Budget & Finance Weekly Digest

June 21, 2022 | 76th Edition

Announcements

Fiscal Year End Funding Entry Freeze

The Fiscal Year End Funding Entry Freeze will occur from **this Friday, June 24, 2022 – Thursday, June 30, 2022**. Do **not** approve any Funding Entry during this period as it may interfere with the Fiscal Year End (FYE) rollover processes. We thank you for your cooperation.

OFC Chart String Missing in UCPath

We are experiencing an issue where chart strings **are not being sent to UCPath as expected**. This is impacting the generation of new combination codes. Our ITS partners are actively working on this and we expect to have this issue resolved by **Friday, June 30**. If you have an urgent issue that needs to be resolved **prior to fiscal year-end June 30**, follow the standard process:

1. Submit a ticket to ITS - see data entry in the image below
2. Include **Entity-Fund-Finu-Func-Proj-Task-FndSrc** in the Description as this will provide ITS with the information needed to better assist you

Home > Customer Service > Support > Submit a Ticket to IT Services

Submit a Ticket to IT Services

Request help from ITS

Please fill out this form with as much specificity as possible. Please include background information, screenshots, or the names of people you've spoken to about the issue.

*I want to...

Make a request

*Subject

OFC chart string missing in UCPath

*Description

Entity-Fund-Finu-Func-Proj-Task-FndSrc

What service does this relate to?

Note: Only submit a case for **urgent matters**.

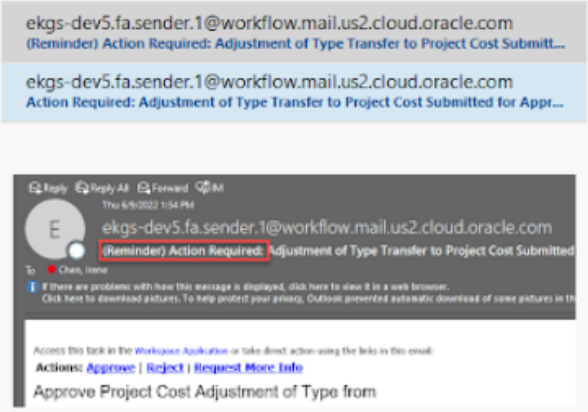
No action is required if your request does not require resolution by June 30.

Oracle Notifications - Reminder Notification Added to Email Subject Line

When a transaction is routed through workflow and has not been acted upon after 5 business days, a reminder email is sent to the approver(s) to let them know that the transaction is still pending their review and approval. As of **June 20, 2022**, these email reminders will include **Reminder** in the subject line of the email, as well as in the Notifications area within the UI.

