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Budget & Finance Weekly Digest

May 3, 2022

69th Edition

Announcements

New and Upcoming Report Releases

- **New Exceptions Report Release:** Transaction Controls
  - A new Transaction Controls report located on the Department Exceptions Panorama provides information about what expenditure types are restricted on a given project or award and whether any expenditures have been made to restricted expenditure types.
- **Upcoming Report Release:** Transaction Details
  - A **new** Transaction Details report will be released on **May 10**. The new report combines the functionality of the PBED Expenditure Details, the Project Panorama: All Transactions, GL Transaction Details, and Project Cost Details reports, and adds significant additional functionality beyond what is available on those reports.
  - View a demo of the Transaction Details report in this Thursday's Fund Management Office Hours

For more information on these reports, view the BI & Financial Reporting section **below.**

New Procurement and Payables Emails

As of **May 9**, the emails which suppliers may use to create Services & Support tickets for procurement and payables inquiries will be changing. The email for procurement emails will be changing from procurement@ucsd.edu to pohelp@ucsd.edu The email for payables emails will be changing from disbursements@ucsd.edu to payables@ucsd.edu.

This change is part of an effort to encourage the uses of our various supplier resources and reduce the volume of auto-generated emails landing in Services & Support that should be sent to Requestors. If you work with suppliers regularly, please encourage them to refer to our IPPS website for resources on invoice status, invoice submission, registration, and procurement policies. This change will **not** impact Payment Compass; suppliers can still contact IPPS via Payment Compass. For the exact guidance we provide suppliers, you can review the email we sent our suppliers about this change.

Requisition Reminder Emails Turned Off

We received notice that some approvers were receiving erroneous reminders about requisitions pending their approval even after they had been fully approved. While we work through this glitch, we will be temporarily removing the requisition approval reminder emails. This will not affect the initial notification sent to approvers once a requisition initially enters their approval.

Neta Scientific Punchout is Live!

Neta Scientific's punchout is now live in Oracle! This simplified and centralized purchasing system allows end users to shop Neta's full catalog with UC pricing and easily place quoted orders.

Neta Scientific is a WBENC and MBE certified small business committed to supporting your goals by providing essential lab products, great service and competitive pricing. Their product portfolio includes chromatography and life science consumables, benchtop equipment, and labware products.

We've added a new section to the Weekly Digest to help prepare you for Fiscal Close.

View the Fiscal Close Updates Blink Page

Submission Deadline: Interlocation of Funds

Interlocation Transfer of Funds (ILTF) to other UC's must be submitted by **May 15, 2022** for Fiscal Year 2022. As a reminder, there is no ILTF processing in June.

Resources:

- KBA: How to Process Interlocation Transfer of Funds
- Intercampus Transactions Blink Page

Close/Inactivate Travel/Event Requests

If you have Concur Travel or Event Requests with projects that are closing, and all associated Expense Reports have been processed, then your Travel/Event Requests should be closed to lift the commitments. Concur users/delegates can do so by following these steps:

1. Navigate to the Travel/Event Request
2. Click the *Close/Inactivate Request* button at the top right of the open Request

Note: Travel and Event Requests automatically close 120 days past the Business Travel End Date or Event Date, respectively.

AP Expense Accruals

IPPS will be posting AP expense accruals during FYE 2022. The accrual entries will post in the GL with project numbers for all AP invoices in Oracle by the AP June ledger cutoff date of 07/08/22.

- **IPPS will accrue for expenses dated on or before June 30 including:**
  - Oracle AP invoices **in the system** that are not validated (not accounted to GL/PPM). This does not include invoices entered in payment compass that are not yet keyed into Oracle.
  - Oracle AP invoices **in the system** that are validated but pending approval (not accounted to GL/PPM). This does not include invoices entered in payment compass that are not yet keyed into Oracle.
  - Concur expense reports with Pcard or CTS card charges that are posted in Concur but not reconciled by card holders
  - Concur cash advance that are assigned to travelers with trips that have not been completed or reconciled
- **Recommended departmental actions before FYE 2022:**
  - Minimize outstanding invoices within Oracle by having Requesters and Financial Unit Approvers review/approve assigned invoices/transactions as soon as possible; work with the AP team to resolve any invoice hold issues.
  - Minimize outstanding transactions within Concur by adding charges to Expense Report(s), coding, and obtaining final approval no less than on a monthly basis.

