Announcements

Oracle 3i Office Hours Dates on June 30
Carynthond Business Edition Outside of Access 300006
As of the new fiscal year, we wanted to update you on the data environment that will support our fiscal year closing activities. Oracle only reflects the new position on the entity/fund level, so this data is best supported by the Financial Unit and Project level.
The central Oracle team is currently working on the impacted reports to make sure there will be no period-end position from the year "19 instead of Account 300000 for all managerial P&L related reporting.
For a demonstration and further Q&A, please attend the Oracle 3i Office Hours on Wednesday, June 30, 1:00 PM. You can register at https://ucsd.zoom.us/j/93680320405.
Stay tuned and check your inbox for additional guidance, including commonly asked questions.

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: (Do) Foundation and Fiduciary 1st Last day to draw down funds from the Foundation.
July 7: (Do) All Billing - Non-student, non-employee payee 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: (Do) PPI Cost Trans: Self-service cost transfer in OPC FRM with fixed hours required at EOD 7/8.
July 8: (Do) Recharges for API or Applications. For activities having significant work not yet complete (i.e., work that will be completed through June 30 should be included). Unprocessed errors must be resolved this day.
July 8: (Do) Recharges using RMP API or API - Last day to upload and execute with a transaction.
July 8*: (Do) Cost Center - Self-Supporting Activities. Note: self-supporting transactions can be posted after 7/8/21.
July 8: (Do) Dept deadline to transfer June Payroll costs posted to Deferrals from Deferral application in Oracle with final approved by 7/8.

Information on Department Action and Cutoff dates for Fiscal Closing 2020-2021 is posted in June. Please note that this page is subject to change and updates on our website becomes available. Click back to the blog 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, so take the time to check them out by searching Payment Compass in the Knowledge Base.

Concur Travel & Expense
Business Meetings and Entertainment
Information regarding COVID-19: Event Planning and Attendance can be found in the “On Location: Hosting Virtual Events” guidelines in addition to the UC San Diego policy. Be sure to follow the guidelines on when handling COVID-19 related matters to you.

Adding Sufficient Allocation Data
When creating an invoice, you need to enter the 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.

About the Weekly Digest
Each Tuesday important updates related to Budget & Finance, including Oracle E-Business Suite, Financials Cloud and Concur Travel & Expense, are delivered to your inbox. Our goal is to deliver timely information that matters to you.

Contact us
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Budget & Finance Weekly Digest
June 29, 2021 - 26th Edition

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