Budget & Finance Weekly Digest



April 16th, 2024 | 167th Edition

Announcements

Internal Controls Checklist Updated
The internal controls checklist has been recently updated, and you can obtain a copy of the current checklist on Blink: Best Practices in Internal Controls. Please note that the checklist continues to evolve as implementation begins with campus departments.

Please refer to KB0033904 FAQ: Internal Controls Checklist for answers to Frequently Asked Questions.

For further questions, please submit a ticket via Services & Support [*About* Financial Accounting, *Related to* Internal Controls, *More Specifically*: Internal Controls Support] or Meet with ICA.

New Subledger Transaction Correction Form, Replacing Non-Salary Cost Transfer Form
A new form has been created to assist users in submitting requests for corrections between the sub-ledger and general ledger, ensuring that the request is routed to the correct office to be appropriately assisted. This includes errors on various exception reports such as the GL-PPM Reconciliation report, Costs on No Project, and more. This will replace the Non Salary Cost Transfer form and is available on April 18. Come to Fund Manager Office Hours this week from 11:00 AM - 12:00 PM to learn more!

PPM Contract Amendments
Due to an increase in contract amendment requests to edit chartstring elements without correcting prior existing invoices, the decision to require an exclusive chartstring to flow through all invoices on a single contract has been implemented henceforth.

The negative downstream impacts of amending chartstring elements (Revenue, Fund, Account, Financial Unit/Organization) to contracts that cause more than one chartstring to be issued on a single contract cause multiple accounting issues and complicated cleanup projects.

- You may duplicate the existing contract, change the necessary elements, and create new invoices, as needed, to prevent further accounting issues if the new PPM invoices need to

reflect a change in any of the chartstring segments.
- Any existing S&S cases and contract amendment requests invoiced with differing chartstring elements are currently undergoing analysis; please be patient as our team continues to work with department members to resolve these issues.
- When submitting contract amendments, please note the reason in the Comments section to prevent amendment request rejection.

CIPERB Launch & Sign Up: Launching Monday, May 6th!
CIPERB (Customers, Invoices, Project Expenses Report & Billing) is a new tool that will provide full functionality for individuals to manage customers under the Accounts Receivable module in the OFC application. Customer data created and updated via CIPERB will be updated in real-time in Oracle to improve customer experiences and increase operational efficiency. The initial release will focus on Customer Accounts only; the following versions will expand upon further applications.

Register for one of the following training sessions (please use your UC campus email for registration):

CIPERB Training 1
Wednesday, 05/01/24 @ 10am - 11am

CIPERB Training 2
Wednesday, 05/08/24 @ 10am - 11am

CIPERB Training 3
Wednesday, 05/15/24 @ 10am - 11am

CIPERB Training 4
Wednesday, 05/22/24 @ 10am - 11am

CIPERB Training 5
Wednesday, 06/05/24 @ 10am - 11am

CIPERB Training 6
Thursday, 06/20/24 @ 10am - 11am

New Hotel Nightly Rate
Per the G-28 Travel Regulations policy, the nightly lodging rate has increased from $275 (before taxes and fees) to $333 (before taxes and fees). This change is effective immediately. Lodging expense reimbursements must be supported by original itemized receipts (hotel folio), regardless of the amounts incurred. If the traveler cannot secure lodging at the new rate, additional documentation needs to be provided; such as price comparisons of other hotel rates in the same area. Obtaining comparison documentation should be done at the same time as the hotel booking. Additional information on claiming lodging expenses can be found on the Travel: Meals & Lodging Blink page.

Note: If you have an expense report in progress or pending approval and would like to make corrections, simply Recall the expense report. If you have questions, please submit a Services &

Support case and select “Travel Reconciliation How-To” under the More Specifically drop-down menu.

Travel Sustainability: Just In Time For Earth Month

UCoP’s Central Travel Office has successfully launched the first-ever “Earth Month Lunch Flyover” webinar series! Many of you have already registered for multiple sessions and we can confirm a new “Myth Buster” session by Advito, who will break down common sustainability buzzwords.