Reminder Emails WITHOUT Reminder Prefix

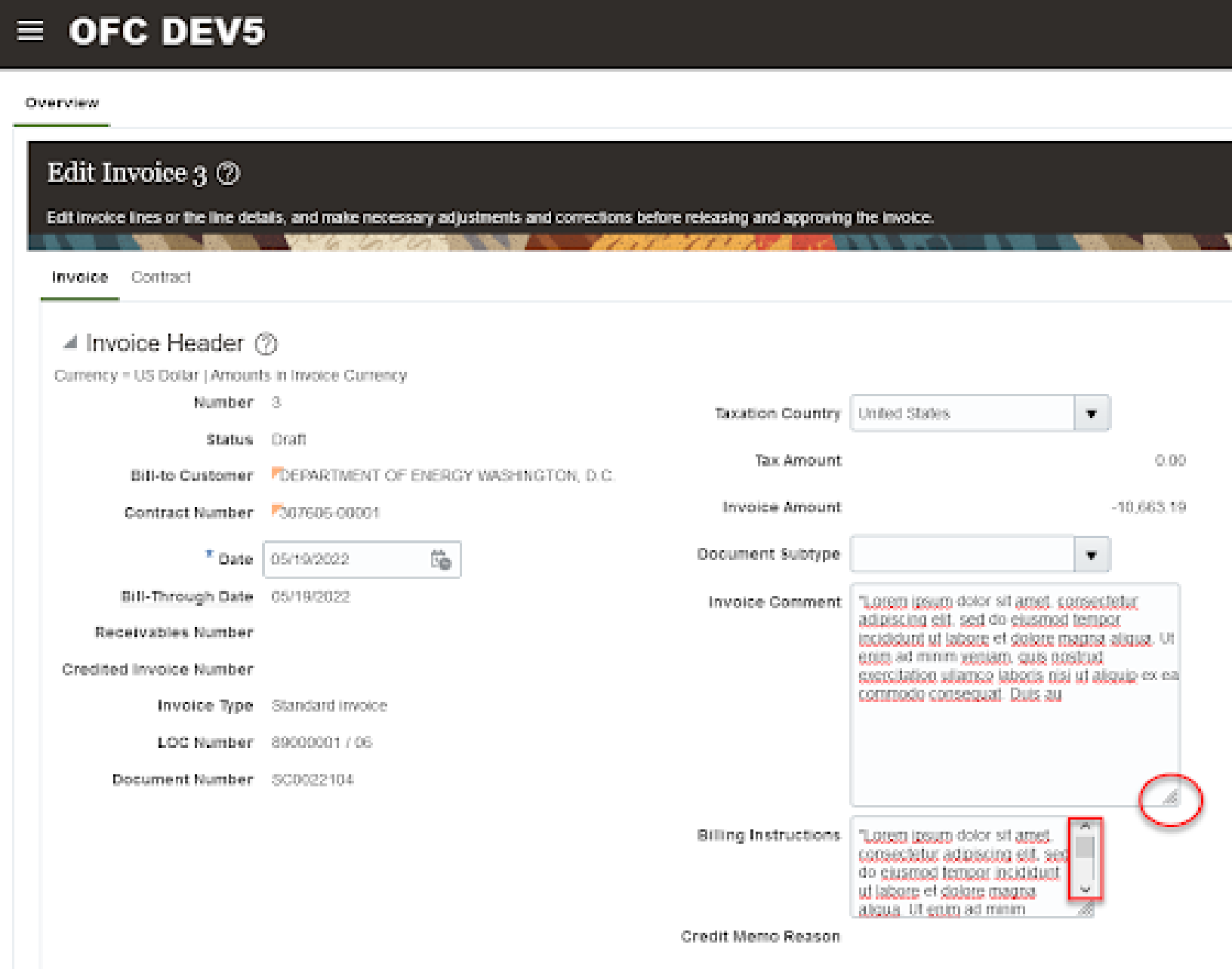
Reminder Emails WITH Reminder Prefix



This change should apply to transactions submitted **prior to June, 20, 2022** that are still pending approval, in addition to any new transactions submitted after this date.

Oracle Contract Invoices Updated with Easier Entry for Comments

As of **June 20, 2022**, the **Invoice Comment** and **Billing Instructions** fields on a Contract Invoice have been updated with expansion/scrolling capabilities to be able to read the full text within those fields:



Please note that both fields are still limited to **240 characters each**.

Closing Marketplace Purchase Orders

While it is important to review all outstanding commitments on your projects which will be closing at the end of the fiscal year, it is not required to resolve these commitments before closing the project. Commitments on closing projects that need to be expensed should be resolved before the end of the fiscal year, but commitments that will not be expensed do not need to be lifted. In an effort to relieve the constraints of the fiscal year close, IPPS will work with departments to resolve Marketplace PO commitments following the end of the fiscal close.

Fiscal Close Deadline to Request Transfers from the Foundation for June

The deadline to submit a Foundation Request for Funds form to request a transfer of Foundation balances to Campus for FY 22 is **Thursday, June 30** via Services and Support. Any forms received **after** the deadline will be processed for July. If a separate approval is required, please be sure to include that in your original submission. **Only complete submissions will be processed for June.** The Foundation Request for Funds form and criteria can be found here.

Best Practices on Internal Controls ID# 40

Internal Controls & Accounting is working to improve the internal controls guidance to our University community on Blink: Best Practices in Internal Controls.

The internal controls guidance includes a checklist with periodic control activities to be performed and certified by departments across the University. The checklist allows departments to document the control activities that have been completed by performers and certifiers, and it includes links to articles and Blink pages that provide instructions on how to run reports and what to look for during the review process.

