Budget & Finance Weekly Digest



February 14, 2023 | 108th Edition

Announcements



FY2022 Detailed Financial Schedules Published
The Internal Controls and Accounting division is pleased to announce the annual Detailed Financial Schedules report has been published to Blink, and **we are officially done with financial reporting for FY22!**

Special thanks to all our partners across the university, in Foundation, Health Systems, and Campus financial offices and departments; we thank you for your contributions!

If you would like to view the report, here is the link to it: Detailed Financial Schedules
Thanks to all, and we look forward to a successful FY23!

Amazon Business Payment Delays
Over the weekend, we became aware of a payment issue impacting our Amazon Business orders placed through the Oracle punch-out. We have updated the payment method which resolved the issue yesterday, February 13. Payments for any impacted orders will be automatically processed without any additional effort from the shoppers.

Financial Accounting Program: Upcoming Information Sessions
We invite you to hear more about the Financial Accounting Program by attending an upcoming Information Session. Click here to register for Thursday, February 16, 2023 @ 1:00pm - 2:00pm.

This program is currently being offered at no cost to you! We encourage you to share this information with your teams, colleagues, and those who may be interested in participating in the program or taking the assessment. We appreciate the partnership with UC San Diego Division of Extended Studies and the support from supervisors across campus and health sciences.

PerkinElmer Planned Maintenance

Please note that PerkinElmer's global ordering and fulfillment systems will be **offline for planned maintenance Friday February 24, 11:00 AM PST – Monday March 6, 3:00 AM PST**. Advanced Search orders received after February 24 will be queued until March 6 at 3:00 AM EST when they will be processed and sent to fulfillment. Request form orders will also be held and manually entered into the system by Customer Care starting on March 6. Please order ahead and avoid ordering from February 24 - March 6 if possible.

Share Your Honest Feedback on the UCPath Voice Survey

Have you completed an online UCPath training course on the UC Learning portal? We invite you to participate in a quick, 5-minute survey to share your **honest** opinion. Your feedback is critical for us to develop a better version of our UCPath training.



Click here to complete the UCPath Voice Survey.

Additional UCPath Resources:

- Subscribe to local UCPath communications to stay up-to-date on all things UCPath here.
- View all ongoing UCPath projects here.

Timely Reconciliation of Travel & Entertainment Card Products

The Travel & Entertainment Card is an invaluable tool for our University travelers because it eliminates the need for travelers or event hosts to have to pay out-of-pocket for their University travel and entertainment purchases.

The use of the T&E Card can also greatly streamline the travel or event reconciliation process as transactions are automatically posted right to the Cardholder's Concur profile, where they can easily be added to their applicable expense report. It is important to keep in mind that after making purchases with the T&E Card or with our other University card products, that it is the Employee's responsibility to promptly reconcile all of their card transactions in Concur.

All Travel and Entertainment Card Product transactions (including T&E Card, CTS Air, CTS Hotel, and T&E - Temporary Virtual Card), are required to be reconciled within 45 days from the end date

of the trip or event.

Purchases that are made in advance of travel, such as flights or conference registrations should be added to the Expense Report that they belong to. This will push the 45-day reconciliation window forward to the travel end date that is noted in the expense report. Assigning the transactions to a work-in-progress expense report will indicate to Concur that it can stop sending any of the unassigned transaction notification emails that it normally sends to employees.

Procurement Card Reconciliation Reminders
UC San Diego's Procurement Card is a Visa Card Product for faculty and staff who have buying responsibilities. The Procurement Card eliminates the need for employee out-of-pocket expenses and simplifies buying and paying for most routine, low-cost goods, and services under $4,999.

Some of the benefits include the following:

- Accepted by all vendors that accepts Visa
- Ensures immediate payment to vendors
- Eliminates purchase order and invoice processing
- Combines ordering and paying into a single process
- Includes payment information such as Transaction Date, Posting Date, and Vendor Name

Procurement Card Cardholders are reminded to ensure transactions are expensed in Concur and Expense Reports are submitted within the month they occurred. Transactions are considered aging, if they have not been expensed within 30 days of the purchase. Read the KBA for instructions on how to reconcile transactions and create a Procurement Card Expense Report.

Need assistance with reconciling your expense reports? A Procurement Card Cardholder can submit a Procurement Card Delegation of Authority Request, delegating the authority for a Concur Delegate to complete and submit a P-Card Expense Report on your behalf. The Procurement Card Delegation of Authority Request is a one-time request and MUST be submitted by the Procurement Card Cardholder. The submission of the Procurement Card Delegation of Authority Request cannot be delegated. Once the Procurement Card Delegation of Authority Request is approved by the P-Card team, any Delegate you've assigned within your Concur profile will have the authority to submit a P-Card Expense Report on your behalf. Read the KBA for instructions on how to properly submit Procurement Card Delegation of Authority Requests.

Financial Operations: Accounts Receivable (AR) & Project Portfolio Management (PPM)
Alert - Core Scientific, Inc. filed for Chapter 11 Bankruptcy on Dec. 21, 2022. Contact Accounts Receivable via a Services & Support ticket if your department has unpaid invoices and are owed funds from Core Scientific, Inc.

Please send tickets to the following for proper routing:

- About: Billing & Receivables
- Related to: Oracle Accounts Receivable
- More Specifically: AR Billing Other (Disputes, Collections, etc.)

The Receivables Aging Report (BAH-Business Analytics Hub) issue has been fixed: the “Greater than 180” bucket is now functioning again.

Coming up soon: emails for PPM invoices will be sent out to campus users about invoice approvals or rejections. Review upcoming campus alerts on invoices and cost transfers for further updates.



