


# Budget & Finance Weekly Digest

February 16th, 2021- 7th Edition

## Announcements

### General

**January Close Delay Update**

The Import Costs Job in OFC is not functioning as expected. Outstanding Payables invoices cannot be imported to PPM and is delaying ledger close. This issue has been escalated with Oracle for resolution. Thank you for your patience.

**WalkMe Enabled for Payment Compass**

The first phase of WalkMe content has been installed on the Payment Compass website. WalkMe is a guidance and navigation tool that simplifies user experience. This technology has already been used to great effect in Concur and Oracle Procurement. Content has been created for the navigation and payee registration processes. Additionally, content specific to external payees (e.g. suppliers) has been developed which will assist them in navigating the site. WalkMe content will continue to launch periodically throughout the first half of 2021 in order to enhance the Payment Compass experience.

### Oracle Financials Cloud

**Oracle Planning and Budgeting Production Environment is LIVE!**

On January 25th, the Financial Information System project team launched the new Oracle Planning and Budgeting system, introducing thoughtful design and uniformity across budgeting at UC San Diego. Learn more about Oracle Planning and Budgeting.

**New *Fair Work Fair Wage* Field**
A new dropdown titled *Where is work performed* has been added to the checkout page in Oracle Procurement. This field has been added for compliance with the UC Fair Work Fair Wage policy dictating that anybody performing work on a UC site needs to be paid a minimum wage of $15/hour. UC San Diego is required to report on how many orders are subject to Fair Work Fair Wage every year. To assist with this, please populate this field for any requisition with associated services.

**What is the Process for Interlocation Transfers of Funds?**
An Interlocation Transfer of Funds (ILTF) is a transfer between campuses or UCOP that usually result in net increases or decreases in the level of budgeted resources for campuses involved. For information on how to process ILTFs using new chart string requirements, read knowledge base article KB0032263.

Please note, the Intercampus Request for Reimbursement (IRR) process remains the same.

## Concur Travel & Expense

**Introducing New Concur Invoice Number & Description**
New Concur invoice information will launch this week in efforts to enhance reporting and search capabilities in Oracle. The Concur Invoice Number and Line Description fields will be expanded to include certain payee details.

The new Concur *Invoice Number* starts with “TE_” and will contain the:

- Request ID or Report ID (Concur document reference number)
- Employee Name of the Concur User/Cardholder (format: LastNameFirstName)

The Lines *Description* will include the:

- Concur Expense Type name
- Supplier Number of Non-Employee Payee/Guest Traveler (when applicable
- Vendor Name of University card transactions (when applicable)

Please note that you can further search for Concur payment details (e.g. Supplier Number, Payee Name) in Payment Compass. Additionally, we will be updating Knowledge Base instructions on how to look up past and subsequent Concur invoices.

*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.*

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## Training & Support

### Register for an Upcoming Webinar

- **2/18/21**: BI & Financial Reporting Series: Cost Transfer Panorama
  We invite you to attend a live webinar about Oracle cost transfers (post-training updates) including access requests, best practices for justifications and consequences, and PI/PM notifications. The demo will take you through the Cost Transfer Panorama, which supports the post-audit review, a department's ability to see cost transfers processed, and all transfers' status.
- **2/24/21**: Hot Topics: Oracle Requester Role and Concur Delegates
  Join the IPPS Team for the second session of Hot Topics! This session will focus on the Oracle Requester role and the Delegate role in Concur. Instruction is intended for individuals who process transactions in Oracle Procurement and Concur.
- **2/25/21**: BI & Financial Reporting Series: Transaction Panorama
  Join the Oracle Functional Leads and the Oracle BI team as we dive into the new Transaction Panorama. Built on the power of Oracle data analytics, this dashboard is designed to highlight the transaction discrepancies and errors in the Oracle financial system. Don't miss it!

### Take a Training Course!

**Project and Grant Management: Getting Started** (Fund Managers)
Project and Grant Management: Getting Started is a fund manager training series created to support project and grant management via online video guides. Watch this series for step-by-step instructions on how to view the reports needed to manage department financial activities and construct financial statements.

**Concur Travel & Expense Live Training Courses**
*Planning to travel for UC San Diego business?*
Register via the UC Learning Center and join the Travel team as they go over Concur Travel & Expense tips and travel policy guidance. The next Travel Training day is Thursday, February 25.