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

Oracle: Buying and Paying for PO Requisitioners

Thursday, May 5, 2022

9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

Fund Management Office Hours

Every Thursday @ 11:00am - 12:00pm

This week, Eva Thiveos, Divisional Business and Data Officer in Arts and Humanities, will demo the **Transaction Details Report** to be released on **May 10**. The new report allows users to simultaneously search for transactions in PPM and GL using a broad array of parameters to pinpoint any set of transactions. The report also identifies high-risk and potentially miscoded transactions needing further review, and will be acceptable for use in meeting the transaction review internal control requirement.

Next Thursday, Marissa Prough (PPM), Jamie Wheat (Equipment Asset Management), Wella Garcia (SPF), and Linda Gao (ICA) will discuss the proper way to manage equipment fabrications from inception to close.

University Procurement Card Program

Tuesday, May 10, 2022

1:30pm - 4:00pm

Current and prospective cardholders will learn about updates to the card program, common uses, and the Concur processes for both Procurement Card request and transaction reconciliation. Note that this is not an introductory course. Participants must first complete the associated eCourse available through the UC Learning Center.

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, May 12, 2022

9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

Equipment Asset Management Office Hours

Tuesday, May 17, 2022

8:30am - 9:30am

Continue the discussion on physical inventory and learn how to update asset record fields on CAMS with the Equipment Asset Management team.

Travel Booking

Wednesday, May 25, 2022

1:00pm - 2:00pm

Join IPPS for its next Hot Topics Session! Learn how to book travel the Triton way, including the benefits of booking with Concur, Balboa, and Kahala.

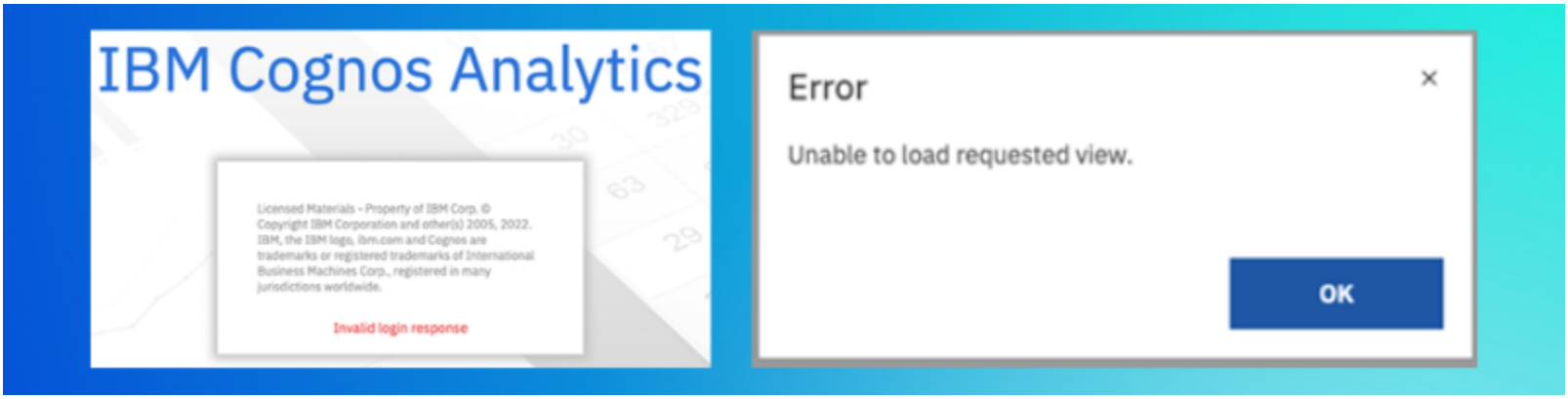
Have Finance-related questions?
Call the UC San Diego Finance Help Line.

