Budget & Finance Weekly Digest

April 11, 2023 | 116th Edition

Announcements

PaymentWorks Launched!
PaymentWorks, the new payee registration platform, is now available at: https://paymentworks.ucsd.edu. PaymentWorks provides the necessary security measures to protect the university against increasingly complex fraud schemes, status tracking of payee registrations, and opens up ACH as a payment option for PO suppliers. Visit the PaymentWorks Blink page for more information including training resources. Please note that new payee invitations or modifying existing registration information, is no longer available in Payment Compass. Payees will need to be invited to PaymentWorks to complete or update their registration.

Effort Reporting in ECERT Has Been Released for Certification
The ECERT (Electronic Certification of Effort and Reporting Tool) is live and available for effort report certification. Effort report certifications are required for all salaried employees on Federal and federal flow-through awards. We currently need to certify effort for fiscal years 2021, 2022 and the first half of 2023. We are asking that effort reports for FY 2021 and 2022 be completed by August 31, 2023. The first half of 2023 can also be certified but will have a due date that coincides with the due date with the report for the second half of 2023. Fiscal year 2023 will be due April 30, 2024.

While ECERT itself has not changed, we will be offering training sessions to support those who need a refresher or who have not gone through the process in the past. The training session dates and times will be released next week.

ECERT can be accessed at http://myeffort.ucsd.edu/.
Training tools and support can be found here.

Find Out More About the Travel & Entertainment - Temporary Virtual Card (T&E-TVC)
The Travel & Entertainment - Temporary Virtual Card (T&E-TVC) is a short-term, interim payment option for UC San Diego employees or for Guest Travelers who do not have access to the Travel & Entertainment Card. The card product features a firm dollar limit as well as temporary active dates for usage and users can easily view the credit limit, card expiration, and active dates for use. Through the US Bank's Instant Card App you can access the full card number and security code needed to complete online transactions.

To request a T&E-TVC for a guest traveler or an employee, please follow the steps under the Application Process drawer in our newest Blink page!

Important Information for Move/Relocation Coordinators
Did you know that there are multiple policies for Move/Relocation trips? If you are the move coordinator for your department, it is crucial that the new employee is fully aware of what expenses are allowable and this is determined by their job title code.

To determine which policy applies to your employees, you would first have to obtain their 4-digit job title code. Once you have that, you can search for it in the **Title Code System Lookup** page, and you can search by Academic Titles and/or Non-Academic Titles.
After you've determined what your new employees job title is, these are the different policies:

- G-13 – Managers and Senior Professionals (MSP) & Professional and Support Staff (PSS).
  - The Reimbursable Move/Relocation Expenses for Staff Blink page provides an overview of G-13 policy; however, this page also includes information on SMG employees. Please open each drawer to check eligibility requirements.
- Regents Policy 7710 – Senior Management Group (SMG).
- Moving Expenses for Academic Appointees.
- AM-560 – Postdoctoral Scholars.
  - Move Reimbursement FAQs.

It is also important to note that all Move/Relocation expenses are taxable to the new employee. This applies to out-of-pocket expenses as well as direct payments to the Moving Company using your Travel & Entertainment Card (T&E). Once your expense report(s) are approved, you can contact Payroll seeking an exception so that the tax can be spread out over several paychecks.

Project Portfolio Management Generate Invoices Job
The PPM Generate Invoices job is experiencing a bug and failing to create "draft" invoices. A Service Request of the highest severity has been issued to Oracle to escalate this issue for immediate resolution.

This issue is only affecting a handful of contracts (ca. 10 contracts). If you find that the system has not generated a "draft" invoice after verifying all information is correct; please submit a Services & Support ticket to have the invoice pushed through, submitted, and approved as a workaround solution.

Accounts Receivable Update
The category filter on the Aging report is currently not working; this is a known issue we are working to resolve.

BI & Financial Reporting: New Enhancements
The Business Intelligence (BI) and Financial Reporting team is excited to announce new enhancements have been made to the following reports:

- Transaction Details Report.
- Contract and Payment Invoice Report.
- Faculty and Researcher Dashboard.

