

Budget & Finance Weekly Digest

June 8, 2021 - 23rd Edition

Announcements

Recharge Purchase Order Commitments have been Lifted
Commitments associated with STORE and Core Bio Services have officially been lifted in preparation for fiscal close. No further action on these POs is required of the department.

Oracle Procurement & Payables Training Series
IPPS has added two eCourses about Oracle Procurement & Payables, as well as redesigned the live Oracle: Buying and Paying training. To add structure to this series, IPPS has created a Promapp to guide campus through proper training on Oracle Procurement & Payables. You can view this Promapp on the redesigned Oracle Procurement: Help Blink page.

NIH FFRs Due for June thru Sept 2021 Now Posted
The NIH Reports due for June 2021 are posted in the STaRT Tool. These are awards with an end date of 2/31/2021. Please prioritize reconciling these awards and work closely with your OPAFS Award Accountant.

Reports due thru September 2021 are also posted. You can find the list here: https://ucsdcloud.sharepoint.com/sites/STaRT/ofcppm/SitePages/NIH-FFRs-Due-for-June-thru-Sept-2021-is-now-posted.aspx

Tasks to Projects, Project Personnel Updates Now Complete!
Department requests for mass updates to PPM Project Personnel and Task to Project reconversions are now complete, including the removal of all carryforwards and revenue on General Projects from PPM Project Costs! Users should review output files and cross-reference changes in Oracle.

Known data elements or requests not included in the updates:

- **Personnel Corrections**: Duplicative names across projects/tasks were removed; Unintentional overrides occurred in the mapping files, the team cleaned up the errors as best they could
- **Task to Project Corrections**: Projects with only one task were not created; Converted projects where two (or more) legacy funds were mapped to a single project/task

The following checklist was created to help departments review updates and ensure a full transition to new project/personnel assignments.

Action Item Checklist	**How to Initiate Updates**
PPM Personnel Updates	Review the output files and see KB0033293 for guidance and links to Update Project Roles for Sponsored Projects and General Projects
PPM Budget Updates	Carryforwards and resource transactions previously in PPM have been removed from PPM Costs. To see these in PPM-based reports, add the amounts to a PPM budget. See KB0033291
Task to Project Conversions	All converted tasks were end dated with 9/30/21. If you would like to end date the task sooner, submit an Oracle PPM General Project Request
UCPath Funding Changes	Combinations for newly created projects have been created on 6/8/21 and should be available in UCPath on 6/9/21.Complete Funding Entries in UCPath to update positions to new project. Complete a Direct Retro in UCPath to move payroll for May or any subsequent period to the new Project/Task. If Funding Entries are not updated, payroll will continue to post to the old project through September. After September, payroll will post to the default project. • June 14 for bi-weekly, cutoff deadline at 5:59 am • June 23 for monthly, cutoff deadline at 5:59 am Additional Information • Do not complete cost transfers to move these expenses • Payroll that has moved as part of this reconversion will not have matching DOPES.
Amend PPM Contracts	Review the list of affected PPM contracts (billing events) in the Contracts Management module and amend with new project information. See KB0033499

Modify AR postings (non-PPM)	If the accounting entries need to be modified for an already posted receivables transactions (non-PPM), then submit a ticket and include the transaction number(s). About: Billing & Receivables Related to: Oracle Accounts Receivable More Specifically: AR Billing Other
Move expense transactions and resources only posted in GL	The conversion process moved only transactions that existed in PPM Costs. Use the GL-PPM Reconciliation Report to identify any transactions posted to the old project only in the GL. Resource transactions need to be moved to the new project in the GL. Expense transactions should be corrected to post to the new project in PPM. Moving expenses: Charges posted by journal (i.e. CBO differential income charges, VCHS Systemwide Assessment): Submit a non-salary cost transfer request Payables expenses: See KB0033225 Moving resources: Partner with your VC office to initiate resource transfer requests (journals) that were not originally in PPM. Any resources transactions posted as negative PPM costs were moved with conversion.
Recharge Funding Updates	Especially for recurring charges, departments should review the output files and work with individual recharge operations to ensure they are charging the new projects
Review Concur	Commitments will not be automatically updated with new project number. Concur expenses that post after conversion should be moved to the new project with a cost transfer. Concur travel requests that have not yet been expensed should be edited with the new project information. See KB0032247
Review Requisitions/PO	Commitments will not be automatically updated with new project number. Review Manage Committed Costs on the old project for open purchase orders. Submit a PO change order for any uninvoiced POs. See KB0032957

Update ISIS Detail Codes	Please use the standard detail code request process to create the new detail codes (and Faux Indexes) to replace the original ones. Add in a request to have SFS expire the original detail codes at the end of June to provide some overlap and ensure ISIS to OFC transactions will continue to flow without exceptions.
Update KR Subawards	Update the Kuali subaward record with the new project number.

Click to view all known transitional issues impacting financial processes and reports. This list was curated specifically to support financial review and corrective actions by department fund managers.

