Budget & Finance Weekly Digest



May 21st, 2024 | 172nd Edition

Announcements

Reminder: Year-End Approach
To all departments, please review the Accounts Receivable (AR) Aging report located on the BAH for outstanding invoices:
BAH.edu > Budget & Finance > Accounts Receivable Panorama > Receivables Aging Report

Additionally, review the Incoming Payments (Receipts) report to claim payments for application against outstanding invoices:
BAH.edu > Budget & Finance > Accounts Receivable Panorama > Incoming payments (Receipts)

CIPERB Launch & Sign Up
CIPERB (Customers, Invoices, Project Expenses Report & Billing) is a new tool that provides 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. This 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 4
Wednesday, 05/22/24 @ 10 AM - 11 AM

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

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

NEW! KBA Articles for CIPERB Role Requests
There are new articles published in Services & Support on how to request roles for CIPERB.

- KB0035155: How to Request CIPERB Roles to Create & Edit Customers (Parties)
- KB0035154: How to Request CIPERB Roles to Create & Edit Customer Accounts (Not Parties)

Friendly Reminder from IPPS!
In preparation for Fiscal Year-End Closing, please reconcile your Procurement Card, Travel & Entertainment Card and CTS card charges as soon as possible.

- For P-card expenses, one must reconcile them within 30 days
- For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel end date or the event date

Recommended Department Actions before June 30, 2024:

- Move transactions from *Available Expenses* to ”Applicable” or “New Expense Reports” and complete the Report Header fields. If the trip or event does not take place until a future date, moving Card expenses to an Expense Report will curb reconciliation reminders.
- To view Outstanding Card Transactions for your department, visit the Business Analytics Hub (BAH). To view all available reports related to Concur expenses and card charges, search “Concur” in the BAH.
- Submit Expense Reports and obtain all appropriate levels of approvals by the Ledger Cutoff Dates for Travel, Events and Non-Events expenses.

Submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.

“Other Reimbursements” in Concur (Non-Event) Expenses
Additional Expenditure Types have been added under the report type of “Other Reimbursements (Non-Event)” based on feedback from the campus community.

- **REMINDER:** Most university goods and services can be purchased with a Procurement Card, through Oracle Procurement, or Amazon Business. One of the perks of Amazon Business is that it offers free shipping when you use your ucsd.edu email and log in via Single Sign-On (SSO). Please review the Procure-to-Pay Decision Matrix Blink page for proper purchasing methods.
- **NOTE:** Unlike the Travel & Entertainment (T&E) Card, where the cardholder can only pay for their own expenses (unless they are the Group Leader during a group trip), a UCSD employee can ask one of the Procurement Cardholders within their department to help make a purchase on their behalf. If possible, we recommend that there should be more than one Procurement Cardholder in a department so that the burden does not lie with one person to purchase and reconcile card transactions in Concur.
- **QUESTIONS?** Submit a Services & Support ticket or attend Office Hours.

Concur Airfare
Thank you for your patience as we worked to resolve the issue of airfare missing from Concur. Airfare should now be in the proper profiles but if you notice airfare still missing or airfare in the wrong place, please let us know via Services & Support so we can assist.

SECOND FINANCE TRAINING PROGRAM RAFFLE WINNER: Magdalena Chavez!
Thank you to Magdalena for diving into the Oracle Foundations training and providing feedback on the course.

Remember, this could be you next time! We've got more raffles on the horizon, so don't miss out—the sooner you complete the training and survey, the more chances you'll have to snag a $20 VISA gift card. Let's keep the momentum going!

Access the course on the UC Learning Center!

Campus Budget Office Updates

Clear Legacy Fund Balances with a SOFI Swap
With the implementation of the Simplified Operating Funds Initiative (SOFI) in FY2016, most departments across campus now operate with SOFI as their main Core Operating Fund (13991). However, in the Oracle transition, some legacy index balances were inadvertently carried over in fund numbers such as:

- 19900-State General Fund
- 14000-Tuition
- 10950-Federal Contracts and Grants ICR
- 13050-Opportunity Fund
- 19931-Application Fees
- 19933-Federal ICR (General Fund Portion)
- 19940-Interest on General Fund Balances
- 19942-Nonresident Supplemental Tuition

The Campus Budget Office can assist with clearing these fund balances (whether positive or negative) via a SOFI swap journal. Please submit a ticket to CBO by selecting **Budget & Planning > Fund Transfers/Allocations > CBO Resource Allocations** and include **SOFI Swap** in the Subject Line. Please provide the following:

- Full **Legacy Fund** chart string and $ balance to be transferred
- Full **SOFI-13991** chart string to send/receive the fund swap

Note: If there are current year expenses posting to the Project/Task linked to the legacy fund #, please process Cost Transfers prior to requesting a fund swap for the remaining balance. This may also include updating payroll, recharges and other transactions that are pointing to the legacy Project/Task so that additional expenses don't continue to post in the future.

Tips & Tricks

Spring Cleaning: Cache and Cookies
If you are a Concur user and you've been noticing that your Concur is slower or you are encountering many *Something went wrong* alerts while making updates to your Concur Request and/or Expense Report, we recommend that you clear your cache and cookies on a regular basis. We've noticed that more errors occur when you have too many cookies on your device. To clear your cookies and cache go to your browser settings, and then select Privacy and Security.

Additionally, Google Chrome works best with Concur, so we recommend that you make it your preferred browser to avoid system issues.

Training & Support



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

Upcoming Travel Webinars

The Central Travel Office continues efforts to provide meaningful, travel-related guidance for UC travelers. Register to learn more about UC's Managed Travel Program by clicking the links below.

May 22: Deconstructing the UC Travel Ecosystem: Review of the entire travel program, from the ConnexUC portal to the agencies, to campus responsibilities and more. This will not be a "how to" training, but rather an exploration of the program's many layers, which can be a great refresher for those coming back to travel or those who are new to travel and is open to anyone interested.

June 5: Benefits & Perks of UC-Negotiated Contracts: From preferred seats to potential upgrades, UC contracts offer travelers a variety of benefits. This session will highlight some key perks and how to identify them.

June 12: Booking and Managing Airline Tickets: Understanding various options surrounding searches and seating, managing cancellations and schedule changes and rebooking with credits will be covered in this session.

UC San Diego Travel: Before You Go

Thursday, May 23 @ 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 pre-authorization 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, May 23 @ 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 travel reimbursement

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, Alison Kibble Koshi, Assistant Director of Travel and Entertainment, will discuss and answer questions about the state of outstanding card charges, as well as why it's important to get expense reports submitted before fiscal year end.

On May 30, we will discuss the impact of the UCPath chartstring validation process on the Default Project Payroll Report, how you move transactions off of default project, and monthly payroll reconciliation during office hours.

Contract and Invoice Creation Training

Wednesday, May 29th @ 10:00 AM - 11:00 AM

Ask questions and receive guidance on the PPM contract and invoice creation process every last Wednesday of the mid-quarter on Zoom from 10:00 AM - 11:00 AM.

For departments requiring training between the designated courses, we offer one-on-one training sessions with a member of our team who can answer questions about the process. Sign up for a PPM Contract and Invoice Process Session directly on Calendly for teams of 3 or more personnel.

Financial Operations Office Hours

Friday, June 21 @ 9:00 AM - 10:00 AM

Join the Financial Operations team on Friday the 17th 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!

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.

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UC San Diego

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