Announcements

Oracle BI Office Hours Dates on June 30
Carynford Balance Financial and Accrual: Account 300000
As we approach the new fiscal year, we want you to update the data once our year-end closeout of fiscal year 2021 is concluded. It is also important to reflect the year-end position from the entity/fund level. UC San Diego balances reflecting fiscal year 2021 will be available on the Financial Unit and Project level.

The central Oracle BI team is currently rerouting the impacted reports to ensure timely information from the year-end position for the year onward. We recognize this might be a new step to best serve our Community. Oracle only reflects the net position at the entity/fund level, UC San Diego’s balancing movement that will support our fiscal year close-out activities. Oracle only provides the data needed for the financial reporting needs.

Getting Ready for Fiscal Close

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

Department Cost/Policy: Next Up

- July 7: (OD) Foundation and Finance 1st Day of month to review draw allocations for the Foundation.
- July 7: (OD) AR Billing - Non-student/non-patient AR invoices must be in Oracle. Note: the effective date on the invoices must be the last day of the month the invoices were provided or the goods shipped.
- July 7: (OD) PPM Cost Transfer - Self-service cost transfer in OPM with final approval required by EOD 7/8.
- July 8: (OD) Recharges via API or Application. For activities having significant and frequent transaction volumes, work completed through June 30 should be included. Unprocessed errors must be resolved this day.
- July 8: (OD) Recharges using RMB App or AR-SAS last day to upload and errors will continue to accumulate until the next time.
- July 8*: (OD) Cost/Policy - Self-Supporting Activities (note: “subsidiaries transactions can be posted after 7/8/21).
- July 8: (OD) Dept deadlines to transfer June Payroll costs posted to Deferrals from Default project in Oracle with final approval by EOD 7/9.

Information on Departments Action and Cutoff dates for Fiscal Closing 2020-2021 is posted to Blink. Please note that this page is subject to change and updates on over time. If you have questions about the new guidelines, please look back to the July page at regular intervals.

Tips & Tricks

General

Here to invite Supplier Contacts to Payment Compass
Payment Compass in a tool used to manage the payments and reconciliations for non-vendor/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 to help use the system, so take the time to check them out before executing Payment Compass in the Business Meetings and Entertainment module.

Concur Travel & Expense

Business Meetings and Entertainment
Information regarding COVID-19 - Event Planning and Attendance can be found to the Left of the Event Schedule. We have included special updates to help you plan and perform your events.

Adding Sufficient Allocation Data
When creating an expense with your chart string, verify that you have added all of the COAs (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 financials tab as well. This will allow your Request and Expense Reports to successfully pass validation.

About the Weekly Digest

Every Tuesday important updates related to Budget & Finance, including Oracle BI Office Hours, Fiscal Cuts 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.

Budge & Finance Support provides training, desk, and information in detail for all the financial aspects and services we offer. We also try to help you navigate through our financial matters.