

Budget & Finance Weekly Digest

May 18, 2021 - 20th Edition

Announcements

Oracle Financials Cloud

Updates to Project Personnel Assignments - Corrections Needed!
The purpose for the Project Personnel Assignments was to efficiently update and override assignments at the lower levels to create better reporting results without duplicating or dropping data. However, many of the templates we received to update project personnel assignments were submitted with one or more of the following errors:

- Corrupt data including shifted columns, invalid email addresses, bad formulas, etc. which caused the programming to not read the updates
- Users inadvertently submitted updates for the wrong organizations (i.e. BFS updated something for RMP)
- ~100 projects are missing project managers or have incorrect task managers

Take the following steps to correct the errors by 3pm on Friday, May 21:

1. Review your submission(s) for errors: Combined Update file
   a. This output is from our development environment and is in the same format as the original file
2. If you find any errors in the shared file, update the file directly
   a. If you apply a filter, update quickly, then clear the filter and close the shared file. Be careful not to update someone else's data
3. Review the PROJ MGR Missing Projects file and add the appropriate project manager as needed

4. Understand how the personnel will be updated (assignments should be made at the highest level):
   a. If task manager is equal to the project manager, leave task manager blank;
   b. If task fund manager is equal to the project manager, leave task fund manager blank

   Example A: If award x has PI Smith, with Co-I Jones who "owns" one task, the setup would look like this:
   1. Award PI: Smith
   2. PM: Smith
   3. Task Manager 1: Blank (because it is Smith)
   4. Task Manager 2: Jones (because that is Jones portion)

   Example B: If project has Fund Manager Smith, with two tasks (Smith and Jones), the setup would look like this:
   1. FM: Smith
   2. Task Fund Manager 1: Blank (because it is Smith)
   3. Task Fund Manager 2: Jones

   c. For the task to project reconversion, if no task fund manager provided, the new project manager will be the same as the "old" project manager
5. If you have additional changes, submit those in the Combined Update file (step 2)

We will begin updating in production on May 22, 2021. These corrections provided in the file above to override previous submissions will be processed last so that they are the most current. After we load the data into production, we will send another output file and specific error messages (e.g. requested update for a user already existed in the role).

- Duplicates
- Incorrect Email
- Override another user

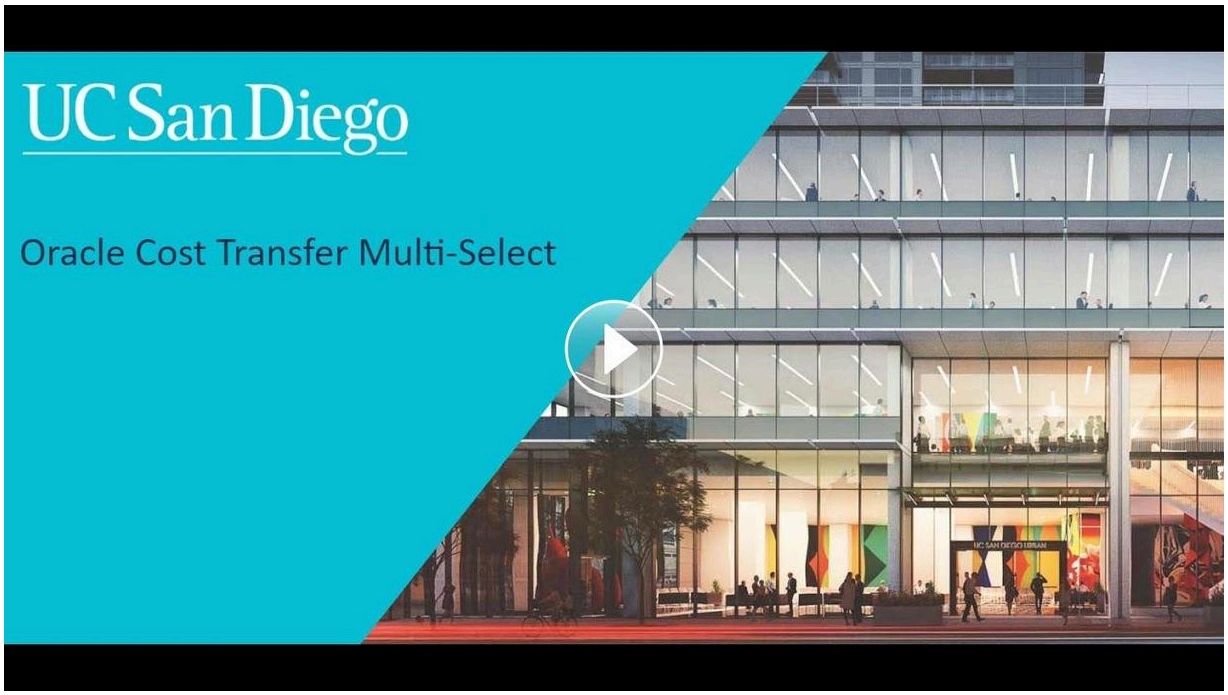
If you miss this deadline, you will still be able to request updates via UC Services & Support.