(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!

"Invalid Login Response" and "Unable to Load Requested View" Errors



These errors sometimes appear when attempting to load Cognos reports due to a browser caching issue. If using Chrome, follow these steps to permanently resolve the issue. If using another browser, clear your cache to resolve.

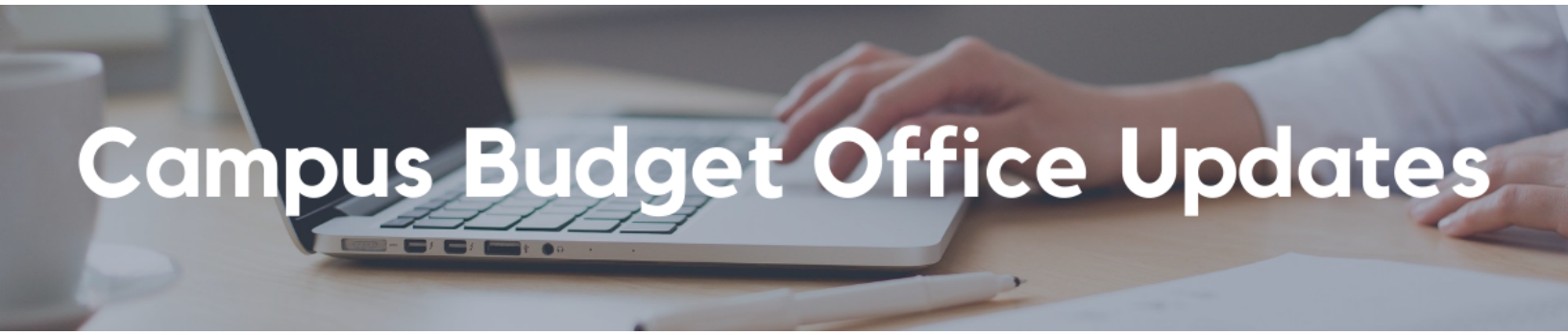
Upcoming Report Release: Transaction Details
A **new** Transaction Details report will be released on **May 10**. The new report combines the functionality of the PBED Expenditure Details, the Project Panorama: All Transactions, GL Transaction Details, and Project Cost Details reports, and adds significant additional functionality beyond what is available on those reports. Join the **Fund Management Office Hours this Thursday at 11:00am** to see a live demo of the report.

- Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.
- Identify transactions on projects associated with any person role.
- Search for transactions associated with a particular Payables or Receivables invoice number, PO number, receipt number, original transaction reference number, or PPM transaction number.

- Eliminate or isolate transactions that have been cost transferred off of a project in PPM.
- Identify all revenue transactions without having to select all revenue account codes.
- If a transaction was cost transferred from another project-task, identify the project-task and number of the original transaction with a link to the original transaction in Oracle to view additional cost transfer information.
- **High-risk Ledger Review:** Identify high-risk PPM transactions requiring review under pre-defined criteria:
    - High-risk expenditure types on sponsored projects
    - Costs posted after the project end date
    - Recharge costs
    - Fabrication costs on non-fabrication tasks
    - Invoices under $5,000 coded as equipment
    - Misposted cost sharing transactions

New Exception Report Release: Transaction Controls
Projects are set up with transaction controls that prevent the posting of costs on certain expenditure types. A template is initially applied, but can be overridden to allow certain expenditure types disallowed by the template or add additional restrictions. A new Transaction Controls report located on the Department Exceptions Panorama provides information about what expenditure types are restricted on a given project or award and whether any expenditures have been made to restricted expenditure types. Any posted costs should be reviewed for allowability and transferred off if not allowable.

For more information, see Transaction Controls or E Codes on Sponsored Projects on the STaRT tool for Award Financial Management.



Core Fund Resource Allocations Survey
The Campus Budget Office **wants your feedback**!

The purpose of this voluntary survey is to gather feedback on CBO's current practice of allocating recurring resource allocations on Core Funds (mostly Fund 13991) on a 1/12th or monthly basis. This brief survey will give you an opportunity to tell us more about your experience managing these allocations anonymously.

