Budget & Finance Weekly Digest

October 25, 2022 | 94th Edition

Announcements

FY22 is Closed!
The Internal Controls & Accounting (ICA) central office is pleased to announce the allocations process in OFC has been completed. This means that your FY22 revenue and expenses have been allocated back down to the FinUnit and Project level in account 300000. Summary reports have been updated to pull directly from the 300000 account. FY22 is officially closed!

Attention Oracle Users: Your Feedback is Needed!
On Monday, October 17, all users of Oracle in the past 365 days should have received an email from VC/CFO Pierre Ouillet inviting them to participate in the finance systems feedback survey. **While the survey is distributed on a quarterly basis, the October survey features updated questions, including specific questions on training needs and optimization priorities.** This ongoing feedback is essential to let us know what we can improve from a user perspective so all remaining issues are addressed. The survey is open through **Monday, October 31, 2022**. Please encourage all fiscal staff who received the survey to complete and submit their responses. Thank you!

Next Generation Network (NGN): NGN5 Recharge Rate Schedule Published to Blink
The Next Generation Network ("NGN") provides enhanced communication services and technology, including:

- Data connections and internet bandwidth
- Expanded help desk services
- Network security services
- Email, active directory and other network services

- Voice lines and feature packages
- Network repairs and upgrades
- Wireless equipment and services
- Unlimited international long-distance charges for the top ten countries (see ngn.ucsd.edu for more information)

These services are primarily funded through a monthly recharge rate that utilizes payroll data to charge for employees that consume NGN services (called Communication Users). NGN recharge rates have historically been approved in phases of 5-year rate schedules, with the first phase dating back to 2001. **The below rates reflect the 5th phase (NGN5) of NGN rate scheduling and reflect a 5% year-over-year uplift to the rates, effective for September 2022 NGN recharges (to be posted in the accounting period of October 2022).**

Please note - there is currently an effort underway to align NGN recharges to post within the same month as the corresponding payroll posting:

Communication User Groups	21/22	22/23*	23/24	24/25	25/26
On-Campus	$101.44	$106.51	$111.84	$117.43	$123.30
Off-Campus	$50.73	$53.27	$55.93	$58.73	$61.66
Med Center	$36.39	$38.21	$40.12	$42.13	$44.23
Graduate Students	$30.44	$31.96	$33.56	$35.24	$37.00
Public Computer Labs	$26.46	$27.78	$29.17	$30.63	$32.16

- For more information on NGN, please visit ngn.ucsd.edu.
- For questions related to this rate schedule, please submit a Services & Support ticket - select service: NGN.

