

Budget & Finance Weekly Digest

January 19, 2021- 3rd Edition

Announcements

Oracle Financials Cloud

New Chart String Validation Rule
Two new cross validation rules (CVRs) were implemented to ensure that all transactions post to PPM accurately and to assist with the PPM to GL reconciliation.

1. Certain funds (20001, 20002, 20401, 20701, 20702) that are specifically designated for UCPath, and were not intended to be transacted to, have been disabled for transaction posting and are no longer valid to use. If you try to submit a transaction with one of the funds above, you will receive a COA Validation error.

   Sample Error Message:
   CoA Failed Validation [20401.3000032.522401.440.000.000000.1030292]: You entered an account combination that's disabled. You must enter a different account combination

2. Certain funds (20000, 20400, 20700) can only be used if there is a Project in the chart string. If the project field is blank when you try to submit the transaction on one of these funds, it will prompt the following COA/POET validation error.

   Sample Error Message:
   Concur System: CoA Failed Validation [20700.5000051.522201.400.000.000000.0000000] : Cross-Validation Rules: Project required on chartstring for SP (GL-114889660)

Cleanup of historical transactions affected by newly implemented CVRs will be led by Central Offices reaching out to impacted departments.

Related Resources:
How to Edit and Delete Concur Requests and Expense Reports
How to Resolve POETAF/COA Failed Validation Errors in Concur
STaRT tool: POETAF and Chart String

Resource Transfer Request
We are pleased to announce the Resource Transfer Request is now available in Services & Support. Please note, resource transfers:

- Cannot cross funds;
- Will only be reflected in the general ledger (GL), meaning the chart string will include the number;
- Each transfer requires a separate request;
- Resource Transfer does not apply to sponsored research. If you are looking for information on Fixed Price Award transfers, go here.

To confirm if two projects have the same fund, go to Oracle > Financial Reporting Center > “DFFs for Non-Sponsored Project and Task Report”. DFF stands for “Descriptive Flex Field” and is what drives the accounting for a given project and task.

Oracle Cost Transfers
Oracle Cost Transfer has a character limit of 1000 for the justification and **does not display an error** if exceeded. This is a software defect that has been reported to the vendor. Please ensure that your cost transfer justifications are within the 1000 character limit.

Oracle PPM Award Temporary Extension
The Oracle PPM Award Temporary Extension is the interim process for requesting a temporary extension on a Sponsored Project to allow for continued spending until award modification is received. The process has been modified to allow extension from 6 months to 12 months.

We are currently in the process of updating the dropdowns in the request form. In the meantime, please indicate which of the following modified extensions you are requesting in the justification section:

- 1st request results in a one-time 6 month extension on the award/project and requires department leadership approval (MSO/DBO) and is subject to OPAFS review.

- 2nd request results in an additional 6 month extension on the award/project (12 months total) and requires MSO, PI, OPAFS Associate Director approval.

Related KBA: How to Request an Oracle PPM Award Temporary Extension

Update on Payables Ledger Discrepancies
As reported at the end of last year, there were discrepancies discovered between some Payables charges posting in the General Ledger versus PPM.

The transactions that were impacted involved invoices that had new line items that were not originally specified on its corresponding PO. These new lines included freight and/or use tax. The corresponding POETAF segments were not brought over into PPM.

We are happy to announce that IPPS has corrected the root cause of the error, and fixed all affected transactions. No additional action is required to correct the errors.

Concur Travel & Expense

New CDC Travel Requirement during COVID-19
Starting on January 26th, a new CDC order requires all U.S.-bound passengers flying into the country to present a negative COVID-19 test result upon arrival. Refer to the CDC order for more information.

Training & Support



New Reporting Webinar Series!
Join the new centralized Oracle BI team and see the future of UCSD financial reporting. From security enhancements to a streamlined user experience, we are excited to introduce you to a world of data at your fingertips. During the first 90 minute session of the series, we will explore the new Project Dashboard, walk through the newly revised processes for requesting support, additional reporting needs and talk about our plan to deliver high quality solutions directly to you.

Register for the BI & Financial Reporting Series: Project Dashboard on Thursday, January 28 @ 9:00am.

Oracle & Concur
Live training offerings are ongoing. For a full list of FIS training opportunities,

visit the Budget & Finance Training Courses page on Blink.

Visit the Training & Events Calendar for information on upcoming webinars and the next Hot Topic meeting.

Tips & Tricks

Oracle Financials Cloud

How to Ship to a Personal Address
Refer to our KBA for instructions on how to ship goods ordered via Procurement Card or Oracle Procurement to a personal or home address.

How to Default a Deliver-to Location in Your Profile
If you were previously using the Trade Street-Preferred address in Oracle Procurement, then you will need to choose a new deliver-to location in your profile (requisition preferences). Please refer to our KBA for a full list of addresses available in Oracle Procurement and instructions on how to default one.

Populating POETAF Information during Checkout in Oracle Procurement
When using a chart string (charge account) that is associated with a project, it is necessary to also populate the POET information in the Billing section. Refer to our Checkout Video Guide and Expenditure Organization KBA for assistance in completing this information.

Concur Travel & Expense

How to View Available Form Field Options
Concur documents are smart forms, where certain form fields are connected. When a specific field option is selected (e.g. Project number), the system will update the list of available options to choose from for any related form fields (e.g. Task). This is helpful for Concur users/delegates when entering in the form fields for your chartstring (COA/POET) on the Request/Report Header.

Connected fields are indicated by circled numbers appearing by the field name as shown above.

1. **Financial Unit Approvers**: Once you've selected your *Financial Unit* ❷, click into the *Approver* ❸ field and wait for the system to load a drop-down menu, listing available approvers for that selected Financial Unit.
2. **Project Segment**: Once you've selected your *Project* ❶, click into *Task* ❷ (and *Funding Source* ❸ only if greater than 0) to load the available options in each respective drop-down menu.

Note: When applicable, be sure to look for the available options below the “Recently Used” section that would appear at the top of the drop-down menu

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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.

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.
Find answers, request services, or get help from our team at the UC San Diego Services & Support portal.

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