

Budget & Finance Weekly Digest

January 26, 2021- 4th Edition

Announcements

Oracle Financials Cloud

Focusing on What Matters
In direct response to feedback received since the November 4 Town Hall, 5 new dashboards have been published to the reports.ucsd.edu portal, 23 enhancement requests to existing reports completed, a webinar series (see Training & Support) has been created to support report training, and a roadmap published to keep you up to date on upcoming reports!

Additionally, a new fund manager training series has been created, including step-by-step instructions on how to view the reports needed to manage department financial activities via online videos.

Lastly, you do not want to miss our new **BI & Financial Reporting Series**, so register for the Project Dashboard webinar, which delivers a full look at project financials and is designed to support the PI, Project Manager, Fund Manager, and the University community. We look forward to your participation and thoughtful feedback!

Chart String Validation Update
In direct response to departments' feedback, the new validation rule applied to UCPath specific funds posting to the General Ledger has been disabled until further notice. We're exploring ways to centrally cleanup all historical transactions with more comprehensive training and communication to follow, prior to turning on any future validation functionality.

We recognize that everyone is working extremely hard through the transition. Thank you for helping us realize that all changes, even desirable ones with the

best intentions, need to be better communicated.

Oracle PPM Award Temporary Extension
The Oracle PPM Award Temporary Extension is the interim process for requesting a temporary extension on a Sponsored Project to allow continued spending until award modification is received. The process has been modified to allow an extension from 6 months to 12 months.

We have updated the dropdowns in the request form to reflect the changes. To learn more, read KBA: How to Request an Oracle PPM Award Temporary Extension

Oracle PPM Project Name Changes
The Oracle PPM General Project Request and Oracle PPM Sponsored Project Request templates have been updated to account for Project Name change requests.

Concur Travel & Expense

Concur Expense: Report Key
SAP Concur removed visibility of the Report Key field from the user. This four/five-digit numeric value was one way to reference your Concur Expense Report.

We are currently working to enhance information that is pulled from Concur documents and appear in Oracle. The Report Key is still visible to the IPPS Central Office teams, should you need this number.

The Report ID, a longer alphanumeric value, remains visible to Concur users on the Report Header page. It is to be used as the primary document reference number for Concur Expense Reports. When submitting a Services & Support case for assistance on a specific report, please provide the Report ID. Note: If you change the view in the Report Library, it displays the Report ID for each Concur Expense Report.

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!
You do not want to miss our new BI & Financial Reporting Series, specifically

the Project Dashboard webinar which delivers a full look at project financials and is designed to support the PI, the Project Manager, the Fund Manager, and the University community. We look forward to your participation and thoughtful feedback.



1/27/21: Hot Topics: POET Information in Oracle Procurement and Concur
1/28/21: BI & Financial Reporting: Project Dashboard
2/11/21: Payables Best Practices to Minimize Cost Transfers
2/18/21: BI & Financial Reporting: Project Cost Transfers & Updates
2/25/21: BI & Financial Reporting: Transaction/Reconciliation Dashboard

New Training Series for Fund Managers!
Project and Grant Management: Getting Started is a fund manager training series created to support project and grant management via online video guides. Watch this series for step-by-step instructions on how to view the reports needed to manage department financial activities and construct financial statements.

Office Hours Support
We are here to support you during Office Hours; view schedule. Oracle and Concur users should consolidate their questions and scenarios, then attend an office hours session with experts to help resolve outstanding issues.

Payment Compass Webinar
IPPS is continuing their recurring webinar series on Payment Compass into 2021. The Payment Compass webinar is a series that covers navigation of the platform as well as the invitation and Payee registration process. The next iteration of the webinar will be held on February 9th at 1:30 pm. Sign up via UC Learning.

Visit the Training & Events Calendar for information on upcoming webinars and events.

BI & Financial Reporting

NGN Recharge Summary Report is Now Available
The Next Generation Network Communication Users - Recharge Summary by OFC Chart String report is now available under Budget & Finance at reports.ucsd.edu and contains the detailed recharges posted to the department chart strings (Project, Task, & Funding Source) in OFC. The

primary audience for this report are financial offices looking to reconcile the NGN recharges posted to their department ledgers. To learn more, read KBA: How to Run the NGN Recharge Summary Report

Cumulative Research Report
The Cumulative Research Report is now available under Budget & Finance at reports.ucsd.edu and provides an overview of award and contract budget balances and revenue balances. This report delivers campus and central office financial data users with budget and actual revenue/expenditure details. To learn more, read KBA: How to Run the Cumulative Research Report

Oracle BI Report SDLC Implementation Timeline
The Oracle BI Team is in the process of transitioning report development work to DEV4 and implementing security standards throughout all Oracle reporting environments. Oracle Authors should review the Oracle BI Report SDLC Implementation Timeline to track events that will occur throughout January to support this transition. Reminder, as part of this transition, bookmarks, favorites and saved links may no longer work.

Tips & Tricks

Oracle Financials Cloud

Cost Transfer Approvers for a Level 4 Financial Unit
This knowledge base article describes how to search for the Cost Transfer approval group once a Cost Transfer has been submitted and view the Level 4 Financial Unit. To learn more, read KBA: How to View Cost Transfer Approvers for a Level 4 Financial Unit

Oracle and Concur Role Request - Cost Transfer Roles
Cost transfer initiator and approver roles are now requested through the Oracle and Concur Role Request form in Services & Support. Reminder, Cost Transfer Initiators, cannot also be Cost Transfer Approvers.

- **Initiator**
  On Form Homepage: **Elevated Roles Section** > **Does the person need access to Oracle roles?** Select **Yes** > click **Submit**
  On the next page, in **Oracle Elevated Roles (Request for elevated Oracle roles by domain)**
  Check the box: **PPM General Projects**
  In **Roles**, select **UCSD PPM Project Adjustments JR Role**

- **Approver**
  On Form Homepage: **Standard Roles Section > Does the person approve financial transactions or cost transfers in Oracle and Concur?**
  Select **Yes** > click **Submit**
  On the next page, in **Oracle & Concur Approvers (Request for Oracle and Concur Workflow/Approver Roles) > Is the person responsible for approving PPM project cost transfers on behalf of certain Financial Units?** Select **Yes**
  Select all applicable **Financial Unit(s)** the person will be authorized to approve Cost Transfers for

Concur Travel & Expense

Searching for COA/POETAF Values in Concur

Please be sure to select the Code filter when searching for COA and POETAF values by numeric code (rather than by text) in Concur. For more information on this, please refer to our KBA on this topic.



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.

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.
Find answers, request services, or get help from our team at the UC San Diego Services & Support portal.

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