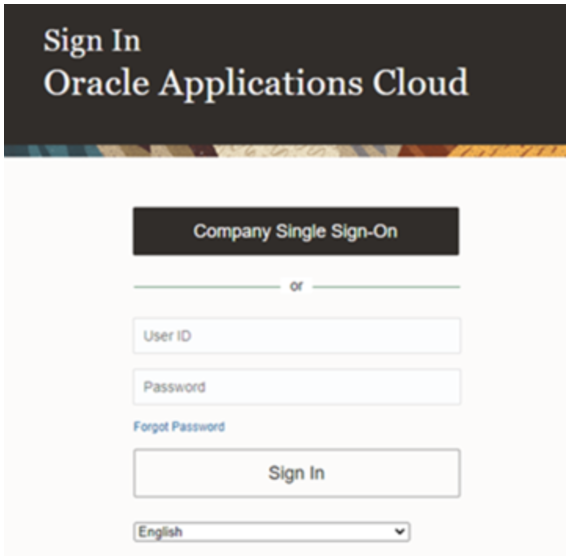
Budget & Finance Weekly Digest

June 15, 2021 - 24th Edition

Announcements

Enhanced Look and Feel of the Oracle Sign In



As of **Monday, June 21**, the theme of the Oracle Sign In page will have an enhanced look and feel! This new theme is part of a larger Oracle initiated transition to a new User Interface (UI) that will be released to campus in phases over the next several months. As updates are released, including enhanced user navigation, we will actively work to keep training materials, Blink guidance, and KBAs in sync with the releases.

Concur Travel & Expense

Procurement Card Expense Report Update

Concur Expense Type *Comp Software Purch License Download* is now available for selection when submitting a Procurement Card Expense Report in Concur.

New Account code *534002* on the General Ledger and new Expenditure Type *534002 - Comp Software Purch License Download* in the Project Portfolio

Management (PPM) module have been created. The Account value is tax-exempt and tied to the Procurement Card Expense Type, *Comp Software Purch License Download.* Please select this non-taxable Expense Type when the purchase is for downloadable software. Review this Blink page for the full list of Procurement Card Expense Types.

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 21** - (2:30pm) Ecotime - Monthly Timekeeping entry deadline for the current period, PPE 6/30/2021; Pay date 7/01/21
- **June 22** - (EOD) Capital Planning - Establish or augment capital improvement projects. Required approvals for new projects or augmentations must already have been received.
- **June 23** - (5:59am) UCPath - (NON High Risk) Monthly Direct Retro FINAL local approval deadline for posting in June 2021
- **June 23** - (2:30pm) Ecotime - Biweekly Timekeeping entry deadline for prior periods (RETRO), PPE 6/26/2021; Pay date 7/07/2021
- **June 23** - (EOD) Services & Support IPPS D&T - Last day to submit use tax adjustment
- **June 23** - (EOD) Concur- Last day for Final Approval of PCard Expense Reports for June posting
- **June 23** - (EOD) Payment Compass- Last day to submit PO Invoices for June posting
- **June 23** - (EOD) Services & Support IPPS D&T - Last day to submit payment requests for June posting - All payment types with final approval excluding Events
- **June 23** - (EOD) UCPath - Last day for Final Approval of Funding Entry. Do not enter or approve any new transactions from 6/24-6/30/2021 because it will interfere with the fiscal year-end rollover processes.

- **June 24** - (3:00pm) Biweekly UCPath deadline to establish new hires and employee data change, PPE 6/26/21; Pay date 7/07/2021

In Case You Missed It

Hot Topics: Commitments This is a great Hot Topics for those with projects that are closing. IPPS' latest session focused on Commitments as it relates to Oracle Procurement and Concur. Watch as our instructors review best practices in viewing and lifting commitments.

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.

Tips & Tricks

Oracle Financials Cloud

Budget Dates in Oracle Procurement
While checking out you may notice a 'Budget Date' field. Do not adjust the date to sometime in the future as this will impact the accounting of the PO and invoices.

How to Split Fund a Purchase Order in Oracle Procurement

During the checkout process, the individual submitting the requisition has the option to split their order amongst multiple chart strings or projects. Refer to our new KBA for instructions on how to do so.

How to Differentiate Orders in Oracle Procurement
By identifying key areas of the line items, you can determine whether a requisition consists of catalog, punchout, or request form items. You may also determine whether each line item is quantity-based or amount-based. Learn how by taking a look at our new KBA.

How to Change the POETAF or Chart String on a PO Invoice
If you receive a PO invoice to approve as a financial unit approver and realize the POETAF or chart string referenced is incorrect, the resolution will depend on a few variables. Reference our new KBA for guidance on this process.

Concur Travel & Expense

Travel Allowance: Per Diem Meals and Lodging
Automatically calculate per diem rates for both meals and lodging in Concur. Follow these instructions to learn how to add and manage Travel Allowance (Per Diem) in your Travel Expense Report.

Who Can Access Concur?
Current UC San Diego Employees (including Student Employees) and Sponsored Affiliates can log in and access Concur. They should utilize this guide to do so.

If you fall into one of the above categories and cannot access Concur, please submit a Services & Support ticket: About: *Access Requests to Financial Systems*, Related To: *Concur Travel and Expense*, More Specifically: *Concur (Access or Role Inquiries).*

If the payee is not a current UCSD employee, then a faculty or staff member at UC San Diego needs to be the one to log in to Concur and process their reimbursement. Please refrain from directing non-employees and sponsored affiliates to process their own reimbursements via Concur. Doing so will cause delays in reimbursement.

Additional Resources:

- Travel Reimbursements: Non-Employee (Guest) Travel via Concur
- Event Reimbursements: Event Expense Report via Concur (Payment to Non-Employee Payee

- Other Reimbursements: Services & Support Payment Request Form

Please ensure that any non-employees have been invited to register or have updated their registration in Payment Compass.

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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