Please see the BI & Financial Reporting section of the weekly digest to view more details about the enhancements now in production.

Watch recorded office hours and more on our [UC San Diego Budget & Finance YouTube channel](#).

[Concur: Event Expenses & Other Reimbursements](#)
Thursday, April 13 @ 9:00am - 11:00am
The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and would like to learn about more advanced meetings and entertainment terminology and concepts.

Topics Covered:

- Learn how to submit event payment requests and employee reimbursements via Concur.
- Review the process to submit event vendor payments.
- Be able to view and reconcile Travel & Entertainment card transactions.

[Fund Management Office Hours](#)
Every Thursday @ 11:00am - 12:00pm
Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don’t miss it!

[Reporting Workshop: Dashboard of the Week Series](#)
Monday, April 17 @ 11:00am - 12:00pm

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include an interactive report demo, discussion of what questions the report can answer, opportunities to ask questions and walk through your use cases, and hear how others are using the dashboard or report. Next week's session will feature the **Contract Management Dashboard.**

UC San Diego Travel: Before You Go

Thursday, April 20 @ 9:00am - 11:00am

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel preauthorization and UC San Diego's instance of Concur Travel booking tool. Intended for travel arrangers, delegates, travelers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced Concur Travel terminology and concepts.

Topics Covered:

- Review the process to request travel preauthorization via Concur Request.
- Be able to request a new University Travel & Entertainment Card.
- Learn how to book travel via Concur Travel.

UC San Diego Travel: Reporting Expenses

Thursday, April 20 @ 1:00pm - 3:00pm

Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers (Concur Delegates) and approvers.
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 in accordance to Travel Policy G-28.

Topics Covered:

- Arranging for prepayment of fees, such as registration.
- Making deposits, such as for hotels.
- Reporting expenses.
- Claiming traveler reimbursement.

Hot Topics: Fiscal Close

Wednesday, May 3 @ 11:00am - 12:00pm

Join Integrated Procure-to-Pay Solutions for its next session of Hot Topics to learn how to best prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel & Expense spaces.

Reporting 1:1 Sessions

Sign up for a 1:1 Zoom session to meet with a member of the BI & Financial Reporting team who can answer your specific questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH).

Have Finance-related questions?

Call the UC San Diego Finance Help Line.

(858) 246-4237 **Tuesdays - Thursdays | 10:00am - 12:00pm & 1:00pm - 3:00pm**

Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer Finance-related questions.

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!

Enhancement Release: Transaction Details
The following enhancements have been made to the Transaction Details report:

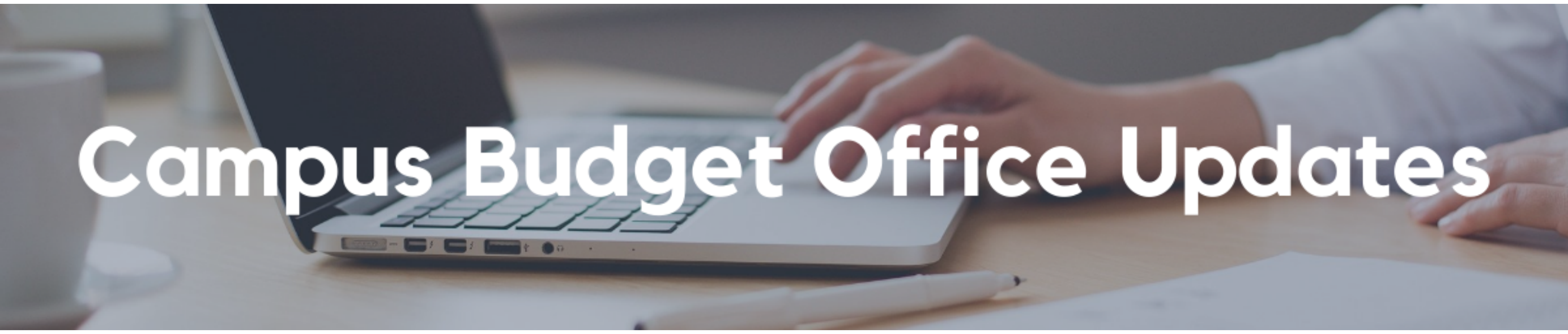
- Expenditure Invoice Line Requester (the person who placed the order) added to PPM Cost Transactions (PPM Full).
- Expenditure Item Date added to GL Transactions sourced from PPM.
- New Fin Unit L2 (Entity Code) prompt.