The series kicked off on Monday, April 1, 2024, and continues through the end of April. Sessions are only 20 minutes and we encourage you to spread the word and sign up here!

Did you miss a session? Watch the recording in the Video Library!

We’re also excited to share that the new UC system-wide Sustainability page is now live in the travel portal. We encourage you to explore the new page, dedicated to resources, information, tips & tricks, and more! A Business Systems log-in is required. Need Business Systems access? Click here.

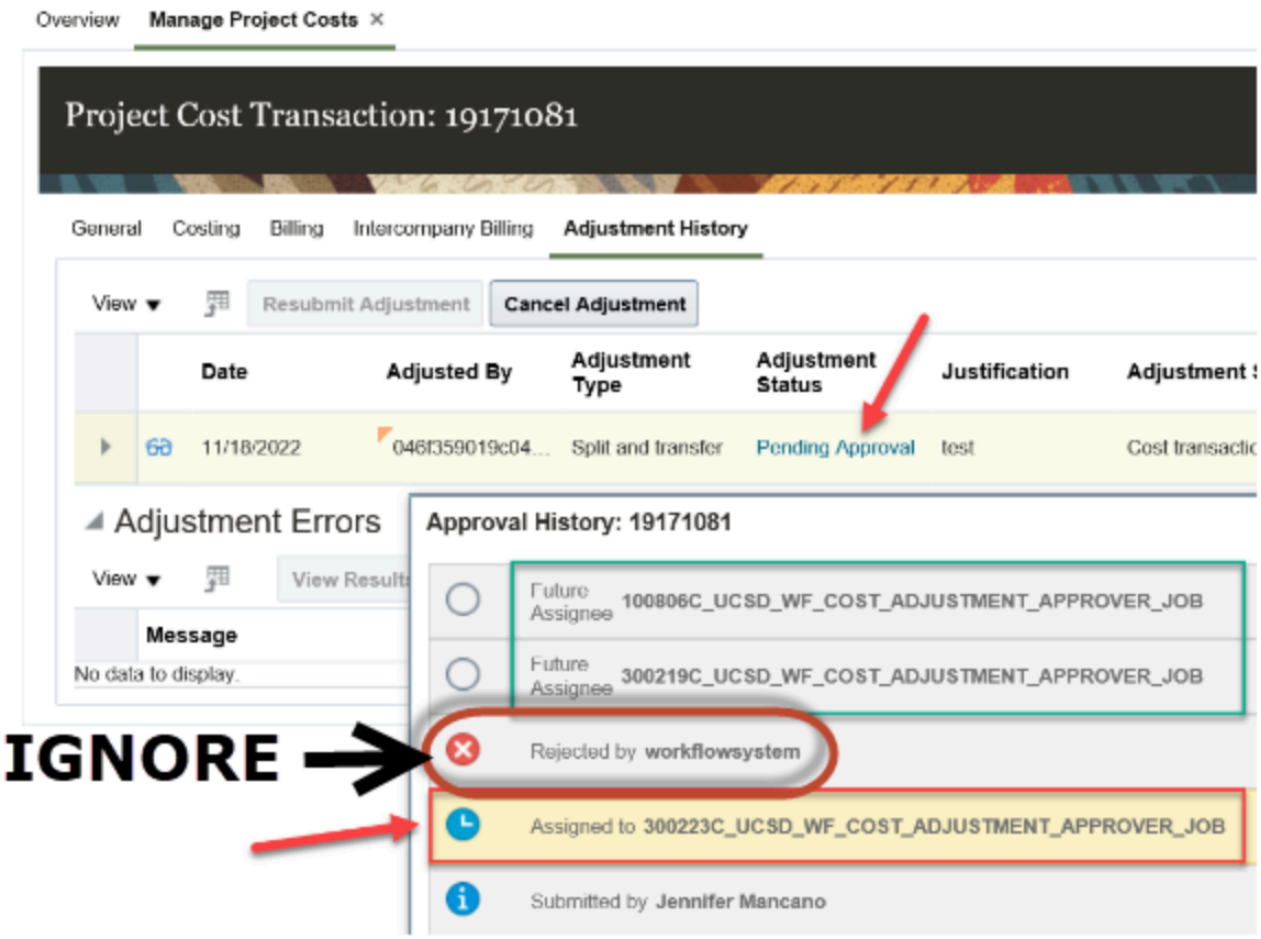
Get to Know Concur 2.0: Upcoming Webinar

