Budget & Finance Weekly Digest

August 10, 2021 | 32nd Edition

Announcements

General

Payables Cost Transfer Update

If you use a chart string on a transaction such as a requisition, nonPO payment request, or Concur expense, then POETAF information must also be provided for the transaction to post to the PPM ledger. If this is not done, then a payables cost transfer needs to be processed. The form used to request POETAF information be added to a posted payable transaction has been updated in the associated KBA. We at IPPS are also continuing to improve upon the payables cost transfer process as a whole, and any updates will be announced in weekly digests to come.

Oracle Financials Cloud

OFC to UCPath Integration Update

Any combination entered into Oracle on or after July 1, 2021 will be passed to UCPath, regardless of Task start/end date. If a funding entry in UCPath falls outside of the active period for the Project/Task, it will be posted to the FinUnit Project DFLT (default). Previously, combinations were only passed if they were within the Task start or end period. Recognizing the need to enter

funding ahead of a start date or a direct retro after a Task has ended, these validations were removed.

Oracle Procurement: Buying Research and Inventorial Equipment

Thursday, August 12, 2021 @ 8:30am - 9:15am

This training webinar consists of a 30-minute presentation followed by a Q&A session, with an overview of a new inventorial equipment feature in Oracle Procurement that is now available to Shoppers.

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, August 12, 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 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.

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 PO's). 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.

Click to access 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!

New Blink Update: BI & Financial Reporting At Your Fingertips

We have updated & relocated [BI & Financial Reporting Blink content]() to make it user-friendly and easy to find. BI & Financial Reporting is now on the top-level navigation bar alongside Buy & Pay, Finance, Logistics, Travel & Entertainment, and UCPath. Stay tuned for more exciting updates as we continue working on the Budget & Finance CMS Redesign. We hope you find this useful!

Project COA Lookup Tool Available in OFC

The Central Oracle BI team released a new Project COA Lookup Tool!!! It is searchable by FinUnit, Project, Task, or Person Name (assigned as the MSO/DBO/CAO, Fiscal Manager, Project Fund Manager or Task Manager). This report will return the chart string combinations that are valid for your projects based on the award/project information. Please attend our office hours **this Wednesday, August 11, 2021 at 1:00pm - 2:00pm** as we will be diving into your questions around this report and more!

Report Sunset Alert

With the new Project COA Lookup Tool, the following reports will no longer be necessary and will be sunsetted on **Tuesday, August 10, 2021**.

Please remove all bookmarks and redirect to the new Project COA Lookup Tool using bah.ucsd.edu -> Budget and Finance -> UCSD-DSH Project Information Lookup.

Concur Invoice Date

The Concur Invoice Date reflects the most accurate date (i.e. earliest transaction date). This will help in reducing the number of Project Budget Validation holds on Concur invoices.

Concur Request ID and Report ID

When referencing a specific Request or Expense Report in a Services & Support case, please be sure to provide the proper document number. To determine your Request ID or Report ID, follow the steps in this KBA. Also, please refrain from providing the Request ID when referencing an Expense Report, and vice versa.

Processing Student Employee Travel and Events

For Travel and Events Expense Reports that involve Student Employees, the proper Traveler Type (Travel) and Payee Type (Events) to enter in the Report Header is Employee, not Student. Traveler/Payee Type Student refers to non-employee students who do not have a UCPath ID. Additionally, the Payment

Type when creating expenses is Payment to Employee. Student employees are considered employees for the purposes of processing Travel, Event, and Non-Event reimbursements in Concur.

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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