Budget & Finance Weekly Digest



August 24, 2021 | 34th Edition

Announcements



Oracle Financials Cloud

Oracle Approval Notification Reminders Launching September 1
To ensure that requests are reviewed and approved in a timely manner, approval notification reminders will be sent every 5 business days. The approval reminders have the same look and feel as the original notification and will be sent to all Financial Unit Approvers who can act (Approve/Reject) on the pending requests.

Oracle Approval Notification Reminders will be available in the Worklist bell icon and sent to the approver's email inbox starting Wednesday, September 1. Read the full notice here.

Cost Transfers to CostSharing Tasks
CostSharing tasks and transactions are non-billable on Sponsored Projects, which are driven by various Oracle setup pieces. When transferring billable projects such as General Projects, you may receive these error messages:

- Billable to non-billable transfers are not allowed.
- An award couldn't be determined for this sponsored project. Associate the sponsored project to an award in Oracle Fusion Grants Management.

To correct this, please work closely with your Award Accountant to set the transactions as non-billable before processing the transfer for you. We are currently working on updates to the workflow so that you are able to process this independently. Thank you for your cooperation.

Sponsored Projects Name Change

As of **August 17, 2021**, the naming convention for Sponsored Projects has been updated in accordance with campus requests and Budget & Finance User Group (BFG) approval. All new projects set up on this date and onward will implement the new naming convention. To update previous project names to this new naming convention, please submit a request through PADUA, although this is not required.

Prior: SP < Sponsor Award Number > < PI > 30 char
New: SP < PI Last Name > < Agency > < Sponsor Award Number >

Contract Amendment Effective Date for General and KR Service Agreement Contracts

When amending an existing contract to reflect changes that are part of the daily business process, it is imperative to keep in mind the impact of the amendment effective date. Contract changes could range from very simple contract name misspell change to more complex changes to the Bill and Revenue Plans.

Hence, it is important to understand when amendments will cause billing transactions to be regenerated. When the contract amendment effective date is Sysdate (the date on which the changes are made, also known as the current date), there will be no transactions marked for adjustments.

However, when the amendment effective date is earlier than the current date or after the amendment date if any of the criteria below are met, transactions will be marked for adjustment and handled accordingly, such as in the form of a credit memo or backed out invoices:

- Changes to: contract line, billing controls, Bill Plan, Revenue Plan.

In conclusion, it is best practice to keep the contract amendment effective date the same as the current date on which changes were made, unless a legitimate business needs mandate otherwise. Some of the examples of such business needs can be:

- Incorrect customer was billed during the last couple of billing cycles

- No sales tax was charged when that should have been the case, or vice versa, etc.

For those reasons, the system backs out the previous historical transactions to make the necessary corrections, based on the effective date. Depending on the situation, you may then need to initiate new billing as necessary. For any additional support or questions, please submit inquiries through the Services & Support portal.

Concur Travel & Expense

Travel and Event Requests
The feature for Travel and Event Requests to automatically close after 120 days will launch in a week. Any Travel or Event Requests that were created on December 8, 2020 or later and are 120 days past the Business Travel End Date or Event Date will automatically close.



Install the WalkMe Browser Extension!
The WalkMe Browser Extension adds various tips, walkthroughs, and resources to your Oracle and Concur applications. We also use WalkMe to add additional validation to your transactions, announcements, and reminders. Download the extension to your browser to unlock these features.

Concur Walkthrough: Non-PO Payments
We have launched a new walkthrough in Concur to help users in determining which application (i.e. Concur v. Services & Support) and form are best to use for their particular non-po payment. Related information can be found on this Blink page.

To initiate the WalkMe walkthrough:

1. Select the *Concur Help and Resources* blue button at the top of the page.
2. From the WalkMe menu, expand the *Expense* section.

3. Select *Non-PO Payments and Reimbursements.*
4. Then follow the prompts to take you to either the proper Concur process or Services & Support form.



Finance System Town Hall

Thursday, August 26, 2021 @ 1:30pm

The transition to a modern financial information system remains difficult for fund managers, staff and faculty. We would like to invite you to a candid conversation with our colleagues from Information Technology Services, Business and Financial Services, Academic Affairs, Health Sciences and Marine Sciences. For more information, please click here.

Save Your Seat!