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

- **June 14** - *5:59am cutoff* for UCPath non high-risk biweekly direct retros
- **June 14** - Last day to submit orders to Procurement for guaranteed buyer review (must have completed FinUnit approval)
- **June 15** - Last day to submit Payables, PPM and GL cost transfer requests through S&S which require central office processing
- **June 15** - *2:30pm cutoff* for the Ecotime monthly timekeeping entry dealine for prior periods (RETRO), PPE 6/30/2021; Pay date 07/01/21
- **June 18** - *3:00pm cutoff* for monthly UCPath deadline to establish new hires and employee data change, PPE 6/30/21; Pay date 7/01/21

Unclaimed Payments
Friendly reminder that as we head into our first fiscal year-end close, we ask that departments please make all efforts to identify and claim all Unidentified Payments KBA.

Additionally, if you are aware of any invoices that you do not anticipate the University will be able to collect on, please submit a Services & Support ticket with the relevant invoice and customer information. Please review the Receivables Aging Report to assist with identifying outstanding receivables

by date, which is located in the **UCSD-DSH Accounts Receivable Panorama** at https://bah.ucsd.edu/.

Cancel Incomplete or Rejected Requisitions
If you have requisitions that were rejected or not submitted (i.e. incomplete), and these requisitions will not be submitted in the future, then these requisitions should be canceled. This will lift commitments associated with these requisitions. The person who created the requisition can do so by following these steps:

1. Navigate to the requisition
2. Click *Actions* at the top right
3. Click *Cancel Requisition* or *Delete*

Close/Inactivate Travel/Event Requests
If you have Concur Travel or Event Requests with projects that are closing, and all associated Expense Reports have been processed, then your Travel/Event Requests should be closed to lift the commitments. Concur users/delegates can do so by following these steps:

1. Navigate to the Travel/Event Request
2. Click the *Close/Inactivate Request* button at the top right of the open Request

Reconcile Expense and Card Transactions
UC San Diego travelers, hosts, and cardholders must adequately account to the University for expenses within a reasonable period of time. Add expenses and move any pending card transactions from Available Expenses onto the proper Expense Report(s) and, as applicable, submit them for approval before the respective fiscal close cutoff dates.

Reminder:

- **Travel & Entertainment**: Report card transactions and related expenses on a Travel/Event Expense Report ***within 45 days*** after the trip or event has occurred
- **Procurement Card:** Reconcile card transactions on a Procurement Expense Report on a ***monthly*** basis

Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-2021 is posted to Blink. Please note that this page is subject to change and

updates as new information becomes available. Refer back to the Blink page at regular intervals.

Training & Support

Oracle Financials Cloud

Oracle: Buying and Paying for PO Requisitioners

Thursday, June 10, 2021 @ 9:00am - 11:00am

This course has recently been updated according to campus feedback to reflect new content, include new exercises, and focus on the most key Oracle Procurement & Payables concepts. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Concur Travel & Expense

Concur Travel & Expense Live Training Classes

The team will be focused on fiscal close activities for the remainder of June. In the meantime, review our Concur: Help Blink page for resources and training videos such as the new one below.

Please note that you can also search “Concur” in the UC Learning Center to browse through and sign up for our upcoming instructor-led Concur courses.

Concur: Request and Expense Report Status Training Video

A new training video has been released! Watch this demo to learn how you can check the status of your Requests and Expense Reports in Concur and Oracle. Tip: Be sure to verify your document’s status in Concur before submitting a status inquiry via Services & Support.



Tips & Tricks

Oracle Financials Cloud

Firefox is the Preferred Browser for Oracle Procurement
For the best experience in Oracle, we would recommend using the Firefox browser. Google Chrome, Internet Explorer, and other browsers may result in a less cohesive experience in the system.

How to View Oracle Procurement Supplier Flags
You can view various flags associated with suppliers, including determining if a supplier has an agreement with UC San Diego or is registered to submit their invoices with Transcepta. Instructions on how to do so can be found in our new KBA.

How to Reorder Columns in the PO Module
Now that Project, Task, and Expenditure information has been added to the Purchase Order display in the PO module, it's a good time to reorder the columns appearing on the display. You may add columns of interest, remove columns of lesser importance, and reorder the columns to customize your view. Read more about how to do so in our new KBA.

Concur Travel & Expense

Travel Process

Use this Blink page as a checklist to help you navigate through travel pre-authorization, booking, and the reconciliation process at UC San Diego.

Recalling Requests and Expense Reports

If your document has not been approved by your department approver (Financial Unit, Department Head, Special Entertainment) in a timely manner and you wish to change the approver, you must recall the document and resubmit it. To recall the document, follow the guidelines in the How to Edit and Delete Concur Requests and Expense Reports KBA.

It is also best practice for Financial Units to have multiple available approvers at each level in support of timely submission. Please review our Concur Approvals Overview Blink page for a complete summary of approvals in Concur.



About the Weekly Digest

Each Tuesday important updates related to Budget & Finance, including Oracle Financials 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.

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial information system and support departments' success in managing their fiscal responsibilities.
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