Announcements

Oracle BI Office Hours Dates on June 30
Carryforward Balance Format and Account 300000
As we approach the new fiscal year, we want to update you on the data movement that will support our fiscal year’s closeout activities. Oracle only reflects the not position at the entity/fund level, UC San Diego’s balancing offset. We recognize that the is a need to see this information at the Financial Unit and Project level.

The central Oracle BI team is currently rewriting the impacted reports to exist moving from the period position from the year instead of 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 1:00pm. Link to join: https://ucsd.zoom.us/j/93680320405

Stay tuned and check your inbox for additional guidance, including commonly asked questions.

Upcoming IPPS Office Hours Schedule
In observance of Independence Day Holiday, IPPS will not be holding Office Hours on July 5th. (Darby Office Hours June 28th and July 7th) will be held as scheduled. 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 Cut-off Dates: Next Up
• July 7 – (DO) Foundation and OFC 1st Day to request draw-downs from the Foundation
• July 7 – (DO) AR 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 – (DO) P&L Cost Transfer – Self-service cost transfer in OFC P&L with final approval by EOD 7/8
• July 8 – (DO) Recharges via API for Target: For activities having significant work that is not completed in June, the work completed through June 30 should be included. Unprocessed Errors must be resolved by this date.
• July 8 – (DO) Recharges using RBP API: AR Last day to upload and acquire expenses will expire.
• July 8 – (DO) GL: Self-Serve, Self-Serve Invoices, Self- Submitting Activities (note: self-submitted transactions will not be posted after 7/8)
• July 8 – (DO): Dept deadlines to transfer June Payroll costs posted to Deferral from Deferral to Oracle with final approved by EOD 7/9

Information on Department 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 other websites becomes available, direct link to the 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 reconciliations for invoices from suppliers 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 that can use to system as well, so take the time to check them out by searching Payment Compass in the Services & Support Budget & Finance Knowledge Base.

Concur Travel & Expense
Business Meetings and Entertainment
Information regarding COVID-19 in Event Planning and Attendance can be found in to Lauren Gassman, Manager of the University PPM. FWIS will be hosting a town hall meeting next guidelines in addition to UC Entertainment Policy requirements when handling business expenses, we will be offering a town hall for all faculty and staff to ask questions.

Adding Sufficient Allocation Data
When creating a requisition with your chart string, verify that you have added all of the COA’s (Fund, Financial Unit, Approver, Function) under the appropriate field. Note: the allocation will not be processed on the invoice.

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

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