Hot Topics: Lifting Commitments in Oracle Procurement & Payables

Wednesday, August 25, 2021 @ 11:00am - 12:00pm

Join the IPPS Team for the next session of Hot Topics! This session will focus on lifting commitments associated with requisitions, purchase orders, and invoices (e.g. Closing POs). Our instructor will walk through the system steps live and show how to best utilize reports. There will be a chance to participate in Q&A at the end.

Want more information on lifting commitments? Attend the **Fund Management Office Hours** on Thursday, August 26 @ 11:00am to walk through your own specific examples.

UC San Diego Travel: Before You Go

Thursday, August 26, 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.

[UC San Diego Travel: Reporting Expenses]

Thursday, August 26, 2021 @ 1:00pm - 3:00pm

The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and information about online tools. In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs.



Requestor and Approver POETAF Verification

Learn how to properly populate POETAF information during checkout and verify POETAF information as an approver to ensure your transactions are properly accounted.

Launch Training Course



In Case You Missed It: Inventorial Equipment Training

Head over to our YouTube to watch an overview of a new feature in Oracle Procurement that allows Shoppers to indicate Inventorial Equipment purchases. Don't forget to subscribe!

Learn Now

Visit the Event Calendar 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!



Please encourage your Faculty and Researchers to Attend the Office Hour hosted on Tuesdays from 1:00pm - 2:00pm.

We are here to support our Faculty and Researchers! In an effort to provide ongoing and dedicated support to the financial community, we

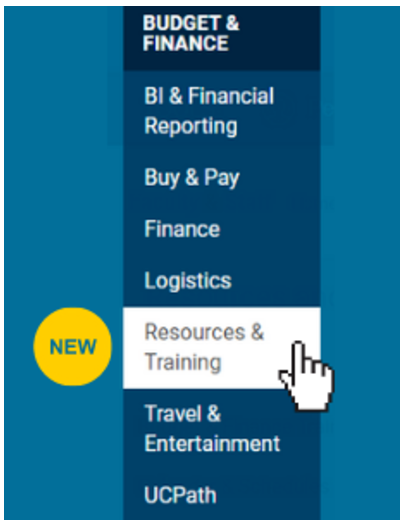
launched Faculty and Researcher Office Hours on Tuesdays from 1:00pm - 2:00pm. Click here to join - https://ucsd.zoom.us/j/94383220998

This hour is dedicated to supporting **faculty** as they work within Oracle to view, interpret and understand their project financials. This is an opportunity for faculty to continue learning new reports as well as ask any other questions on the new Oracle financial system.

Project Cost Transfer Dashboard Panorama Updates
As of **August 24, 2021**, Updates to the Project Cost Transfer Dashboard are now in production. Email's to PIs with their daily cost transfers will now include their fund manager(s) for the impacted award(s). The following updates are listed below:

- Updated report pages with clarifying information for performance.
- Default date ranges are now set on most pages, but these date ranges can be changed by the user.
- Workflow report now shows the status from the workflow engine and the Project Costs Adjustment History.
- Workflow report now links to the user roles report.
- Workflow report can now be run by Project Owning Organization.





Locating Resources & Training Just Got Easier!
Check out the new Budget & Finance Resources & Training section in Blink. The section centralizes training courses, important schedules and deadlines, and communication channels. Resources & Training is now on the top-level navigation making it easier to locate. We look forward to sharing more exciting updates as we continue working on the Budget & Finance CMS Redesign!

Removing Approver Roles

When a Financial Unit, Department Head, or Special Entertainment Approver leaves the department (or the University), please take steps to remove their approver roles as part of the deprovisioning process. This will ensure security within your department as well as prevent documents from routing to an unsuitable approver and delaying the approval process.

The Role Removal Request form in Services & Support can be used to remove approver roles. If you are removing a role from an individual, please consider requesting the role to be granted to another individual in order to establish a minimum amount of viable approvers within your department. This can be done using the Role Request form.

Paying for the Moving Company Service

Department move coordinators: Pay for the moving company service for an employee move with your Travel & Entertainment (T&E) Card and reconcile the transaction in Concur. To avoid declines, the department move coordinator/cardholder must have the moving company vendor Merchant Category Code (MCC) added to their card. You can request to add the MCC by submitting a Services & Support ticket to Travel & Expense if that is the only request or by noting it in the Comments text field of a T&E Card Action Request in Concur, should you also require a limit increase.

Review the Move/Relocation pages on Blink for a process overview, policy information, and a direct link to the KBA.

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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UC San Diego

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