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Budget & Finance Weekly Digest

University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093

Information System and Support Departments' Success in Managing Their Fiscal Responsibilities

After a Concur Request or Expense Report is submitted, chart string errors will resolve the most common COA and POETAF validation error alerts. To resolve an error, reference our User Guide for the specific error code.

If a Requisition KBA is returned due to a COA or POETAF validation error, the resolution will depend on the type of chart string error. For all errors, please contact your Fund Management office hours June 23, 9:00am.

Faculty and Researcher Panorama

When ordering supplies, research personnel with a UC contracted moving company, please review UC contracted moving company invoices for staff and academic employee expense reimbursement purposes.

Payments to Employees

Concur Travel & Expense

Oracle Financials Cloud

PPM Billing vs. Receivables, 12 Appendix (with glossary), and updates to the PPM User Guide are available. The PPM User Guide is a living document updated as processes are refined. If you would like to be added to the PPM User Guide email list, please reply to this message.

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Getting Ready for Fiscal Close

As follow-up to the New Telecom Recharge Details Report, you may now check change order status on purchase orders. Once a change order is created, it is visible through Checkout. Refer to our How to Check Change Order Status on Purchase Orders page for instructions on how to check change order status on purchase orders.

New Blink Page: Alternatives to Out-Of-Pocket Expenses

Tips & Tricks

Use a Preferred Address in Oracle Procurement

Oracle Financials Cloud

Oracle Procurement

Tips & Tricks

How to Reference Shipping Charges on Purchase Orders

How to Check Change Order Status on Purchase Orders

The new fiscal year is upon us and with that comes a few activities that will be required of all departments. ATTENTION ORACLE USERS!!!

As of the first of the month, our Oracle Procurement system and external integrations will be closed and not accessible until the end of the month. We will not be able to make additional purchases and our current purchase requests and orders will be frozen.

If an invoice is received against a transaction that references a closed project, you will need to have the invoice closed as well. The new year's financial statements are created as of the first of the month, so any transactions closed after the first of the month will not be included in the new year's financial statements.

Additionally, if you are aware of any invoices that you do not anticipate the department receiving, please ensure that they are closed as well. This will ensure that the correct revenue is recognized in PPM as of the first of the month.

Task to Project Update

If a task is created in PPM after the fiscal year close, you will need to update the project to which the task will be transferred. This will ensure that the revenue is correctly allocated to the project.

If an invoice is received against a transaction that references a closed project, you will need to have the invoice closed as well. The new year's financial statements are created as of the first of the month, so any transactions closed after the first of the month will not be included in the new year's financial statements.

If you have any questions or concerns, please contact your Fund Management office hours June 23, 9:00am.

Concerning the Department Cutoff Dates

The Department Cutoff Dates for the new fiscal year are as follows: 30 June 2021. This will ensure that all expenses are captured in the new fiscal year.

Please note that carryforward and revenue reversal on new tasks to projects was executed in PPM as a transaction and will not impact the General Ledger. Please note that carryforward and revenue reversal on new tasks to projects was executed in PPM as a transaction and will not impact the General Ledger.

We require that all expenses be captured in the new fiscal year, including for this scenario, are completed using account 774009.

Additionally, if you are aware of any invoices that you do not anticipate the department receiving, please ensure that they are closed as well. This will ensure that the correct revenue is recognized in PPM as of the first of the month.

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