Announcements

Oracle 3i Office Hours Dates on June 30
Carynthrelated Balance and Budget Acme: Acquired 30086
As we approach the next fiscal year, we want to update you on the data agreement that will support our fiscal year's application. Oracle only reverts to the previous data on the end-of-fiscal-year date. We recognize Oracle is the best tool to see information on the Financial Unit and Project level.

The central Oracle 3i team is currently rewriting the impacted reports to enable real-time data from the previous year's data (instead of having to access 3i data). For all managerial P&L reporting.

For a demonstration and further FAQs, please contact the Oracle 3i Office Hours on Wednesday, June 30, 10-11am.

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Getting Ready for Fiscal Close

We've added a new section in the Weekly Digest to help prepare you for Fiscal Close.

Department Event Dates: Next Up
- July 7 – (EOD) Foundation and 3i Funds. Last day to request draw downs from the Foundation.
- July 7 – (EOD) AR Billing - Non-student/employee payables. 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 7 – (EOD) FRM Cost Transfer – Self-service cost transfer in Oracle. P&L with final approval by EOD 7/16.
- July 7 – (EOD) Recharges via AP or Application. For activities having significant work-in-progress, cost work completed through June 30 should be included – Unprocessed errors must be resolved by this day.
- July 7 – (EOD) Recharges using RMP App or AP. Last day to upload and update and all errors will be fixed/closed. The regular “Office Hours schedule” will resume starting July 12.

Information on ’Department Action’ and ’Due dates for Fiscal Closing 2021-2022’ is posted to Blink. Please note that this page is subject to change and updates on all information becomes available. Follow link to the Blink page at https://ucsd.zoom.us/j/93680320405.

Tips & Tricks

General
- How to Invite Supplier Contacts to Payment Compass
Payment Compass is a tool used to manage the payments and reconciliations for non-UC employees at UC San Diego. You can invite a contact to view their existing payee/supplier profile per the instructions in our new KBA.

- 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 on all information becomes available. Follow link to the Blink page at https://ucsd.zoom.us/j/93680320405.

Concur Travel & Expense

Business Meetings and Entertainment
Information regarding COVID-19 and Event Planning and Attending can be found at UC San Diego’s COVID-19 Event Planning guidelines in addition to UC Entertainment Policy requirements when handling UC events and attending the event.

Adding Sufficient Allocation Data
When creating an invoice, look at your chart string, verify that you have added all of the COA (Fund, Financial Unit, Approver, Function, Segment) with final approval by EOD. There are several sub-ALBS available to use the system with sales; see below to check that you are using the correct allocation:
- (EOD) AR Billing – last day to update and resolve all errors
- (EOD) Cash Flow – Self-service cost transfer in Oracle, note: Subledger transactions can be posted after 7/7/19.
- (EOD) Payroll costs posted to Deford Paget from DefordPaget in Oracle with first approved by EOD 7/9.
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Questions about this edition? The best way to contact our team is via

Contact us

Budget & Finance, Imperial Valley
UC San Diego
2450 University Avenue, Suite 400
Imperial Valley
El Centro, CA 92243

619-534-2222 | info@ucsd.edu

About the Weekly Digest

Each Tuesday, important updates related to Budget & Finance, including Concur Travel & Expense, Financials Cloud and Oracle BI are delivered to your inbox. Our goal is to deliver timely information that matters to you.