Budget & Finance Weekly Digest

September 21, 2021 | 38th Edition

Announcements

DHHS Federal Cash Transaction Report

The Department of Health and Human Services (DHHS) requires their grant recipients to submit a quarterly report called the Federal Cash Transaction Report (FCTR). The FCTR must be filed within 30 days at the end of each of the following quarter end dates:

- December 31 (1st Quarter of fiscal year)
- March 31 (2nd Quarter of fiscal year)
- June 30 (3rd Quarter of fiscal year)
- September 30 (4th Quarter of fiscal year)

UCSD reports all the expenses for:

- **Ongoing awards:** per OFC PPM Subledger Expenses per the calendar quarter end, if in deficit - report the full obligated award amount
- **Ended awards:** per SPARCM Financial Expense Report (FER) - if received from Dept, otherwise per OFC PPM Subledger or per obligated award amount (if in deficit)

To confirm the amounts reported in the FCTR, you may access the following files by searching using the OFC award #:

- December 2020 Quarter
- March 2021 Quarter

- June 2021 Quarter

For more information, please click here.

NIH FFRs Due September 2021

The National Institutes of Health (NIH) Reports due for September 2021 are posted in the STaRT Tool. These are awards with an end date of 05/31/2021. Please prioritize reconciling these awards, specifically the final ones, and submit the Financial Expense Reports early in the month to ensure that your SPF Award Accountant has enough time to reconcile before submitting to NIH.

Reports due through December 2021 are also posted here. Please check this webpage periodically for updates.

Transaction Controls or E Codes on Sponsored Projects

Transaction controls in OFC PPM are used to specify the type of transactions that are non-chargeable for the project and tasks. These are set up at the time the Sponsored Projects are created in Oracle. List of transaction controls that are normally implemented as unallowable expenditure types (aka E codes in the legacy system) on sponsored research awards per the Uniform Guidance can be viewed here.

Introducing Sponsored Projects Finance
(formerly known as the Office of Post Award Financial Services)

Business and Financial Services is pleased to announce changes in our research support leadership structure as part of the broader BFS Reimagined initiative.

The first is a name change for the division formerly known as the Office of Post Award Financial Services (OPAFS) to **Sponsored Projects Finance (SPF)**. Campus communications and guidance will be updated to reflect this change

The second important leadership update is as follows:

- **Deston Halverson** has been selected as the new Director of SPF, focusing on maximizing the effectiveness of SPF processes in the new finance system.
- **Wella Garcia** is now the Sr. Associate Director of SPF, supporting the Health Science (HS) portfolio and the operational leadership for the General Campus (GC) and Marine Science (MS) teams. Wella is

supported in this role by four newly established Assistant Director positions that will lead teams for assigned Vice Chancellor areas.

- **Marissa Prough** has moved into a new role within Financial Operations and serves as the Sr. Director, PPM Strategic Design. Marissa will lead the design and optimization of Oracle Project Portfolio Management (PPM) and partner with the other BFS divisions, VC areas, User Groups, and ITS configuration/integration teams to implement future enhancements.

UC San Diego Financial Accounting Program Update

The Fall 2021 application period is now closed. Applicants will be notified of committee decisions by the **week of October 3**. 146 complete applications were submitted! We thank everyone for your interest in the Financial Accounting Program.

Fund Management Office Hours

Thursdays @ 11:00am - 12:00pm

This week, we will have an open Q&A. Trying to figure out the source of a GL-PPM discrepancy? Can't figure out how to get your direct retro with cap gap to work? See a wire you need to claim but have no idea what to do next? Bring your questions to office hours and phone a friend.

Next Thursday, we will have special guest Marissa Prough discussing all things cost share related in Oracle. Bring all your questions about cost share and issues you have been struggling with. Be prepared to show your specific cost share examples you have been struggling with.

Watch Recorded Fund Management Office Hours

Concur: Event and Expense Reimbursements

Tuesday, September 28, 2021 @ 9:00am - 11:00am

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about the expense reconciliation process in Concur.

Hot Topics: Concur Approver Roles

Wednesday, September 29, 2021 @ 11:00am - 12:00pm

Join the IPPS Team for the next session of Hot Topics! This is a monthly series dedicated to critical concepts and processes in Oracle Procurement and Concur. This session will cover the Approvals system in Concur – how it works, how to become an approver and best practices for departments managing their approvers.

Oracle: Buying and Paying for PO Requisitioners

Thursday, September 30, 2021 @ 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.

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!

Launch Alert: Project Payroll Details and Task Payroll Details

The Oracle BI Team has released two new sections on the Faculty and Researcher Panorama: **Project Payroll Details** and **Task Payroll Details**. Now

when you drill in to the appropriate project or task, you will see the Personnel Expenses, Benefit Expenses and Operating Expenses broken down by Employee Name, as represented in the Labor Ledger. We have created a corresponding training module to cover the two new sections here.

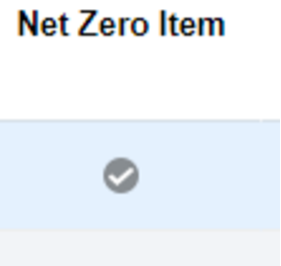
For additional questions, please attend our **BI & Financial Reporting Office Hours on Wednesdays @ 1:00pm** here.

New Enhancements: Financial Deficit Report - Operating Funds
Deficits over $25,000 are now **highlighted in red** to assist with identifying balances that need priority attention per UC San Diego's Financial Deficit Policy. Any other financial deficit balances less than $25,000 will display in **red font**.

In addition, five amount columns are now displayed to show how *Resources Available* is calculated: Beginning Net Position, Total YTD Resources, Total YTD Expenses, Ending Net Position and Capital Assets purchased since July 1, 2020.

PPM Cost Transfer-Net Zero

To know if your PPM cost has been cost-transferred through Oracle PPM, use the *Net Zero* flag. A Check mark symbol means it has been cost-transferred (cost amount net zero). An x means it has not.



The *Net Zero* flag is useful for checking if multiple costs have been successfully transferred or completed.

Uploading and Emailing Receipts to Concur
Faculty and staff can easily capture receipts and track business expenses while on the go. With the Concur Mobile App, you can upload receipts instantly from your mobile device to your Concur account and moreover, digitize receipts into expense line entries of an Expense Report with the ExpenseIt receipt scanner feature.

Users and delegates have the ability to email necessary documentation to Concur Expense via email. Review the How to Upload and Email Receipts to Concur KBA for more information on how to send receipts to your Concur account or on behalf of another employee as a delegate.

Inventorial Equipment in Oracle Procurement

A new inventorial equipment checkbox has been added to Oracle Procurement to assist the tracking of assets at UC San Diego. Learn more about how to best prepare your inventorial equipment order in Oracle Procurement with our new How to Purchase Inventorial Equipment in Oracle Procurement KBA.

Budget & Finance Blink Updates

In our continued effort to update Blink content and make it accessible to you, the following changes will be made this week:

1. Starting next week, the Resources & Training Blink Page will be renamed **Finance Administration Resources**. This name change is in alignment with the Research Administration Training Program with additional updates coming soon!
2. The Financial Tools Blink Page will be **archived on Tuesday, September 21**. Any links pointing toward the Financial Tools page will be redirected to our Finance Administration Resources page.

We look forward to sharing more exciting updates as we continue working on the Budget & Finance CMS Redesign. Thank you for your continued support!

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.

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