

October 26, 2021 | 43rd Edition



FY21 Is Officially Closed

The Internal Controls & Accounting (ICA) central office has announced that allocations have been completed. This means that your FY21 revenue and expenses have been allocated back down to the FinUnit and Project level in account 300000. The Project Panorama - GL Project Balances and Faculty and Researcher General Project GL Summary reports have been updated to pull directly from the 300000 account. FY21 is officially closed!

Financial Accounting Program - Applications Opening Soon!

The Financial Accounting Program is **opening up applications for the upcoming Winter Quarter on November 3rd**! The program offers comprehensive accounting training from a basic to intermediate level for those who have financial responsibilities as part of their job. If you're interested in the program, take a look at what else our program offers on our program website. We will be updating our program website and notify campus via the Weekly Digest when the application link goes live. If you have any questions, check out our FAQ section and a recording of the information session. Otherwise, feel free to reach out to financesupport@ucsd.edu.

IPPS Extended Office Hours

As we start returning to campus and picking up our procure-to-pay and travel & expense activities, Integrated Procure-to-Pay Solutions (IPPS) will be making

some changes to its office hours schedule. This new schedule will begin on November 1st and extend until the winter closure:

- We are adding a **new** session on **Fridays at 9:00am** using the same Zoom link.
- Monday and Wednesday Office Hour start times will remain the same, but we are asking that everyone arrive at least 10 minutes before the end of office hours.
- The Procurement Card team will only be available on Wednesday Office Hours.

Remember, you can see the complete Office Hours Schedule in Blink.



Fund Management Office Hours

Thursdays @ 11:00am - 12:00pm



This week's office hours will piggyback on this week's IPPS Hot Topics, focusing on the chart of accounts (COA) in the General Ledger (GL) and POETAF in PPM. We will discuss the fluidity of segments when posting directly to the GL as well as how project attributes in PPM determine COA segments when transactions flow from PPM to the GL.

Watch Recorded Fund Management Office Hours

Hot Topics: Understanding POETAF

Wednesday, October 27, 2021 @ 11:00am - 12:00pm

Join the IPPS Team for the next session of Hot Topics! This session will focus on defining COA and POETAF as they relate to ledgers featuring a special guest from the Financial Operations - PPM Strategic Design team. Then, we will cover how to populate and review for POETAF information on requisitions and invoices. There will be a chance to participate in Q&A at the end.

Oracle: Buying and Paying for PO Requisitioners

Thursday, October 28, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

UC San Diego Travel: Before You Go

Thursday, November 4, 2021 @ 9:00am - 11:00am

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting Expenses course before your trip takes place.

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, November 4, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

UC San Diego Travel: Reporting Expenses

Thursday, November 4, 2021 @ 1:00pm - 3:00pm

This course provides an overview of UC San Diego travel policy and the reconciliation procedure, including summarized guidelines, resources, and information about online tools. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense Report.

View the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!



Reconcile Expenses and Card Transactions in Concur
UC San Diego faculty and staff must adequately account to the University for business 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 submit the Expense Report(s).
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 an Procurement Expense Report on a *monthly* basis.

Identifying Oracle & Concur Approvers
We have written a new KBA which walks through how to use the User Role Report in the Business Analytics Hub to locate financial unit, department head, and special entertainment approvers. Refer to our How to Check Requisition Status and How to Check the Status of a Concur Request and Expense Report KBAs for further instruction on checking the status of your documents in Oracle and Concur.

Travel & Expense and Procure-to-Pay Resources
With all the resources out there, it can be hard to determine exactly which will help you in your current situation. Review our new Travel & Expense and Procure-to-Pay Resources Blink page for guidance on how best to interact with the various resources and training we have available.

Always Read the Most Recent KBA Version
After linking to a KBA, you may notice at the top a notification that an updated

version is available. Click on that notice at the top of the KBA whenever you see it as the version you have linked to may contain incorrect or outdated information.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

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