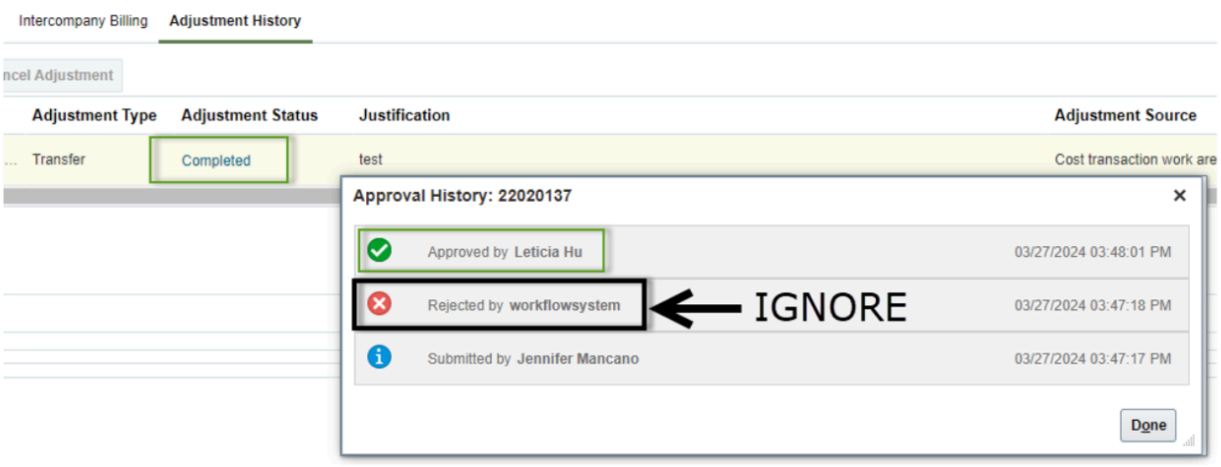
Concur 2.0 enhancements are now live! Have questions? Register here and attend the next Integrated Procure-to-Pay Solutions (IPPS) webinar on Thursday, April 18th from 1:00 PM - 2:00 PM or visit the Concur 2.0 Blink page to view recordings of our earlier webinars.
Make sure to stay tuned to the Concur 2.0 Blink page for updates and guidance.

Cost Transfer Workflow Step Updated: IGNORE “Rejected by workflow system”