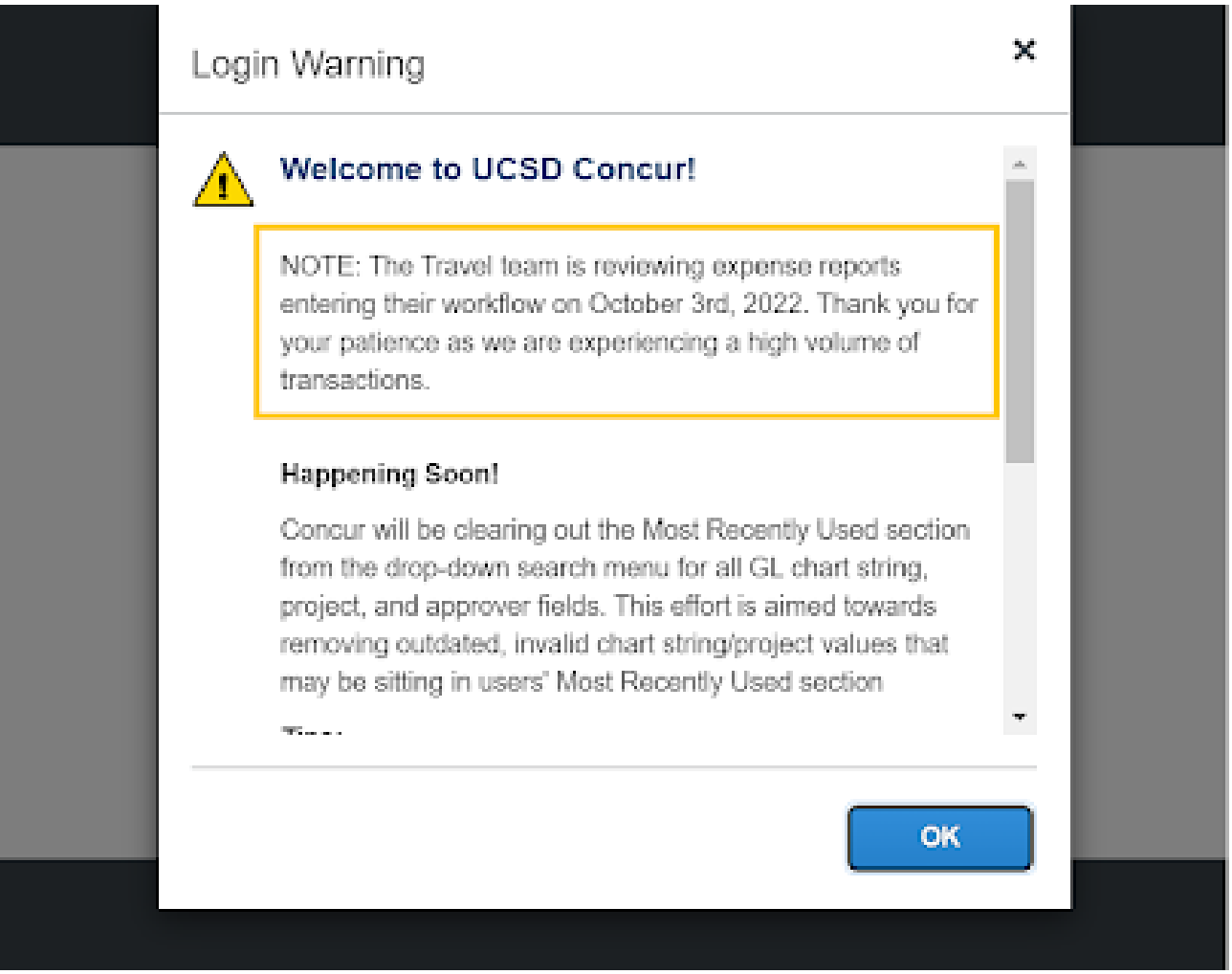
Reminder!

Financial Accounting Program: Upcoming Information Sessions
We invite you to hear more about the Financial Accounting Program by attending an upcoming **Information Session** on Thursday, October 27, 2022 @ 2:30pm - 3:30pm.

We encourage you to share this information with your teams, colleagues, and those who may be interested in participating in the Financial Accounting Program. We appreciate the partnership with UC San Diego Division of Extended Studies and the support from supervisors across campus.

Central Office Processing Status for Travel Expense Reports
When you login to Concur, an initial pop-up window appears which now provides you with the current processing date that the Travel & Expense Team is auditing. It's best practice to check that date in the pop-up window, instead of submitting a Services

& Support case inquiring about the status of your Travel Expense Report. Please be aware that the submit date and the processor start date might be different so please review your Audit Trail to see when your Financial Unit Approver approved the expense report. Once the necessary approvals have taken place, it will land in the Central Office queue.



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

Internal Controls Office Hours
Every Wednesday
10:00am - 10:30am
Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Best Practices in Internal Controls Blink page.

Fund Management Office Hours

Every Thursday

11:00am - 12:00pm

At this week's office hours, we will host a Fund Manager Bootcamp Training to walk through the General Ledger and Subledgers reports. Join us in a session to go over transaction details, account summaries, and view balances and activity. Solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

IPPS Hot Topics: How to Search and Purchase Strategically

Thursday, October 27 @ 10:00am – 11:00am

In this next IPPS Hot Topics session, learn how to best interact with our agreement suppliers as well as new search functionality in Oracle Procurement. This session will include a demo as well as Q&A.

UC San Diego Travel: Before You Go

Thursday, October 27, 2022

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.

UC San Diego Travel: Reporting Expenses

Thursday, October 27, 2022

1:00pm - 3:00pm

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.

Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers (Concur Delegates) and approvers.