Enhancement Release: Faculty and Researcher Dashboard
The following enhancements have been made to the Faculty and Researcher Dashboard:

- Balance column moved to reflect Budget minus Costs.
- Added view for direct/indirect costs.
- Non-sponsored projects with no budget have been hidden.
- New alternate view for payroll page grouped by project and task, and then by person.
- Award Anticipated Amount added to Sponsored Project Expanded Summary report.

Enhancement Release: Contract Invoice and Payment Report
A new column has been added on the Contract Invoice and Payment Report for bill-through date.
Enhancements to Expanded Project Summary and Project Management Dashboard have been delayed to April 25 to allow for further User Acceptance Testing.

Special thank you to the following individuals for submitting the requests that led to this week’s enhancements: Kristen Walker, Irvin Palacios, Illan Aristarhov, Karen Riggs-Saberton, Danny Ybarra-Sanchez, Jennie Morrow, Patricia Camacho, Pamela Mellon, and Glenn Saunders.



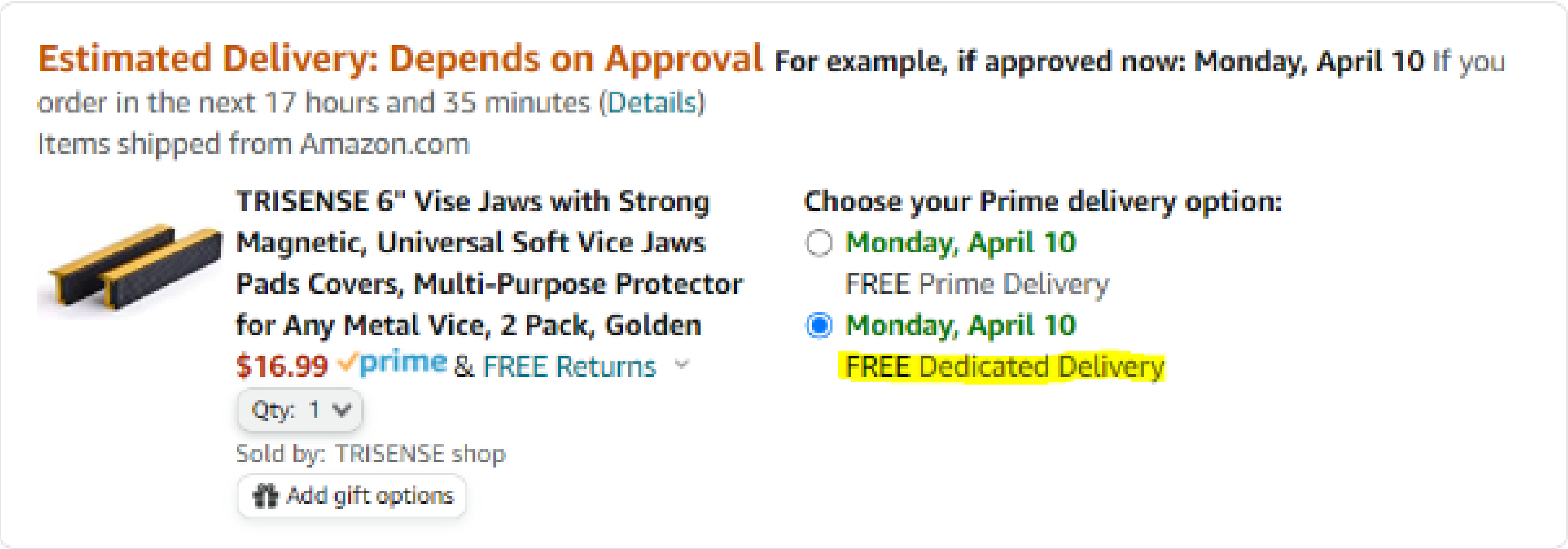
Oracle Budget Training Evaluation Results Are In
Thank you to everyone who completed our post-training evaluations during the EPBCS budget development this year. We had a total of 210 responses spread out over the 9 training sessions we offered, and your feedback was invaluable. While most were largely satisfied with the training provided this year, the feedback presented broad themes we will explore to improve our training curriculum before next year's budget preparation cycle.