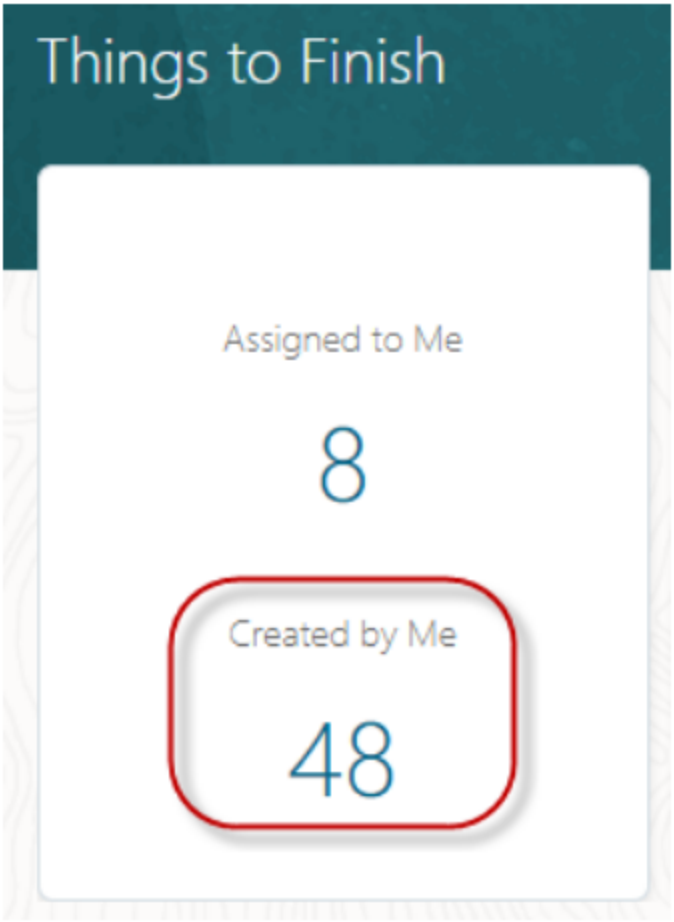
A “behind the scenes” step in the Cost Transfer workflow has been updated to prevent transfers from auto-completing when they’re withdrawn from “Created by Me” (See Weekly Digests from 10/10/23 through 10/31/23 for additional details). The workflow step will now show as “Rejected by workflow system”; However, you can **IGNORE** this as it does not reflect the actual status of the transfer. Unfortunately, this step cannot be hidden from view.

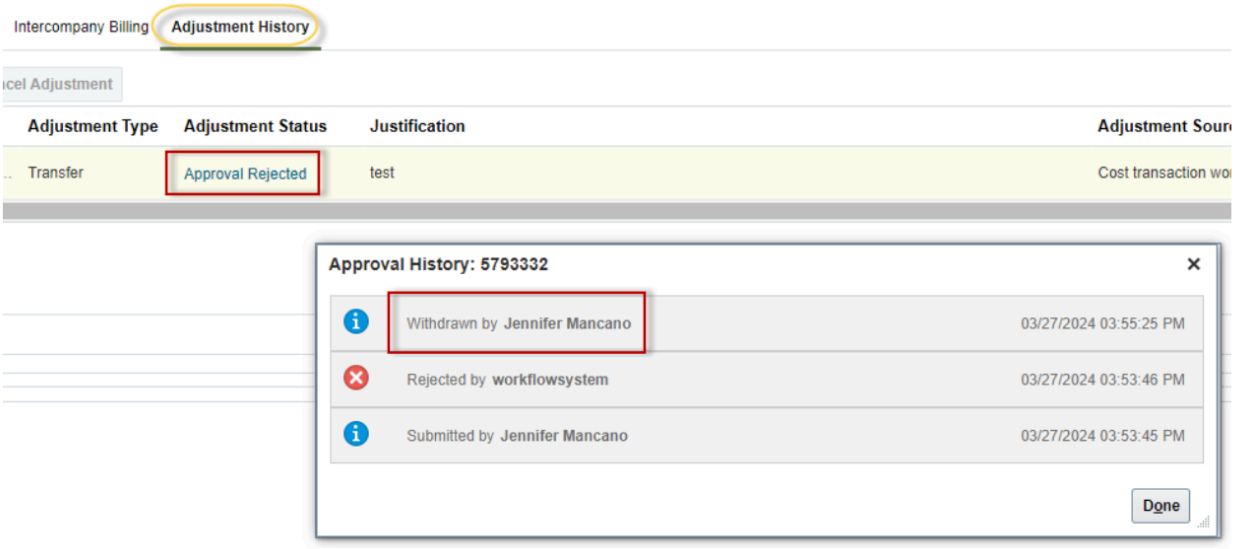
To confirm the status of your transfers, please use the Transfers by Status report on the Project Cost Transfer panorama.





With that change, now if you withdraw from the “Created by Me” area on the OFC dashboard, the adjustment status will show as “Approval Rejected” but if you click on the status, the approval history will show “Withdrawn by.”





