Announcements

Oracle 3i Office Hours Dates on June 30
CarynBrandy Balance Formal: Account 300000
As we approach the new fiscal year, we want you to update the data you have that will support our fiscal year's ending activities. Oracle only reflects the cost position at the entity/fund level, UC San Diego's balancing movement that will support our fiscal year's ending activities. We recognize this change is a new way to see the Financial Unit and Project level.

The central Oracle team is currently revamping the impacted reports to ensure existing fiscal year position will reflect the new data. We encourage you to take the time to check them out by searching Payment Compass in the KBA section. There are several other KBAs available about how to use the system as well, so take the time to check them out and enjoy the benefits of Oracle Financials Cloud.

Getting Ready for Fiscal Close
Werde added a new section in the Weekly Digest to help prepare you for Fiscal Close.

Departmental Cut-Off Dates: Next-Up
- July 7: (OD) Foundation and Finance- Last day to request draw-downs for the foundation.
- July 7: (OD) Article Billing - Non-student/employee Airline invoices must be in Oracle. Note: effective date on the invoice must be the same date when the services were provided or the goods shipped.
- July 8: (OD) PRM Cost Transfer- Self-service cost transfer in PRM is required.
- July 8: (OD) Revisions per API Application: For activities having significant work completed during June, work completed through June 30 should be included. - Unprocessed errors must be resolved this day.
- July 8: (OD) Revisions using RBP App or API- Last day to submit and expect approval.
- July 8: (OD) Financial Unit and Project level: Account 300000
- July 8: (OD) Department deadline to transfer June Payroll costs posted to Foundation and Gift Forms in Oracle with first approved by EOD 7/9

Information on Department Actions and Cut-off dates for Fiscal Closing 2021-2022 is posted to Blink. Please note that this page is subject to change and updates are over time. It becomes available under link to the Blink page at regular intervals.

Tips & Tricks
General
Here are tips to use in Oracle to complete your activities.

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. You can invite a contact to view their existing payment of a supplier. You can update the information and record the invoices paid.

Adding Sufficient Allocation Data
When creating an invoice 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 allocations are insufficient, the invoice will not be tested as scheduled. The regular Office Hours schedule will resume starting July 12.

Concur Travel & Expense
Business Meetings and Entertainment
Information regarding COVID-19 are in the following. Please follow all guidelines as they are updated.

Supporting Activities (note: *subledgers transactions cannot be posted that day."
- (EOD) Dept deadline to transfer June Payroll costs posted to Foundation and Gift Forms in Oracle with first approved by EOD 7/9
- (EOD) AR Billing - Non-student/non-patient AR invoices must be in Oracle. Note: effective date on the invoices must be the date when the services were provided or the goods shipped.
- (EOD) Revisions using RBP App or API- Last day to submit and expect approval.
- (EOD) Financial Unit and Project level: Account 300000
- (EOD) Department deadline to transfer June Payroll costs posted to Foundation and Gift Forms in Oracle with first approved by EOD 7/9

About the Weekly Digest
Every 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.