

September 7, 2021 | 36th Edition



Accrual Entries

In keeping with appropriate accounting practices for year-end close, IPPS, in collaboration with ICA and OPAFS leadership, posted the required reversing accrual entries to ensure financial statements present accurately. Campus colleagues may be seeing these accruals if/when viewing reports for June 2021 (posting) and July 2021 (reversal); however, please remember these accrual entries represent expenses incurred but not posted/accounted within the fiscal year (e.g. PCard charges that departments have not added to an Expense Report nor obtained approval in Concur, any Expense Reports that haven't been final approved in Concur, etc.).

One way for campus colleagues to do their part to minimize the accrual amounts moving forward, is for all Procurement Card (excluding Health Issued PCards) and Travel & Entertainment Card cardholders to submit Expense Reports on a monthly basis. Campus colleagues should proceed in adding any unprocessed FY21 charges to Expense Reports in Concur and submitting for approval accordingly (i.e. resume normal course of business process).

Now that this first fiscal close in the new Oracle financial system has come to a close for our campus, central office leadership (IPPS/ICA/OPAFS) will be revisiting the closing steps/process and modifying as needed for years moving forward. We will be sure to make this information more widely available to campus as these conversations conclude.

Apply Now to the UC San Diego Financial Accounting Program!
The UC San Diego Financial Accounting Program is a comprehensive financial accounting program that offers training at a basic-to-intermediate level. This program intends to establish consistent foundational knowledge across the UC San Diego staff members with roles in finance and accounting. This program is fully funded by the Chief Financial Officer and offered to the Individual at no cost. If you did not attend the information session, the recording and FAQs are available here.

Be sure to complete the application before **September 17**, including the mandatory accounting assessment and required forms in the application. **APPLY NOW!** by visiting the application process on Blink.



Install the WalkMe Browser Extension!
The WalkMe Browser Extension adds various tips, walkthroughs, and resources to your Oracle and Concur applications. We also use WalkMe to add additional validation to your transactions, announcements, and reminders. Download the extension to your browser to unlock these features.

A WalkMe build has been implemented in Oracle Procurement which validates whether or not POET information has been populated when a project has been referenced in the chart string. If POET information is not populated in those circumstances, there are numerous downstream effects and corrective actions (e.g. cost transfers, PO replacement, change orders) required both of the department and IPPS. We encourage you to download the WalkMe extension to improve the effect these enhancements can have on your procure-to-pay experience!

Explore Concur
Take a tour of Concur by selecting the WalkMe “Explore Concur!” button right on the homepage. Get a refresher on what processes are being handled in the Concur application, available tasks, and UC San Diego resources relevant to travel and expense.



In Case You Missed It....Finance Systems Operations Town Hall
The transition to a modern financial management system remains difficult for fund managers, staff and faculty. Watch the Finance Systems Operations Town Hall (login required to view recording) and listen to the candid conversation held on Thursday, August 26. The downloadable Slide Deck and Questions & Answers are also available.

UC San Diego Travel: Before You Go
Thursday, September 9, 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. It is recommended that you also attend the *UC San Diego Travel: Reporting Expenses* course before your trip takes place.

UC San Diego Travel: Reporting Expenses
Thursday, September 9, 2021 @ 1:00pm - 3:00pm
This course provides an overview of UC San Diego travel policy and the reconciliation procedure, including summarized guidelines, resources, and information about online tools. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense Report.

University Procurement Card Program
Tuesday, September 14, 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 must first complete the associated eCourse available through the UC Learning Center.

Oracle: Buying and Paying for Financial Unit Approvers
Thursday, September 16, 2021 @ 9:00am - 11:00am
This course includes hands-on instruction on the use of Oracle Procurement &

Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit. Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

View the Event Calendar which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!



Searching for Faculty/Staff Attendees

When searching for *Faculty/Staff* Attendee Types to add to your Event Expense Reports in Concur, it is not necessary to try and fill out all of the search fields as it may be better to search more broadly. Best practice is to search either by first name and last name, or by email address.

Managing Concur Commitments

If you have any Travel or Event Requests that are associated with a project, and all associated Expense Reports have been processed, then the 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 in Concur
2. Click *Close/Inactivate Request* at the top right of the open Request

As a reminder, Concur Requests will automatically close at 120 days. Please contact the Travel & Expense team via Services & Support for questions regarding any closed Travel/Event Requests. For more information on viewing and lifting commitments, please review our Blink page.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

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