**Budget & Finance Weekly Digest**

**June 29, 2021 - 26th Edition**

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**Announcements**

Oracle BI Office Hours Date on June 30

Carynthow Balance Forward and Accrual - Account 300000

As we approach the next fiscal year, we want you to update your data and reports. You will support our fiscal year-end closure. Oracle only reflects the net positions on the entity/fund level. USC has been delaying balancing financials to the Fiscal Unit and Project level.

The central Oracle team is currently working to complete the impacted reports to ensure end-of-year position is complete. We recognize that is a need to see information at the Financial Unit and Project level.

For a demonstration and further Q&A, please contact the Oracle BI Office Hours - Information Technology (June 30th) - 11:00 am to 1:00 pm.

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**Getting Ready for Fiscal Close**

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

Department Close Dates - Next Up

- July 7 - (EOD) Foundation and Contig Files
- Last day to request draw down funds for the Foundation.
- July 7 - (EOD) AR Billing - Non-student/non-patient AR invoices must be paid by July 7.
- Oracle Note: The effective date on the invoices must be the date the invoices were provided or the due date.

- July 8 - (EOD) PIP Cost Transfer - Self-support cost transfer in OPI PIP with final approval.
- July 8 - (EOD) Recharges on AIR or Application. For activities having significant work in progress, work completed through June 30 should be included - Unprocessed errors must be resolved by this date.
- July 8 - (EOD) Recharges using RMB as AIR. Last day to submit and approved for Fiscal Close.
- July 8 - (EOD) EFT - Data Submission - Self- Submitting Activity. (Note: self-submission transactions will be posted after 7/10).
- July 8 - (EOD) Dept deadline to transfer June Payroll costs posted to Foundation from Development in Oracle with final approved by EOD 7/16.

Information on Department Action and Close Dates for Fiscal Closing 2021-2022 is posted on UCSD's Blink page. Please note that this page is subject to change and updates as new information becomes available. Click here to access the page.

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**Concur Travel & Expense**

Business Meetings and Entertainments

Information regarding COVID-19 and Event Planning, and Attending the following events: UC San Diego. You can invite a contact to view their existing payer supplier profile per the instructions in our new KBA. There are several FAQs available about how to use the system on next, so we have links to check them out specifically linking Payment Compass on the Information on Department Action and Close Dates for Fiscal Closing 2021-2022 is posted on UCSD's Blink page. Please note that this page is subject to change and updates as new information becomes available. Click here to access the page. You can visit the external event for further information.

Adding Sufficient Allocation Data

When creating an event or recharge with your chart string, verify that you have added all of the COA (Fund, Financial Unit, Approver, Function) and/or POOT (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 Concur as well. This will allow your Request and Expense Reports to be successfully pass validation.

Contact us

Have questions about this edition? The best way to contact our team is via Services & Support.

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**About the Weekly Digest**

Each Tuesday, important updates related to Budget & Finance, including Deloitte Consulting Critical Financial 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.

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**Budget & Finance Support Open Week:**

Mon, Nov 29 - Friday, Dec 3

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

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