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

Fund Management Office Hours
Every Thursday
11:00am - 12:00pm
Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don’t miss it!

UC San Diego Travel: Before You Go
Thursday, February 16 @ 9:00am - 11:00am
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 preauthorization 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, February 16 @ 1:00pm - 3:00pm
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 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 in accordance to Travel Policy G-28.

Topics Covered:

- Arranging for prepayment of fees, such as registration
- Making deposits, such as for hotels
- Reporting expenses
- Claiming traveler reimbursement

Financial Operations Office Hours

Friday, February 17 @ 9:00am - 10:00am

Join the Financial Operations team this Friday for updates on new Campus Notices coming, Multiple Services Billing update, Accounts Receivable Updates, PCI Audit, Entertaining Knowledge Sharing and followed by open Q&A. We look forward to seeing you there!

IPPS Hot Topics: Concur on Your Device

Wednesday, February 22 @ 10:00am - 11:00am

Learn about various mobile and electronic features available with Concur that can make your travel and reconciliation easier.

Oracle: Buying and Paying for Goods & Services

Thursday, February 23 @ 9:00am - 11:00am

This course will be especially valuable for employees who want to further their understanding of buying on campus or those who will be approving requisitions or invoices. Instruction will involve an introduction to Oracle Procurement as well as hands-on practice and feedback to gain valuable, practical experience. Intended for fiscal administrators, fund managers and financial managers who are familiar with sponsored award management on campus and would like to learn about more advanced buying terminology and concepts.

Topics Covered:

- Shopping for and purchasing goods and services
- Searching across UC San Diego requisitions and POs
- Approving invoices and requisitions
- Closing POs
- Processing NonPO payments through Oracle Procurement
- Checking PO and NonPO invoice status
- Receiving credits through refund checks

Reporting Workshop: Dashboard of the Week Series

Monday, February 27 @ 11:00am - 12:00pm

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include an interactive report demo, discussion of what questions the report can answer, opportunities to ask questions and walk through your use cases, and hear how others are using the dashboard or report. Next week's session will feature the **DOPES** report**.**

Reporting 1:1 Sessions

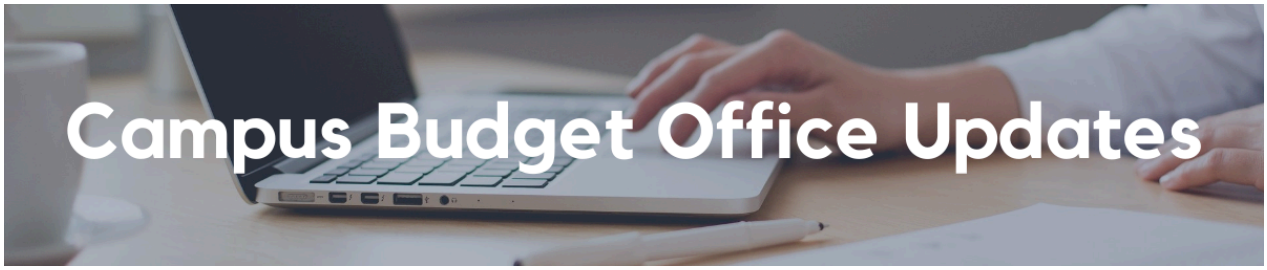
Sign up for a 1:1 Zoom session to meet with a member of the BI & Financial Reporting team who can answer your specific questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH).

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!



EPBCS Production Environment is Now Live (Alexandra Leziy-Miller, DONE)
You can now access the EPBCS production environment to complete your FY24 operating budget at https://planning-ekgs.pbcs.us2.oraclecloud.com/HyperionPlanning

FY23 Compensation Resource Allocation Correction for February Ledger & FY24 EPBCS Target Budget Adjustments
There was a mis-calculation of recurring resources related to compensation that will be corrected in the February ledger period. Prior to posting the corrections, we have consulted with the Vice Chancellor Offices for guidance on how the adjustments should be posted to ensure that it was done in the most accurate and effective way possible. For the EPBCS budget development currently underway, the Target Budget for 2024 has been adjusted accordingly to reflect the corrections for the Financial Units impacted at the Financial Unit-Fund-Function-Project level. The Target budget adjustment was necessary to ensure that the budgets are accurately reflecting the resources adjustments and accuracy of budgeting moving forward. A direct communication with more detailed information and contact resources has been sent directly to EPBCS system users. We appreciate your understanding for those areas affected by this adjustment. Budget Office Hours will begin February 16th where you can seek assistance for any budget realignment questions you may have related to this error.

Final Training Sessions Remain for the 2023-24 Campus Budget Development Cycle. Don't Forget to Register for Training!

Smart View Application (Zoom Sessions):
Oracle Budget: Budgeting Salaries & Benefits in Smart View
Oracle Budget: Budgeting Non-Compensation in Smart View

Smart View Reporting (Zoom Sessions):
Oracle Budget Data: Smart View Ad Hoc Tips and Tricks (Beginner)
Oracle Budget Data: Smart View Ad Hoc Querying (Intermediate/Advanced)

NEW! - Oracle Budget: Budgeting at UCSD
This new self-paced training course covers the use of both the web application and Smart View to build your budget in EPBCS. Now available on UCLC.

If you missed our Oracle Budget training sessions for the web application, the recordings and slide decks from those sessions are now available.

NEW! CBO Office Hours

Every Thursday 10:00am – 11:00am
Beginning February 16th, join the CBO Office Hours where we will announce proposed topics weekly in our Budget and Planning Community of Practice channel and will ask for your suggestions as well - be sure to join that channel for more detailed information!



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.

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

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