Announcements

Oracle BI Office Hours Dates on June 30
Carolyn Behrend Balance & Fixed: Account 300000
As we approach the new fiscal year, we want to update you on the data transformation that will support our fiscal year’s closeout activities. Oracle only reflects the net position on the entity/fund level, UC San Diego’s balancing movement that will support our fiscal year close-out activities. Oracle only reflects the net position on the entity/fund level, UC San Diego’s balancing movement that will support our fiscal year close-out activities.

The central Oracle team is currently revising the impacted reports to ensure that each position from the prior year is accounted for Account 300000 for all managerial P&L reporting.

For a demonstration and further Q&A, please attend the Oracle BI Office Hours on Wednesday, June 30 at 11:30am.

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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. However, Office Hours (June 30th and July 8th) will be hosted as scheduled. The regular Office Hours schedule will resume starting July 12th.

Getting Ready for Fiscal Close

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

Department Cost & Data: Next Up

- July 7: (OD) Foundation and Finance
- Last day to request draw downs from the Foundation.
- July 7: (OD) All 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 7: (OD) PRM Cost Transfers: Self-service cost transfers in ORC P&L with final approval required by EOD 7/7.
- July 8: (OD) Recharges via AP for Applications: For activities having significant work-in-progress or work completed during June 30th should be included - Unprocessed Errors must be resolved by this date.
- July 8: (OD) Recharges using RBP App or AP - Last day to submit and expect to have the errors corrected.
- July 7: (OD) Financials Cloud - Self-Supporting Activities: Note: Self-support transactions will be posted after 7/12.
- July 9: (OD) Dept deadline to transfer June Payroll costs posted to Defense From Defense into Oracle with final approval by EOD 7/9.

Information on Department Action and Cut-off dates for Fiscal Closing 2020-2021 is located here. Please note that this page is subject to change and updates on our website becomes available twice weekly (prior to the 9th and prior to the 24th) at irregular intervals.

Tips & Tricks

General

Here’s 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 KBAs. There are several other KBAs available to help you use the system, so be sure to check them out by searching Payment Compass in the Blink page at regular intervals.

How to Invite Supplier Contacts to Payment Compass

- Link to join:
  - (OD) Financials Cloud - Self-Supporting Activities: Note: Self-support transactions will be posted after 7/12.
- July 9: (OD) Dept deadline to transfer June Payroll costs posted to Defense From Defense into Oracle with final approval by EOD 7/9.

Concur Travel & Expense

Business Meetings and Entertainment

Information regarding COVID-19 - Event Planning and Attendance can be found in Return to Learning and Event Planning. For non-employee payees at UC San Diego, you can locate a contact list view their existing payment supplier profile via the instructions in our new KBAs. There are several other KBAs available to help you use the system, so be sure to check them out by searching Payment Compass in the Blink page at regular intervals.

Fiscal Closing Special Items Instructions

Add sufficient Allocation Data

When creating a contract 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 in addition to the approvers which 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.

Blink & Finance Support - subscribe, help, and communications to better aligning the financial services at UC San Diego to the needs and expectations of our unique community.

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