The Budget & Finance User Group (BFG) has endorsed a soft launch of the checklist during the next fiscal year for testing and process improvement. In addition, a workgroup is being formed by Internal Controls & Accounting to vet the requirements and guidance for quality assurance, and ensure departments are performing the control activities appropriately.

An internal controls policy will be issued in the campus Policy and Procedure Manual to make performance and certification of control activities a requirement for departments. A draft of the internal control policy can be found here. Currently, the target date for policy publication is set for July 1, 2023.

For questions on the guidance or the checklist, please submit a ticket via Services & Support [*About*: Financial Accounting, *Related to*: Internal Controls, *More Specifically*: Key Controls/Control Tracker] Also, please consider attending weekly office hours for Internal Controls on Mondays 11:00am - 12:00pm.

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

Internal Controls Office Hours
Every Monday @ 11:00am - 12:00pm
Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Best Practices in Internal Controls Blink page.

Fund Management Office Hours
Every Thursday @ 11:00am - 12:00pm
This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to figure out the source of a GL-PPM discrepancy? Can't figure out how to get your direct retro with cap gap to work? See a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.

New Southwest Airlines "Wanna Get Away+" Fares

Thursday, June 23, 2022 @ 1:00pm - 2:00pm

As you may have heard, Southwest Airlines has launched Wanna Get Away Plus. This new fare gives business travelers more flexibility while still being at a low price point and there will also be some discounts based on UC's Southwest contract. Join UCoP for a webinar specific to this new fare class.

Have Finance-related questions?

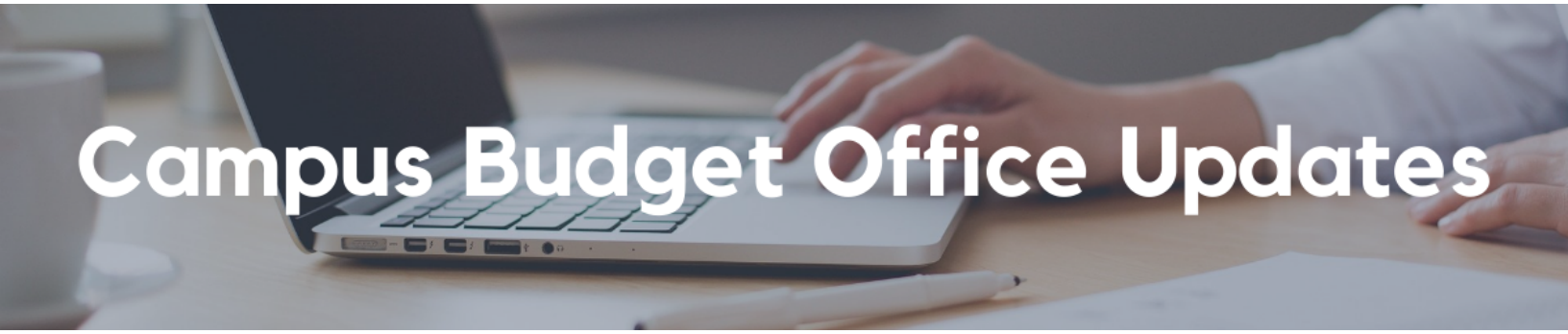
Call the UC San Diego Finance Help Line.

(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!



Core Fund Resource Allocations Survey Results

Thank you for your participation in the Core Resource Allocation survey last month. There were 104 respondents from 8 different VC areas. 79% of respondents indicated a preference for an annual lump sum allocation. The Campus Budget Office plans to implement this change in the coming months. If you have questions about the survey results or concerns about this change, please contact CBO via the Services & Support portal.

Closing Marketplace Purchase Orders

If you have Marketplace Purchase Orders that need to be closed, first confirm with the supplier and lab or office responsible for the goods or services that all goods and services have been fully paid for, and no other invoices are expected to be paid on the PO. Once you have confirmed this, you can submit a case via Services & Support (About: Buying Goods & Services / Related to: Oracle Procurement / More Specifically: Revising or Canceling an Order) with a list of the Marketplace Purchase Orders to be closed in the case description. You do not need to include spreadsheets or images.

The Support Framework: Your Guide to Finding Help

Learning all there is to know about budget & finance can feel daunting.

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

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.

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™
Got this as a forward? Sign up to receive our future emails.
View this email online.

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