Award Overview Update
The Award Overview screen had a known issue that Oracle has recently resolved. The issue was commitments and costs were not updating in real time. If this issue persists, please submit a Services & Support case to OPAFS by selecting Post Award Financials, Oracle Awards Projects. Please note the

Award Overview shows Approved commitments, while Manage Committed Costs shows ALL commitments.

Oracle Cost Transfer Multi-Select Now Available!
Oracle has delivered the ability for departments to initiate PPM cost transfers for more than one transaction at a time, with all transfers being final approved in the department! See KBA How to select multiple Transactions/Costs for a Cost Transfer in Oracle and watch the demo below to learn how to cost transfer multiple transactions at once.

Are you a cost transfer approver? This quick refresher is for you!



Concur Travel & Expense

Selecting Approvers before Submitting Documents
Users now have the capability to select their Department Head and Special Entertainment approvers before submitting their Requests or Expense Reports.

To navigate:

- From the Request, select the Approval Flow tab
- From the Expense Report, select Report Details > Report Timeline > Edit (next to Approval Flow)

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

2020-2021 Departmental Fiscal Closing Cut-Off Dates
Each year, Internal Controls & Accounting (formerly known as General Accounting) publishes resources for personnel involved with the fiscal closing process. These resources include a list of actions and deadlines for fiscal closing. Please refer to the Ledger Close Dates page for the list of important cut-off dates that may affect your department.

In order to meet the UCOP closing timeline, Internal Controls & Accounting has established the preliminary subledger cut-off date as July 8, 2021 and the last day for departments to submit journal entries for final approval will be July 16, 2021. The last day for Vice Chancellor offices to submit exception journal entries for final approval will be July 23, 2021. For more information and the full official close schedule, please refer to Fiscal Closing 2020–2021: Overview.

Attend a special office hour held this **Friday, May 21, 2021 from 9:00-10:00 a.m.** where we will answer questions related to the fiscal closing process. We encourage you to crowdsource answers from colleagues in the Budget & Finance Community of Practice.

Concur Delegate-Prepared Documents
Delegates should check with the faculty and staff members for whom they prepare Concur Requests and Expense Reports to complete any pending documents before fiscal close. Additionally, Procurement Cardholders should work with their Department Administrators on reconciling outstanding card transactions.

Training & Support

Payment Compass Webinar
Tuesday, May 25, 2021 @ 1:30pm - 2:30pm
The Payment Compass webinar is a series that covers navigation of the platform, payee invitation and registration, and invoice submission.

Hot Topics: Commitments
Wednesday, May 26, 2021 @ 11:00am - 12:00pm

Join the IPPS Team for the next session of Hot Topics! This session will focus on Commitments as it relates to Concur and Oracle Procurement. Our instructors will be reviewing Oracle Procurement and Concur best practices in viewing and lifting commitments, provide a live tutorial, and host Q&A. This is a great Hot Topics to attend as we approach fiscal deadlines. We hope to see you there!

Concur Travel & Expense

UC San Diego Travel: Before You Go
Thursday, May 27, 2021 @ 9:00am - 11:00am
Faculty and staff who travel or book business travel can further their understanding of travel 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, May 27, 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.

Please note that you can also search “Concur” in the UC Learning Center to browse through instructor-led Concur courses.

Tips & Tricks

Concur Travel & Expense

Concur Approvers: Tasks and Workflow Training Video
A new video has been published giving an overview of the myriad of abilities Approvers have in Concur. The Concur Approvers: Tasks and Workflow training video discusses Supervisor Approvers as well as the different capabilities available to approvers in Concur.

Non-Employees and Concur
Please note that non-employees (regardless of Affiliate access) should not be using Concur solely to submit reimbursements for themselves. Affiliates should only access Concur for the following functions:

- As an active Travel & Entertainment Cardholder or Procurement Cardholder to manage the reconciliation of their card transactions
- As part of their role and responsibility to process Concur documents as a delegate

Travel and Event reimbursements to a non-employee should be processed through an employee's Concur account, whereby the proper non-employee payee fields (as shown in Guest Travel) may be completed. Any other payment to a non-employee is processed via a Payment Request. As a reminder, all non-employee payees must be registered in Payment Compass prior to requesting payment.

For any questions on Concur affiliates/non-employees, please contact Travel via Services & Support.



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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