoom sessions are from 11-12 pm on designated Wednesdays. The full July - September topic list and schedule can be found on the Transactors page of the UCPath website.

**Oracle: Buying and Paying for PO Requisitioners**
**Thursday, July 8, 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. Please note that you must complete the Introduction to Oracle Procurement & Payables eCourse before registering.

**Concur: Event and Expense Reimbursements**
**Tuesday, July 13, 2021 @ 9:00am - 11:00am**

This live 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 concepts and terminology.

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## BI & Financial Reporting

**Faculty and Researcher Panorama**
We are thrilled to announce the third enhancement release of the Faculty and Researcher Panorama. This long-anticipated release adds information on non-sponsored projects with data from both the General Ledger (GL) and the Project Portfolio Management system (PPM). Read the full article here.

*We are here to support you!* In an effort to provide ongoing and dedicated support to the faculty and researcher community, we will be starting a **Faculty/Researcher Office Hours** scheduled for **Tuesday 7/13 from 1:00-2:00 pm**. Click here to join - https://ucsd.zoom.us/j/94383220998.

This hour will be dedicated to supporting you as you work within Oracle to view, interpret and understand your project financials. Co-hosted by Beverly Baker and Heather Sears, this is your opportunity to continue your learning on the new reports as well as ask any other questions you have of the new Oracle financial system.

**Deficit Reports Available**
There are two Deficit Reports currently available at bah.ucsd.edu in the Budget and Financial Management Reporting Panorama. By default, both are set to display deficits in excess of $25,000, but this selection can be modified to view all deficits regardless of dollar amount.

The **Financial Deficit Report** – **Operating Funds** displays deficit balances on Core Funds, Unrestricted Funds and Gift Funds. This GL-based report is run for a single Accounting period at any level of the FinUnit Hierarchy in order to see deficits at a VC, Division or Departmental level. Most Funds display deficits at the FinUnit/Fund level only, while Recharge Operating Funds include Project to allow identification of unique recharge activities.

The **Financial Deficit Report – Sponsored Projects** displays deficit balances on Sponsored Projects in PPM. The report is run for one Project Organization

at a time and presents data in two sections, Open Projects vs Ended Projects, based on the Project Finish Date.

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## Tips & Tricks

### Concur Travel & Expense

**Explore Concur**
Review this table on Blink for an overview of the processes handled in the Concur application, or take a tour within Concur by selecting the WalkMe "Explore Concur!" button right on the homepage. Don't see the WalkMe content? Verify that you have the WalkMe extension installed

**Review Approver Roles**
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 it is the department's responsibility to manage and evaluate the approvers for their Financial Unit(s). Do not forget to remove approver roles from any individuals who have left the department or the University.

For more information on the approvals system in Concur, please review the Concur Approvals Overview Blink Page.

**Searching for Expenditure Types**
Any time that 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.

1. Identify the Expenditure Type you would like to use from the UCSD-DSH Project Information Lookup Panorama
2. Decide how you would like to search for your Expenditure type: via **Code** or via **Text**
   a. Both are acceptable, but best practice is to search via Code
3. Search for your Expenditure Type in the Expense or Allocation
   a. If searching by Code, enter the code into the field
   b. If searching by Text, select the filter icon next to the field and select **Text**, then **copy and paste the <u>exact</u> Description of the Expenditure Type into the text field** (e.g. Travel-In-State)

4. Select your desired Expenditure Type from the drop-down
   a. Ensure that you are only selecting values with (-SD), do not select values that begin with (-OP)

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## 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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