The survey should take less than 5 minutes to complete and will close in two weeks on **Tuesday, May 17, 2022**.

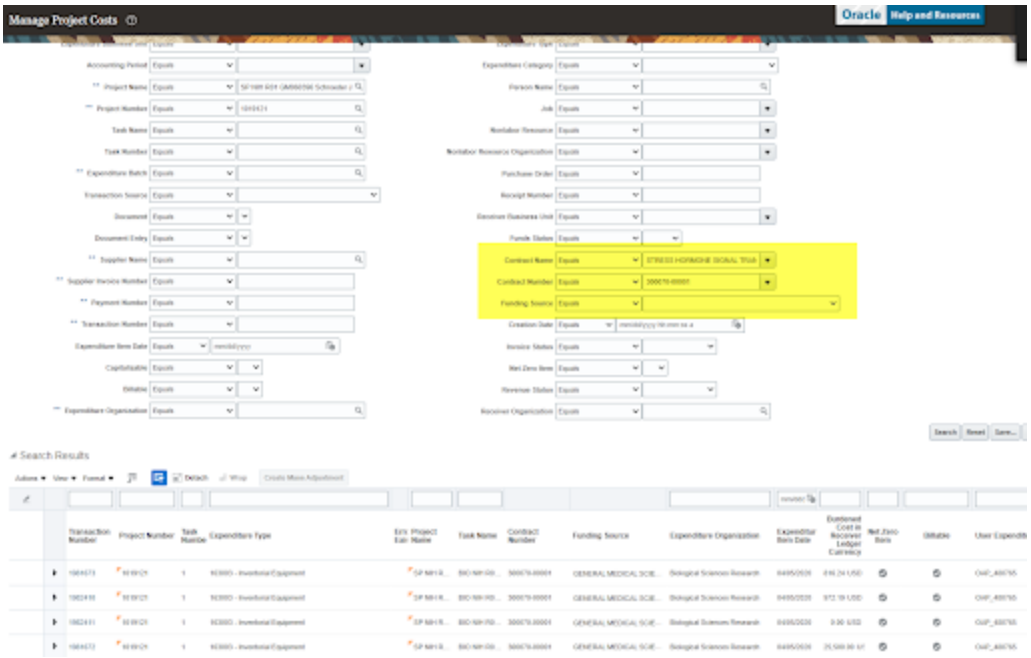
Take the Survey!

Updated Cost Transfer Resources

We are excited to launch a comprehensive Blink page for Oracle PPM Cost Transfers! This is intended to group various cost transfer key elements together in a single landing page with links to useful trainings and KBAs. Be sure to expand the drawers!

Oracle Tip! Search Award Project Costs with Different Funding Sources

Under *Manage Project Costs*, enter the Award number in the *Contract number* field. This will enable the funding source drop down to display the Funding Source(s) available on the award. Funding Sources are associated with the award, not specific projects. Additionally, you can use the *Advanced Search* function if you want to search for more options other than 'Equals'.



Funding Sources are associated with the award, not specific projects. Additionally, you can use the *Advanced Search* function if you want to search for more options other than 'Equals'. For more information, view the OFC PPM Department Guide to Managing Cost Sharing.

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 Find Answers?

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

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

TIER 2 — Where Do I Go to Submit a Request?

Applies to you if you:
- Have a question that is unable to be answered in Tier 1
  - These questions typically require research
- Need to process a transaction in Services & Support
  - E.g. "I need you to process/approve/route…"
- Identify something that does not seem to be working properly

Resources:
- Find the form in our Request Catalog to process your transaction request

TIER 3 — Where Do I Go to Request an Enhancement?

Applies to you if you require:
- Report or System Enhancements including:
  - Advanced Configuration
  - Security Administration
  - Functional Integration

Resources:
- Enhancement Request Form
- 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 **find answers**?
- Where do I go to **submit a request**?
- Where do I go to **submit an enhancement or idea**?

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.

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