BI & Financial Reporting

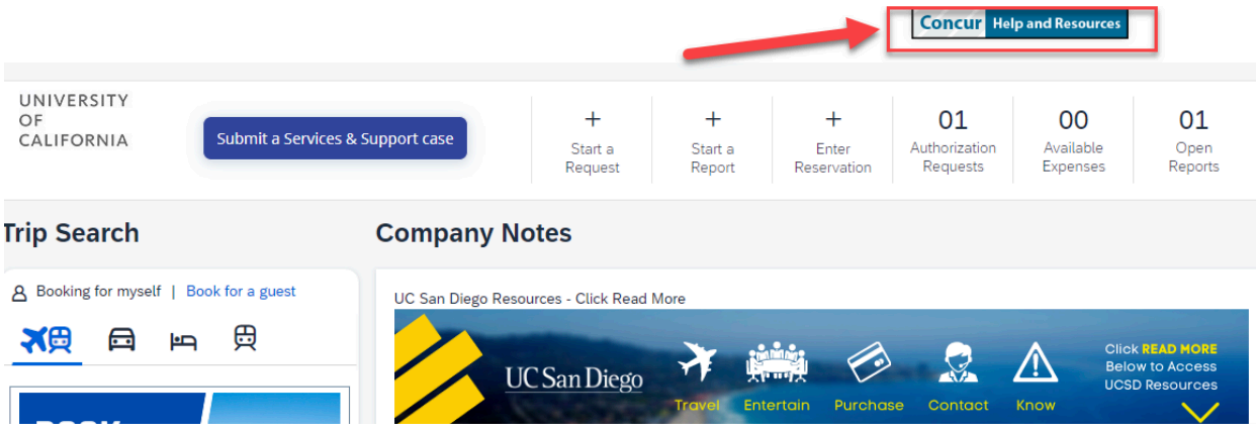
Renaming of the UCPath-PPM-GL Salary Reconciliation Report

This is a reminder that, beginning today, the UCPath-PPM-GL Salary Reconciliation report will be renamed to UCPath-Oracle Salary Reconciliation.

