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

Announcements

Oracle BI Offsite Dates on June 30
Carynthow Business Office - Account 300000

As we approach the next fiscal year, we want you to update your AMM to ensure you are receiving the email changes that will support our 2021-2022 fiscal year. Oracle will reflect the new position at the entity/fund level. UC San Diego's balancing movement that will support our fiscal year closing activities. Oracle only reflects the new position on the end-year fiscal statement. We recognize this change is a new tool in the Financial Unit and Project level.

The central Oracle BI team is currently reviewing the impacted reports to ensure existing reports are updated. We recommend that you test the reports to ensure they have been updated. This may require removing any shared views from the Business Office's Sharepoint site and re-creating them. When creating a new report, you will need to check them out by searching Payment Compass in the University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093
Click here to subscribe to our mailing list.

Regarding Fiscal Close

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

Department KBA Dates: Next Up

- July 7: (EOD) General Fund and Services 1. Last day to request draw down allocations.
- July 7: (EOD) KBA Billing - Non-student/non-patient KBA invoices must be in Oracle. Note: the final data in the invoices must be the date when the services were provided or the goods shipped.
- July 7: (EOD) PRM Cost Transfer - Certification cost transfer in OPR PM with final approval by EOD.
- July 8: (EOD) KBA Recharges on API Applications. For activities having significant work-in-progress remaining at June 30, work should be completed through June 30 should be included - Unprocessed Errors must be resolved this day. July 8 Recharges using RMP API or AP - Last day to upload and reconcile with your chart string, verify that you have added allocation.
- July 8 - (EOD) General Fund General Self-Supporting Activities (note: subledger transactions can be posted after 7/9).
- July 8: (EOD) Dept deadlines to transfer June Payroll costs posted to Departments. For details, see Oracle BI Office Hours Demo on June 30.

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 on new information becomes available. Click here to view the Blink page at regular intervals.

Tips & Tricks

General

Here’s What Supplier Contacts to Payment Company
Payment Company is a tool used to manage the payments and reconciliations for invoices/payables 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 additional KBA’s available to help you use the system at will, so be sure to check them out and contact the Payables Team for more information.

Concur Travel & Expense

Business Meetings and Entertainment

Information regarding COVID-19 in Event Planning and Attendance can be found to return to LSU Concur Travel & Expense guidelines in addition to UC San Diego’s requirements when handling such matters to you.

Adding Sufficient Allocation Data

When creating an encounter with 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 the Concur document. If your Project is not a Sponsored Project, please see the instructions when handling such matters to you.

Contact us

Have questions about this edition? The best way to contact our team is via Services & Support, Budget & Finance, including Oracle BI Office Hours schedule.

About the Weekly Digest

Every Tuesday: Important updates related to Budget & Finance, including Concur Travel & Expense.

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Financials Cloud and Concur Travel & Expense.

Our goal is to deliver timely information that matters to you.

Services & Support

Contact us

Budget & Finance Support promotes teaching, tech, and communication in helpful and engaging ways to financial services staff. We encourage the sharing of best practices through feedback and documentation.

University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093