Announcements

Oracle 3i Office Hours Dates on June 30
Carynwind Balance Forward and Accrual Assisted 300086
As we approach the new fiscal year, we want to update you on the data movement that will support our fiscal year-end closure. Oracle only reflects the end position on the entity/end fund level. UC San Diego's balancing entry is used to reflect this data. We will update you after the fiscal year close-out process completes in July. For more information on the financial unit and project level, please visit our Knowledge Base.

The central Oracle team is currently reviewing the impacted reports to ensure existing reports will provide the data required for the next period. We recognize that this is a need to see how the Financial Unit and Project level will support our fiscal year close-out activities.

For a demonstration and further Q&A, please attend the Oracle 3i Office Hours on Wednesday, June 30th. Link to join: https://ucsd.zoom.us/j/93680320405

Step check and 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 4th. Next IPPS Office Hours are June 28th (Tuesday) and July 8th (Friday). Please visit this schedule. 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 Exempt Dates: Next Up
- July 7 – (DOD) Foundation and Fund 1. Last day to request draw downs from the Foundation.
- July 7 – (DOD) AR Billing – Non-student/non-employee 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 – (DOD) PRM Cost Transfer – Self-service cost transfer in GFP PRM with final approval required by GFP 7/8.
- July 7 – (DOD) Recharges via API or Application – For activities having significant work completion through June 30, it should be included – Unprocessed Errors must be resolved by this date.
- July 7 – (DOD) Recharges using RBP API or AR - Last day to upload and submit errors.
- July 7 – (DOD) Cost Center - Self-Service Instructions – Self-Service Instructions (note: adjudication transactions can be posted after 7/8).
- July 7 – (DOD) Dept deadline to transfer June Payroll costs posted to PPM from Departmental on Oracle with final approved by GFP 7/9.

Information on Departmental Action and Cut-off dates for Fiscal Closing 2020-2021 is posted to Blink. Please note that this page is subject to change and updates on our website becomes available sooner. Click back to the blog post 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 reconciliations 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 Payment Compass KBA. There are several other KBAs available that can help you use the system, or take this time to check them out by searching Payment Compass in the Knowledge Base.

How to Invite Supplier Contacts to Payment Compass

Concur Travel & Expense
Business Meetings and Entertainment
Information regarding COVID-19 in-Employee Travel and Attending events can be found on the University’s COVID-19 Emergencies event calendar. Guidelines to attend events can be found in the UC San Diego COVID-19 Event Planning and Attendance guidelines.

Adding Sufficient Allocation Data
When creating a payment with a contact 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 Request is a Sponsored Project (begins with SP), please be sure to enter a Funding Source as well. If your Project is a Sponsored Project Begin with SP, please be sure to enter a Funding Source as well. Taking these steps will allow your Request 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 Budget & Finance.

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About the University of California San Diego
UC San Diego is one of the nation's preeminent public research universities. Now home to more than 35,000 students, the university's mission is to advance knowledge and promote its use in the public interest by educating leaders, building a creative and collaborative community, and engaging in transformative research.

UC San Diego is dedicated to enriching the lives of its diverse and global community through education, collaboration, leadership and research.

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