Some key takeaways from these evaluations include:

- Approximately 30% of users were new to the EPBCS budgeting system.
- New and repeat users have very different needs - next year, expect to see two distinct training tracks for these distinct user groups.
- There is a desire for additional real-world use cases and examples in the training we provide, as well as different types of supporting documentation.
- A growing population intends to use Smart View rather than the web application to build budgets in future planning cycles.

In addition to the training-specific feedback that we gathered this year, next week our office will launch a broader evaluation of the budget development process for FY24. Through this evaluation, we hope to gain insights into the needs and experiences of our campus partners so that we can continue to improve our support of the campus budget development process in the future. We thank you in advance for your participation!

Amazon Dedicated Delivery for Accurate Last-mile Routing
When purchasing items via Amazon Business remember to select the ***Dedicated Delivery*** option upon checkout to ensure orders are routed to our central receiving and distribution center for accurate last-mile delivery.



When you are checking out in the Amazon Business punchout, you will see a defaulted shipping location and payment option. These can be disregarded, as the actual billing and delivery instructions will be gathered when you move forward to populate this information in Oracle Procurement after completing checkout in Amazon Business. Refer to the [How to Use the Amazon Business Punchout in Oracle Procurement KBA] for more information.

The Support Framework: Your Guide to Finding Help
Learning all there is to know about budget & finance can feel daunting.

The **Support Framework** is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What can I do **on my own**?
- Where can I **get help**?
- Who can **help escalate**?
- How do I **suggest enhancements**?

Bookmark or download a copy for quick links to various resources available to you.

Support Framework

Not sure where to find answers? Our support framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify resources.

TIER 0 **What Can I Do On My Own?**

Applies to you if you:
- Want to find published support information anytime
- Don't want to wait in line for your question to be answered
- Don't know who your department Subject Matter Experts (SME's) are

Self-Service Resources:
- Your immediate Supervisor
- Budget & Finance User Group
- Knowledge Base Articles
- Community of Practice
- Published Information in Blink
- Training Videos

TIER 1 **Where Can I Get Help?**

Applies to you if you:
- Have a question that is unable to be answered by your department SME or self-service resources
- Have a question that can be quickly answered by a knowledgeable representative
- Need to process a transaction in Services & Support
  - E.g. "I need you to process/approve/route…"

Resources:
- Attend an Office Hours session
- Contact the Finance Help Line
- Submit a request ticket in Services & Support

TIER 2 **Who Can Help Escalate?**

Applies to you if you:
- Are unsure how to submit your request/ticket
- Have submitted a ticket and are not receiving a response
  - Please try to give agents enough time to process your requests before escalating the ticket
- Identify something that does not seem to be working properly

Resources:
- Contact the central support team directly at financesupport@ucsd.edu
- Submit a ticket to Budget & Finance Support
- Find the form in our Request Catalog to process your transaction request

TIER 3 **How Do I Suggest Enhancements?**

Applies to you if you would like to suggest:
- An enhancement to a financial system
- Idea to streamline a financial business process
- Oracle & Concur financial reporting enhancement

Resources:
- Budget & Finance Suggestion Box
- Business Analytics Hub Help Page

View the full Support Framework on Blink.

UC San Diego
BUSINESS AND FINANCIAL SERVICES

Each Tuesday, the Weekly Digest provides important updates related to
Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.

Our goal is to deliver timely information that matters to you.

Not sure where to find answers? Get started using our Support Framework.

Visit Our Website | Subscribe to our YouTube | Contact Us

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