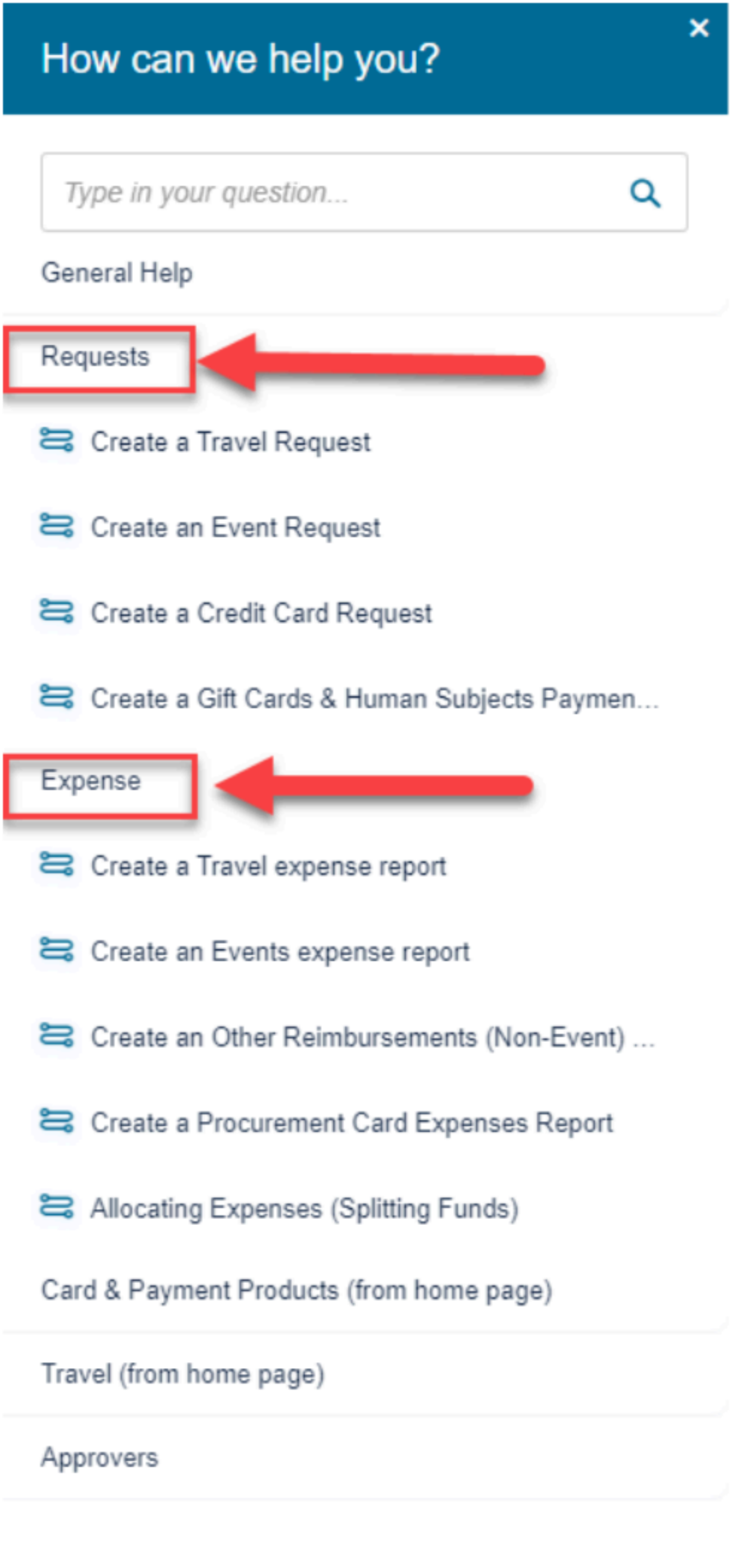
Tips & Tricks

Concur Users: Utilize WalkMe to Help Guide You Through Concur Actions

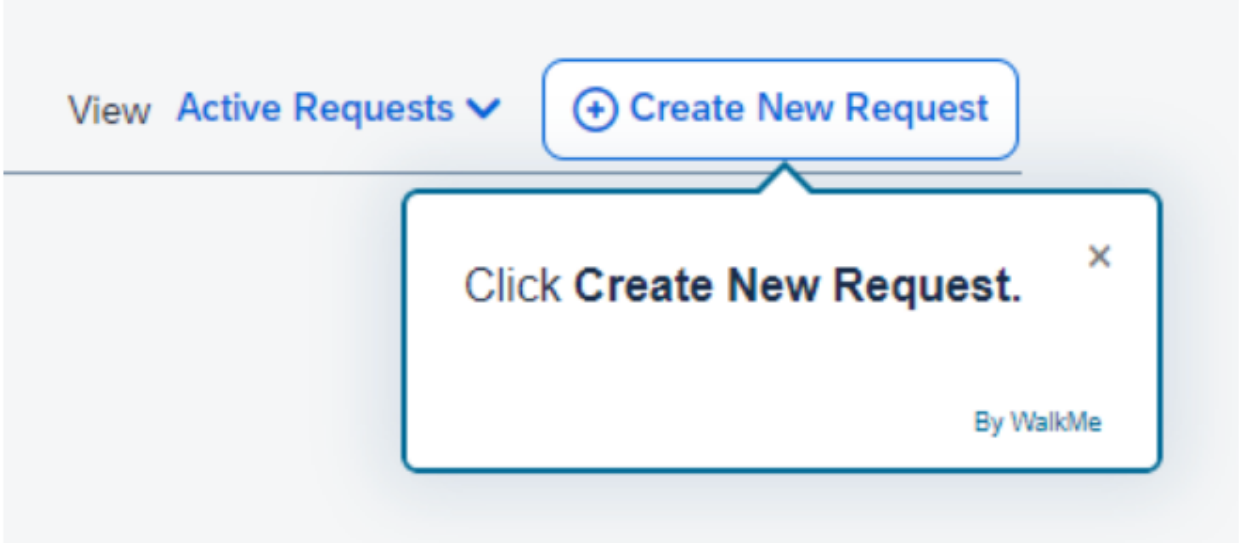
The WalkMe functionality is a game-changer, and it doesn't require any browser extensions or add-ons, as it is integrated within the Concur platform! After logging into Concur, click “Concur Help and Resources” at the top of the homepage:



