Budget & Finance Weekly Digest

June 22, 2021 - 25th Edition

Announcements

As we approach the end of the fiscal year, Business & Financial Services (BFS) teams are experiencing a high volume of requests.

Cost transfer requests made before the June 15 closing cutoff date will not be processed by June 30 due to the complexity, volume of requests, and the time-intensive nature of the requests. Although cost transfers and expenses should be recorded in the appropriate fiscal year, or as soon as they are identified, the University's financial statement(s) and reporting to the UC Office of the President is primarily based on aggregate expenses hitting the appropriate fund. We understand that for this fiscal year, in some cases the costs might not be accurately reported within the appropriate fund, and impact at the award level could be significant, but fiscal close will continue as scheduled and cleanup efforts will continue into the new fiscal year.

If you are reporting to your sponsors on an upcoming ending Award project, please work with your Award Accountant to reflect appropriate expenses (including cost transfers) on the Financial Expense Report (FER) in SPARCM. The risk is that a department may over or under bill a sponsor if pending cost transfers and expenses are not yet applied to a closing Award project. Additional considerations for pending expenses on awards may include:

- Direct Retros
- Concur Expense Reports
- Grad Student Stipends
- Tuition and Fees
- Vacation Reimbursements (DFLT project instead of appropriate Award project)

- Recharges
- GL expenses that bypassed PPM
- Other expenses appropriate to the Award project

FER reporting reminders:

- Expenses must have adequate support for the amount being entered
- Expenses must be justifiable, auditable, and ideally what will be posted to the Award project
- An amount may not be added to "spend out" the award or claim the entire allocation/budget

To minimize cost transfers in the future, continue to work with your department PO Requisitioners and Concur transactors to ensure that the appropriate Project, Task, and Funding Source (POETAF) is included on all new transactions meant to hit Project Portfolio Management (PPM) and that your UCPath funding is updated timely in UCPath.

BFS teams will continue to work towards eliminating cost transfer backlogs and exploring more sustainable cost transfer processes in the new fiscal year.

Projects Can Be Closed with Outstanding Commitment
While it is best practice to finalize all expenses and lift all committed costs on projects, especially those closing at the end of the fiscal year, it is not a requirement to resolve these commitments before closing a project. Commitments on closing projects that need to be expensed should be resolved before the end of the fiscal year, but commitments that will not be expensed do not need to be lifted. If lifting commitments is a focus, below are tips to expedite processing:

- Verify with labs if goods and services have been received
- Contact vendors, including subcontractors, for immediate billing

If an invoice is received against a transaction that references a closed project, then action will need to be taken by the department to route the transaction through a different project. To relieve the constraints of the fiscal year close, IPPS will work with departments to resolve commitments following the end of the fiscal close.

Task to Project Update
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, and that your carryforward and revenue was transferred to new projects as

requested before the PPM only reversal. If you did not have a task to project reconversion, you will see that carryforward and revenue reversed in PPM as a transaction, with the General Ledger remaining the same with carryforward/equity or revenue - displaying as zero in PPM.

Remember that equity is account 300000 and any resource transfers during the year, including for this scenario, are completed using account 774009.

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 28** - (2:30pm) Ecotime - Biweekly Timekeeping entry deadline for current period, PPE 6/26/2021; Pay date 7/7/2021
- **June 30** - (1:30pm) Central Cashier closes at 2:00pm on 6/30/2021, however all campus deposits (including sub-cashier's) should be delivered to Central Cashier's unit by 1:30pm. Departments with cash receipts (i.e., cash or checks on hand) must deposit them by 1:30pm.
- **June 28 / July 1** - UCSD Medical Center sub cashiers are requested to make their deposits on 6/28/2021, the last business day of June. The UCSD Medical Center pharmacy and cafeteria are exempt from this provision and will make their final June deposits by 9:00am on 7/1/2021, the first business day in July.
- **July 2** - (EOD) Services & Support - Recharge/Oracle MCI File Submissions - For activities having significant work-in-progress, recharges for work completed through 6/30/2021 should be included.

Unclaimed Payments

Friendly reminder that as we head into our first fiscal year-end close, we ask that departments please make all efforts to identify and claim all Unidentified Payments KBA.

Additionally, if you are aware of any invoices that you do not anticipate the

University will be able to collect on, please submit a Services & Support ticket with the relevant invoice and customer information. Please review the Receivables Aging Report to assist with identifying outstanding receivables by date, which is located in the UCSD-DSH Accounts Receivable Panorama at https://bah.ucsd.edu/.

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.

