Budget & Finance Weekly Digest

June 29, 2021 - 26th Edition

Announcements

Oracle BI Office Hours Demo on June 30
Carryforward Balance FinUnit and Project: Account 300000
As we approach the new fiscal year, we want to update you on the data movement that will support our fiscal year close-out activities. Oracle only reflects the net position at the entity/fund level, UC San Diego's balancing segments. We recognize that there is a need to see this information at the Financial Unit and Project level.

The central Oracle BI team is currently rewriting the impacted reports to use ending net position from the previous fiscal year instead of Account 300000 for all managerial P&L based reporting.

For a demonstration and further Q&A, please attend the Oracle BI Office Hours hosted on Wednesday, June 30 @ 1:00pm.
Link to join: https://ucsd.zoom.us/j/93680320405

Stay tuned and check your inbox for additional guidance, including commonly asked questions.

Upcoming IPPS Office Hours Schedule
In observance of the Independence Day Holiday, IPPS will not be hosting Office Hours on July 5th. Wednesday Office Hours (June 30th and July 7th) will still be held as scheduled. The regular Office Hours schedule will resume starting July 12th.

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 7** - (EOD) Foundation and Gift Forms - Last day to request draw downs from the Foundation
- **July 7** - (EOD) AR Billing - Non-student/non-patient AR invoices must be in Oracle. Note: the effective date on the invoices must be the date when the services were provided or the goods shipped.
- **July 8** - (EOD) PPM Cost Transfers - Self-service cost transfer in OFC PPM with final approval by EOD 7/8
- **July 8** - (EOD) Recharges via API or Application: For activities having significant work-in-progress, recharges for work completed through June 30 should be included.- Unprocessed Errors must be resolved this day
- **July 8** - (EOD) Recharges using RMP App or API- Last day to upload and resolve all errors
- **July 8*** - (EOD) Fiscal Closing Special Items Instructions - Self-Supporting Activities (note: *subledgers transactions cannot be posted after 7/8/21).
- **July 9**- (EOD) Dept deadline to transfer June Payroll costs posted to Default Projects from Default project in Oracle with final approval by EOD 7/9

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.

Tips & Tricks

General

How to Invite Supplier Contacts to Payment Compass

Payment Compass is a tool used to manage the payments and registrations for non-employee payees at UC San Diego. You can invite a contact to view their existing payee/supplier profile per the instructions in our new KBA. There are

several other KBAs available about how to use the system as well, so take the time to check them out by searching Payment Compass in the Services & Support Budget & Finance Knowledge Base.

Concur Travel & Expense

Business Meetings and Entertainment

Information regarding COVID-19 Event Planning and Attendance can be found on the Return to Learn website. Be sure to follow these campus event guidelines in addition to UC Entertainment Policy requirements when handling an in-person event and submitting the Event Expense Report.

Adding Sufficient Allocation Data

When creating an allocation with your chart string, verify that you have added all of the COA (Fund, Financial Unit, Approver, Function) and/or POET (Project, Task, Expenditure Type) values required for the Concur document. If your Project is a Sponsored Project (begins with SP), please be sure to enter a Funding Source as well. Doing so will allow your Requests and Expense Reports to successfully pass validation.

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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