Reporting Workshop: Dashboard of the Week Series

Monday, October 31, 2022 @ 9:00am - 10:00am

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. This week's session will feature the **Contract Management** report.

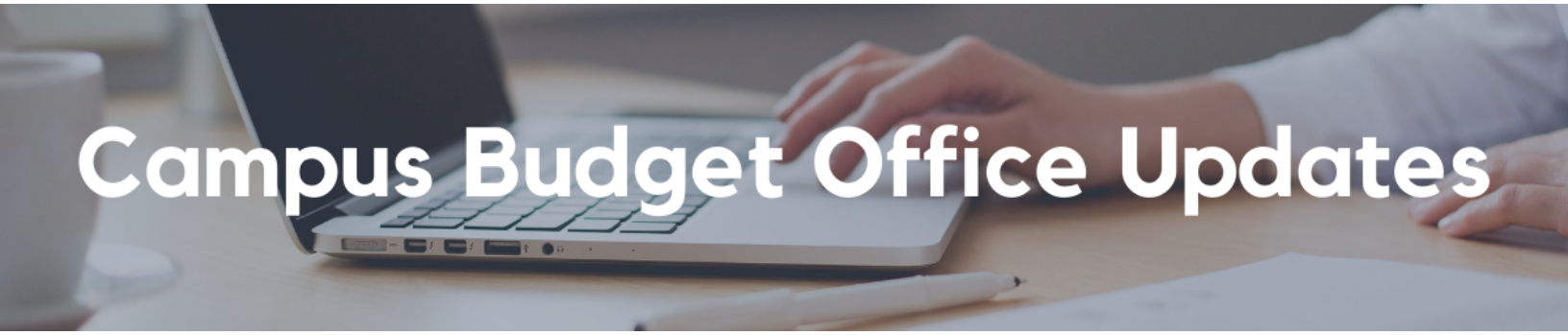
More information about the series and a full schedule can be found on the Reporting Workshop Blink page.

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!



Updated FY23 Final Budget Data Loads to OFC, Budget vs. Actual Report Changes
On 8/19 CBO loaded FY23 Final Budget Data to OFC with All Funds (Core and select Non-Core) as annual amounts posted to Jul-22 in alignment with the Campus no longer allocating Core Resources on a monthly (1/12) basis.

In order to deliver more meaningful budget reports reflective of seasonality as planned in EPBCS, we've reloaded budgets on Non-Core Funds to each relevant fiscal period. This year's change in allocation strategy, and corresponding budget period alignment, is specific to Core Funds only.

The underlying data itself has not changed. However, the Non-Core budgets are again spread across each fiscal period July - June whereas Core Funds Budgets remain as an annual lump sum amount in July.

In line with this change, the BvsA report has been split into two versions:

- The Budget vs Actual Report – Core Funds, which compares Annual Budget against YTD Actuals.
- The Budget vs Actual Report – Non-Core Funds, which compares YTD Budget against YTD Actuals.

A legacy version of the report remains available for historical reporting on FY22 and prior fiscal years. For more on the new Budget vs Actual reports, checkout this Blink Assist page.

Going on Foreign Travel or Long-term Travel?

If the Concur Travel Allowance feature is not being used to claim per diem, the published per diem rates from the State Department website for the specific location(s) must be attached prior to submitting the expense report.

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 Get Help?

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
- Need to process a transaction in Services & Support
  - E.g. "I need you to process/approve/route…"

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

TIER 2 — Who Can Help Escalate?

Applies to you if you:
- Are unsure how to submit your request/ticket
- Have submitted a ticket and are not receiving a response
  - Please try to give agents enough time to process your requests before escalating the ticket
- Identify something that does not seem to be working properly

Resources:
- Contact the central support team directly at financesupport@ucsd.edu
- Submit a ticket to Budget & Finance Support
- Find the form in our Request Catalog to process your transaction request

TIER 3 — How Do I Suggest Enhancements?

Applies to you if you would like to suggest:
- An enhancement to a financial system
- Idea to streamline a financial business process
- Oracle & Concur financial reporting enhancement

Resources:
- Budget & Finance Suggestion Box
- 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 **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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