**2/25/21, 9:00 am**: UCSD Travel: Before You Go

**2/25/21, 1:00 pm**: UCSD Travel: Reporting Expenses

*Tip*: Search "Concur" in the UC Learning Center to browse all instructor-led Concur courses available this quarter.

**Oracle Procurement Live Training Courses**
Beginning in March, Oracle: Buying and Paying for PO Requisitioners will be offered monthly instead of every other week. As demand for the course increases, we may return to a more frequent schedule. You may register for the Oracle: Buying and Paying for PO Requisitioners and the Oracle: Buying and Paying for Financial Unit Approvers courses in the UC Learning Center.

**Oracle: The Elements of Accounts Payable Training**
*Did you miss the live webinar?*
Watch this training for an overview of the various sources of payables transactions, how COA and POETAF drive the posting of these transactions, the flow of a transaction once it is within Oracle Payables, how to minimize cost transfers, how to access information, and other key concepts to help navigate the every day when it comes to payables. Click to download the training deck and live Q&A.




## BI & Financial Reporting

**Department reports now available include:**

- **Project Balances with Expenditure Details** – Summary and transaction detail report for all project types, including budget, costs, commitments

and revenue. Click here to learn more.

- **General Ledger Details** – General Ledger summary level detail back to detailed transaction line-item information and original source documentation view. Click here to learn more.
- **Net Operating Results and Fund Balance** – This report provides overall net financial surplus/(loss) by major fund groups for a particular Vice Chancellor unit, a Division, School, Department or Project. The report is presented in a standard profit and loss statement format and includes the prior year's carryforward as a beginning balance to provide the user a financial position at any given point in time. Click here to learn more.
- **Expanded Budget Summary (EBS)** – Provides the user with GL budget, actual, and budget variances in a profit and loss statement format for the current fiscal period and YTD. Click here to learn more.
- **Budget vs Actual** – Provides the user with budget, actual, carryforward balance, and budget variance in a profit and loss statement format for YTD for the Accounting Period selected. Project report parameter is available, but no budget data for projects. Click here to learn more.
- **Personnel Expense Projection Report** – This new report is available at reports.ucsd.edu > HR/Payroll tab > under the **Payroll Accounting and Reconciliation** group. This report allows users to forecast staffing expenses for a particular Project or Financial Unit (salary, benefits, and assessments) based on Position Funding data available in UCPath allowing more accurate projections and tracking of funds

**Department reports now available include:**

- **Project Cost Transfer Dashboard** – Completed, Pending, and Rejected non-salary cost transfers. Target launch 2/18.
- **Transaction Panorama Dashboard** – Summary and detail drill down, particularly between PPM, AP, and GL to support error correction of transactions. Target launch 2/25.

**BI Quick Tips!**

- **Don't Forget!** Set your account settings to "Entered Currency" to ensure you can see your money!!! Watch how to change your account settings.
- **Customize your reports!** See a column you don't want to see? Simply "right click" and exclude it! Watch how to exclude a column.

**Where Are My Sub-Accounts?**
Watch recorded office hours with the Oracle BI team as they share essential information about what happened to IFIS sub-accounts. Oracle Financials Cloud does not have sub-accounts but does offer alternate hierarchies that provide similar functionality. Watch this video to learn more!




*Continue to report all enhancements, new reports, issues, and office hours topics to the Oracle BI team using Services & Support – we are here to help!*

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## Tips & Tricks

### Oracle Financials Cloud

**Guidance on Entering POET Information in Oracle Procurement**
When users submit shopping carts in Oracle Procurement, a new popup will appear asking if the PO Requisitioner populated Project, Task and Expenditure information as applicable to their order. This popup, as well as all other in-site guidance throughout Oracle, requires the WalkMe browser extension. If you do not have WalkMe installed, please refer to the How to Install the WalkMe Browser Extension KBA.

### Concur Travel & Expense

**Claiming Mileage for Past Years**
To claim mileage expenses for another year other than the current 2021 rate in

Concur (e.g. 2020), please use the *Miscellaneous Expense* Type and manually calculate the total amount rather than using the respective Mileage Expense Type and Mileage Calculator in Concur. Attach a mileage log or Google Maps document to the expense as necessary. For more information on mileage rates, please refer to Blink.

**How to Manage Guest Travel**

Take a look at the Knowledge Base Article on How to Book Travel for guest travelers and the revised Guest Travel KBA on claiming travel expenses.

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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.

## 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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