BI & Financial Reporting

ATTENTION ORACLE USERS!!!
The new fiscal year is upon us and with that comes a few activities that will impact your GL-based reporting. Please join us in office hours this **Wednesday, June 23**. We will be discussing how revenues and expenses in the General Ledger (GL) will be rolled to a new Carryforward/Beginning Net Position balance, how the timing of those activities will impact GL-based reporting and how the Oracle BI team is working to support your reporting needs during the interim. To hear all about it, please attend both of the following office hours:

- Fund Management office hours June 23, 9:00am
  https://ucsd.zoom.us/j/2267888520
- BI & Financial Reporting office hours June 23, 1:00pm
  https://ucsd.zoom.us/j/93680320405

New Cellular Recharge Summary Report
The Cellular Recharge Summary Report contains the detailed recharges posted to the department chart strings: Project, Task, & Funding Source in OFC. The primary audience for this report are financial officers looking to reconcile the Cellular recharges posted to their department ledgers.

New Telecom Recharge Details Report
The Telecom Recharge Details Report contains the detailed recharges posted to the department chart strings: Project, Task, & Funding Source in OFC. The primary audience for this report are financial officers looking to reconcile the Telecom recharges posted to their department ledgers.

Faculty and Researcher Panorama

As follow-up to the Faculty and Researcher Panorama released on April 15, we are pleased to share a third release of the replicated MyFunds for awards and sponsored projects. Based on feedback from frontline fiscal and fund managers, the following enhancements are now live:

1. Added a link on the Project number-name to an EBS report that provides project-level information (Expanded Project Summary).
   If you want to see information for a single task, click the Task number - name. If you want to see information for the entire project with all tasks, click the Project Number & Name.
2. Added a Period Start Date to the Expanded Task Summary and the Expanded Project Summary. *This allows you to return cost details for a date range rather than just a single month*

Read the full notice to Faculty, Researchers, and Fund Managers.

Tips & Tricks

General

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

Paying out of pocket is a thing of the past! Check out our newest Blink page outlining the myriad of payment options available at UC San Diego - and get to know the benefits of taking advantage of these payment products. The page mentions University Card Products (Travel & Entertainment Card and Procurement Card), Concur Booking, Oracle Procurement, and Amazon Business.

Oracle Financials Cloud

Use a Preferred Address in Oracle Procurement
When ordering items to be delivered to an on-campus location, it is important to route the package by Trade Street. They have access to buildings that external carriers do not, they are familiar with the layout of campus whereas external carriers are prone to misdelivery, and they have freezers of various sizes to store perishable items. You can tell you are using them when the deliver-to location has the format of *[your building name] - Preferred*. A full list of deliver-to locations and instructions on how to default them in your profile can be found in our KBA.

How to Check Change Order Status on Purchase Orders
Depending on the change you are requesting on your Purchase Order, professional buyer or financial unit approval may be required before the change is executed. Refer to our How to Check the Status of a Purchase Order Change Order KBA for instructions on how to review the status of your change order.

How to Edit the Period of Performance on Purchase Orders
Although it is not required to edit the start or end date of your purchase order when the time frame changes, you may want to do so at the supplier's request or for your department's records. Our new KBA walks through the process of how to do so via a change order.

How to Reference Shipping Charges on Purchase Orders
Shipping and freight charges should not be added as separate line items on your purchase orders in Oracle Procurement. If your supplier asks for shipping to be referenced on the requisition, you may instead do so by adding a comment during checkout. Refer to our How to Reference Shipping Charges on a Requisition KBA for instructions on this process.

Be in the Know: PPM User Guide
The PPM User Guide is a living document updated as processes are refined. See KB0033288 to view the latest PPM guidance, including the clarification of PPM Billing vs. Receivables, 12 Appendix (with glossary), and updates to 2.2.1.2 Award Funding. To request clarifications and additions, use the new **Add a comment** feature at the bottom of the KBA.

Concur Travel & Expense

Payments to Employees

Concur uses the Payment Type: *Payment to Employee* to signify that payment for the expense will be made to the employee who owns the Concur account on which the Expense Report is created. If processing a Concur document on behalf of another employee, please ensure that you are acting as their

Delegate before starting the reconciliation process. This will ensure timely and accurate payment to the proper individual. More information on Delegates may be found on this Blink page.

Employee Moves - Moving Company

UC contracted moving company invoices for staff and academic employee moves must be paid with the department contact's Travel & Entertainment (T&E) Card and processed via Concur (not on a PO). The Concur Request ID serves as the trip authorization number that is provided to the moving company. The T&E Card transaction must then be reconciled on the Travel Request and Expense Report under the Concur account of the T&E Cardholder, whereas any expenses incurred by the new employee are to be claimed on their own Concur account. For more information regarding arranging a move/relocation with a UC contracted moving company, please review this Blink page.

How to Resolve POETAF/COA Failed Validation Errors in Concur

After a Concur Request or Expense Report is submitted, chart string information is validated against data in Oracle. If your Concur document was returned due to a COA or POETAF validation error, the resolution will depend on the type of chart string error. Reference our KBA for instructions on how to resolve the most common COA and POETAF validation error alerts.

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

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