

Important Announcements

November 16, 2020

Upcoming Training & Events

Payment Compass Webinar
Register for Tuedsay, November 17, 2020 @ 1:30pm - 2:30pm
The Payment Compass Webinar will provide a general overview of Payment Compass uses and navigation. Topics will include Payee Registration and General Payment Compass navigation. The Webinar will consist of a 20-30 minute presentation followed by a Q&A session.

Cost Transfer Role Mapping Webinar
Register for Wednesday, November 18, 2020 @ 1:30pm - 2:00pm
Register for Friday, November 20, 2020 @ 9:30am - 10:00am
Sessions will provide an overview of the Oracle roles needed to initiate or approve cost transfers. The webinar will consist of a 10 minute presentation followed by a Q&A session, and will be posted on the recorded webinars page for those that cannot attend. ***Departments should complete the role mapping workbook by 12/1.***

Bookmark the Training & Events Calendar to track upcoming training, events, and see which trainings are right for you. Recorded webinars are available to watch on-demand at your convenience.

Watch the UCPath and Financial Information System Town Hall

This session provides a comprehensive
update on system implementations, discuss issues raised by the campus community and outlines efforts to support and improve department operations.

We review which OFC reports are most frequently used by departments to find their balances, budgets, and expenses. Downloadable: Live Q&A and Slide Deck.



Attend the event? Please complete a post-event survey to inform future events.

BI & Financial Reporting Updates

UCSD Expanded Budget Summary (EBS) Report
Provides the user with budget, actual, and budget variances in a profit and loss statement format for the current fiscal period and YTD. For details see Knowlege Base Article (KB0032607): How to Run the UCSD Expanded Budget Summary (EBS) Report

UCSD Budget vs Actual Report
Provides the user with budget, actual, carryforward balance, and budget variance in a profit and loss statement format for YTD for the Accounting Period selected. Project report parameter is available, but no budget data for projects. For details see Knowlege Base Article (KB0032643): How to Run the UCSD Budget vs Actual Report

Financial Activity Hub Enhancements in Production
Learn about the latest consumer access, financial data, and enhancements now available in the FINAH. This was a massive release with loads of Oracle PPM Project data now accessible!

Budget & Finance Community of Practice



The Budget & Finance CoP is a learning network dedicated to bringing the UC San Diego financial community together to share and crowd source knowledge related to specific topics. Participants are invited to come together to learn from and share practices and ideas to ensure departments' success in managing the university's fiscal responsibilities. Membership is open, and we encourage everyone to participate!

We invite you to join in one of two ways:

- A new icon and direct link has been added to the Budget & Finance Services & Support homepage https://support.ucsd.edu/finance
- Link to the Budget & Finance CoP in MS Teams and find your group!

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*In Case You Missed It...*Funding Transactor Update

To ensure accurate and timely financial reporting and billing, we need you to confirm all payroll expenses have been charged to the correct fund source and any corrections needed are being identified and processed in a timely manner. Upon discovery of issues, you may be required to update position funding in UCPath, process a Direct Retro transaction, and/or submit a ticket for a correction in OFC.

We have created a Payroll Reconciliation Toolkit to assist you. This Toolkit not only provides step by step instructions, but also links to pertinent KBAs, Job Aids and other reference materials.

Failure to address these items can directly impact the accuracy of the UCPath Labor Ledger – DOPES, as well as other reports from the Employee Activity Hub (EAH) that use UCPath as a source of data.

ACTION REQUIRED:

1. Access the Payroll Reconciliation Toolkit and follow the instructions to identify fund entry errors or chartstring corrections required
2. Take immediate action to correct issues and reconcile the UCPath Labor Ledger (DOPES) postings with the OFC GL/PPM postings

For support transacting in UCPath: https://support.ucsd.edu/path
For support transacting in OFC and Concur: https://support.ucsd.edu/finance

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System Alerts

Oracle Receivables Customer Statement Error
On November 12, customer billing statements were sent in error from our test environment. We apologize for any confusion this my cause our customers. If you received notice or inquiries from Oracle Receivables Customers, please

advise statements are incorrect, were sent in error, and to please disregard.

Oracle Receivables Customer Statement Error

We have identified and corrected the issue behind this Concur Expense Report error, which impacted expense reports created or edited between 11/02 and 11/11. We are aware that this issue has created various and inconsistent errors, so if you have an expense report that displays a message about missing required allocation fields, or you have been unable to edit or save your report without a system error, **please follow these steps:**

1. Open the Expense Report header and change one of your COA values (Fund, Function, etc.). Click Save. Click Update.
2. Open the Expense Report header again and change the COA value back to the one you want to use. Click Save. Click Update.
3. For any expenses that continue to display an error related to a missing allocation field, delete it from the expense report and create a new expense.
4. If you are unable to update the Expense Type without error, delete the expense from the report and add it again.

We apologize for the inconvenience this has caused. If you still are unable to clear error messages on your report after following these steps, please submit a case to 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.
Find answers, request services, or get help from our team at the UC San Diego Services & Support portal.

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