From there, you can receive guided assistance through many Concur functions, including creating requests and expense reports:


How can we help you?
Type in your question...
General Help
Requests
Create a Travel Request
Create an Event Request
Create a Credit Card Request
Create a Gift Cards & Human Subjects Paymen...
Expense
Create a Travel expense report
Create an Events expense report
Create an Other Reimbursements (Non-Event) ...
Create a Procurement Card Expenses Report
Allocating Expenses (Splitting Funds)
Card & Payment Products (from home page)
Travel (from home page)
Approvers

Simply select a function and WalkMe will guide you through the entire process with pop-ups that provide additional information and tell you exactly where to click! For instance, selecting the "Create a Credit Card Request" WalkMe will automatically bring you to the Manage Requests page and instruct you to click "Create New Request". Then it will help walk you through the entire process through submission!



Training & Support

Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

ECERT Effort Reporting Office Hours

Every Wednesday @ 2:30 PM - 3:30 PM

Come get your questions answered, system access setups, or helpful hints on the effort report certification process.

Fund Management Office Hours

Every Thursday @ 11:00 AM - 12:00 PM

At this week's office hours, we will demo the new Subledger Transaction Correction Form. This new form replaces the Non Salary Cost Transfer Request Form and provides in-form guidance to get your request to the right office. If you are involved in GL-PPM reconciliation, fixing costs posted with no project, or with other accounting errors—Don't miss this important session!

Financial Operations Office Hours

Friday, April 19 @ 9:00 AM - 10:00 AM

Join the Financial Operations team this Friday for updates from Accounts Receivable, Strategic Design, Cash & Merchant Services and Equipment Management, Open Q&A. As always we will have open forum discussions, any updates we might have to share with you, and general Q&A sessions. We look forward to seeing you there!

Concur: Event Expenses & Other Reimbursements

Thursday, April 18 @ 9:00 AM - 10:30 AM

The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course will be valuable for employees who want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments to request employee reimbursements for business expenses may attend this course. This is 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

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UC San Diego Travel: Before You Go

Thursday, April 25 @ 9:00 AM - 11:00 AM

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 25 @ 1:00 PM - 3:00 PM

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's 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, per 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

IPPS Office Hours

IPPS holds **weekly** Office Hours to help with all of your questions related to Procurement, Accounts Payable, Travel and Entertainment, Procurement Card, and Tax & Account/Supplier Setup. This is our schedule:

- **Procure-to-Pay, Travel & Entertainment, Tax & Accounting/Supplier Setup**
  - Mondays, 1:00 PM - 2:00 PM
  - Wednesdays and Fridays, 9:00 AM - 10:00 AM
- **Procurement Card**
  - Wednesdays, 9:00 AM - 10:00 AM

ICA 1:1 Sessions
Sign up for 1:1 zoom session with ICA team members

- ***Payroll Financial Management team*** 1:1 sessions have moved from UCPath to ICA. Register here for help with Salary Cost Transfers, Direct Retros, Payroll Reconciliations, UCPath Funding Transactions, Composite Benefit Rates (CBR), General Liability (GAEL) & Vacation Leave Assessment (VLA).
- ***General Ledger Financial Management team***
  Register here for help with General Ledger, Capital/ Fixed Assets, Detail Code setup, ITFs, Internal Controls, Oracle Role questions and more.

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).

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!

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.



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**

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

UC San Diego

Manage your preferences | Opt Out using TrueRemove™
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