

Budget & Finance Weekly Digest

March 16th, 2021 - 11th Edition

Announcements

General

Phone Availability
For any questions related to Travel, Accounts Payable, or Procurement, feel free to reach out to the IPPS Solutions Team at 858-534-9494. We have recently implemented technology to allow our agents to answer calls from a remote working environment. Our lines are open from 8:00am - 4:00pm, Monday through Friday. The IPPS Solutions team hosts Office Hours (Monday 1:00pm - 2:00pm and Wednesday 9:00am - 10:00am) and will not be available over the phone at that time. We will be adjusting this technology to meet the needs of both our clients and our agents.

Oracle Financials Cloud

Revised PPM User Guide
The PPM User Guide is intended to give users an overview of the UCSD Configuration and use of the Oracle Financials Cloud Project Portfolio Management (PPM) Subledger. This is a dynamic document to be updated as additional enhancements to the system and business processes are made. To learn more, read KB0033288: Overview of Project Portfolio Management (PPM) with Attached PPM User Guide.

Adjustments to Tolerance Settings
IPPS is aware that some invoice payments are pending due to Oracle payables tolerance settings. Thank you to those of you that are fielding calls from suppliers directly about payment. IPPS is actively working on adjusting

these settings and running a three-month pilot to see how these modifications impact invoice processing and payment time. Stay tuned for a future update on what the adjusted tolerance settings will be for that three-month period and a list of the invoices that will be released for payment. In the interim, we encourage you to check your Worklist to see if there are any invoices pending your review and approval.

PPM Project Role Update
A comprehensive review of the PPM project roles and their updated definitions for mapping in PPM is now available for campus users to help determine Project Role assignees in PPM and can also assist with reporting through Projects Panorama. Read KB0033293: How to Understand and Update Oracle (OFC) Project Portfolio Management (PPM) Project Roles

A present need for a one-time mass-cleanup of project roles has been requested from campus, and a process to support this endeavor is currently underway. Alternatively, you can use these Services and Support tickets to update project roles now.

- Oracle PPM Sponsored Project Request
- Oracle PPM General Project Request

Misc. Receipt Revenue No Longer Posting as a Negative Project Cost
By Fiscal Year end, revenue and resource transactions posted in PPM as negative costs will be reversed and will remain in the GL. **No new transactions will be posted in PPM as of 04/01/2021**.This includes:

- Gift revenue (480000 - Private Gifts Revenue)
- FY20 Carryforward (774009 - Fund Balance Transfer (Debit/Credit))
- Misc Receipts (485000 - Misc Cash Receipts Revenue and other 485000 Expenditure Types)

For more information on the above topics, and how necessary information will continue to be available, watch Fund Management: General Project Structure Options referenced below.

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.

Training & Support

Register for an Upcoming Webinar!

FIS Implementation – Reviewing Key Issues and Assessing Solutions
Monday, March 22, 2021 @ 9:00am
The transition to a modern financial information system, while much needed, has been and remains difficult for faculty and staff. We want to invite you to a candid conversation on Monday, March 22, at 9 a.m. The Senate will co-host a Town Hall on the Financial Information System implementation. Topics to include: key implementation issues and what have we learned, why did we go-live July 2020, what have we done to address implementation issues and what other fixes are in process, and what should faculty expect going forward?

Hot Topics: Wire Payments
Wednesday, March 24, 2021 @ 11:00am - 12:00pm
Join the IPPS Team for the next session of Hot Topics! This session will focus on both travel and non-travel-related wire payments. Our instructors will review best practices, provide a live demonstration, and host a Q&A session.

Concur Travel & Expense

Employee Move/Relocation
Department move coordinators pay for moving company invoices for new employees/appointees with their Travel & Entertainment Card and claim the transaction on an Expense Report. Take a look at additional guidance in this KBA.

Planning to Travel? Jet Over to the UC Learning Center!
Register today and join the Travel team as they go over Concur Travel & Expense tips and travel policy guidance. The next Travel Training day is Thursday, March 25.

3/25/21: UCSD Travel: Before You Go @ 9:00am
3/25/21: UCSD Travel: Reporting Expenses @ 1:00pm

Please note that you can also search “Concur” in the UC Learning Center to browse through instructor-led Concur courses.

In Case You Missed It...

Fund Management: General Project Structure Options
March 15th kicked off a new Fund Management training series designed to address campus inquiries and key topics that matter to fund managers. Watch the first webinar in the series to learn about General Project management options and how best to align resources & expenses for granular reporting. Topics to include the revised PPM User Guide and the pros and cons associated with PPM budget-based vs. GL chart string-based structures. Click to watch.

Revised Payroll Reconciliation Toolkit
The revised Payroll Reconciliation Toolkit included information on how to trace transactions from UCPath DOPE into OFC. Also, a table that describes the contents of each DOPE Report column for both Salary & Fringe tabs.

BI & Financial Reporting

Recorded Office Hours
Watch past Oracle BI & Financial Reporting Office Hours by topic - recordings posted here. Topics include SubAccounts, Exceptions Panorama, Oracle Report Customizations and More!

Blink Assist
The Budget and Financial Management Reports Panorama at reports.ucsd.edu under Budget & Finance delivers a full suite of budget and financial management reports and queries intended to support campus business officers. They are designed to support internal financial management of the university finances, and as such use Campus Alternate reporting hierarchies. Visit Blink Assist for the business scenarios, data selection, report view options, and data definitions that support this new Panorama.

Tips & Tricks

Oracle Financials Cloud

PPE Available in Oracle
As departments return to campus and need to purchase Personal Protective Equipment (PPE), IPPS is offering a catalog of inventoried PPE that can be ordered through Oracle Procurement and delivered through Logistics. You can view a dashboard with availability of the various products as well as a catalog

of the PPE available.

How to Add POETAF to a Posted Payables Transaction
When a cost needs to be visible on a Project in PPM you must include a chart string and POETAF on any Requisition/PO, Non-PO Payment Request, Concur transaction, etc. If POETAF wasn't provided, you will want to add the POETAF information to reclassify a Payables transaction to make it visible on a Project in PPM workspace. Review our KBA for a walkthrough on how to do so.

Guide to Punchout Ordering
Learn how to purchase using the Punchouts in Oracle Procurement, and which goods and services are offered by the different Punchouts by reading our new KBA.

Guide to Catalog Ordering
Learn how to purchase basic lab and office supplies from the catalog in Oracle Procurement by reading our new KBA.

Concur Travel & Expense

Supervisor Approvers
Departments have the option of adding the appropriate Supervisor Approver to the employee payee's Concur profile in accordance with any of their internal/department policies. This provides departments more control and visibility to the request & expense process. The Concur document will route for Supervisor Approval first before entering the standard workflow.

- Only employees who have an approver role already can be added as Supervisor Approvers
- To add a Supervisor Approver for T&E Card Requests, applicants go to *Profile Settings* > Select *Request Approvers* > Enter name of the appropriate Supervisor in the first field: *Default approver for your Requests* (Default Approver 1) > Select *Save*
- To add a Supervisor Approver to the Expense Report approval flow, users go to *Profile Settings* > Select *Expense Approvers* > Enter name of your Supervisor (first *Default Approver* field) > Select *Save*
- See this image for reference
- To remove a Supervisor Approver, delete the approver's name from the field and select Save

For more information on approvers, check out our new Blink page on the Concur Approval process.

Travel Policy Guide

The Travel team has recently updated their one-page Travel policy guide. This guide highlights the very basics of Travel policy and is a useful reference for travelers and preparers alike. The guide can be accessed at this link.



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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