Budget & Finance Weekly Digest



January 9th, 2024 | 153rd Edition

Welcome Back!
This marks the first edition of our weekly digest for 2024. We hope you had a restful break over the winter closure and are energized for the productive and fulfilling year ahead!

Announcements



Accounts Receivable: Lockbox & Receipts
Effective as of 01/02/24, Receipt name formatting for Lockbox checks has changed to the following: LOCKBOX.PAYORNAME.CHECK#XXXX (EX: LOCKBOX.TUFTS UNIV.000087262)

When pulling receipts on the "Incoming Payments (Receipts)" report (located on the BAH), include Payor's Name in the search field "or Comments Include" of the report.

Internal Controls & Accounting: Restrictions on Alcoholic Beverage Expenses in Select State Funds
Based on policy restrictions in Meetings and Entertainment: Fund-Source Restrictions regarding charging alcoholic beverage expenses to select State Funds, a system restriction starting in January 2024 will prevent the use of Expense Account 536401 - Beverages Alcoholic (Incl Tax/Tip) on Funds in the following hierarchies:

- 1800B Special State Appropriations
- 1990B State General Fund
- 1999B Specific State Appropriations
- 2100B State Appropriations Other

New Year, New Local Hotel Reminders
When booking a local partner hotel for your incoming guest travelers please keep the following in mind:

- Your reservation will show up in your Concur Available Expenses as a Pending Card Transaction. You can delete this line. These items are simply reservation indicators and do not go in Expense Reports.
- The UCSD CTS Air Hotel Card charge is the actual financial transaction that needs to go in your Expense Report. This expense line will typically show up in your Available Expenses about 10 business days after the traveler checks out.
- Hotel charges do not display the traveler's name. You'll need the hotel's final folio to match a transaction with the correct traveler's Expense Report. Travelers are responsible for submitting their receipts at the end of their trip.
- If you are missing a UCSD CTS Air Hotel Card charge, please send the hotel's final folio (receipt from the hotel) to us at Services & Support so we can research for you.
- Don't forget the service fee! Online hotel bookings include a small $3 booking fee that also needs to be applied to the Expense Report for the traveler. In rare cases the fee amount will vary.

Financial Operations: Office Hours
Friendly reminder that Financial Operations office hours resume this month starting Friday, January 19th, 9:00 a.m. - 10:00 a.m.
Office Hours Zoom Link

Please visit the Blink page for further Finance Office Hours support.



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

ECERT Effort Reporting Office Hours
Every Wednesday @ 2:30pm - 3:30pm
Come get your questions answered, system access setups, or helpful hints on the effort report certification process.

Fund Management Office Hours
Every Thursday @ 11:00am - 12:00pm
At this week's office hours, we will discuss a bit of ESR conversion history, including why you see DNU at the start of some sponsored project names and mistakes to avoid with payroll on DNU projects. Come get your questions answered and solidify your understanding during this information-packed session. Don't miss it!

Concur: Event Expenses & Other Reimbursements
Thursday, January 18, 2024 @ 9:00am - 10:30am

The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and would like to learn about more advanced meetings and entertainment terminology and concepts.

Topics Covered:

- Learn how to submit event payment requests and employee reimbursements via Concur
- Review the process to submit event vendor payments
- Be able to view and reconcile Travel & Entertainment card transactions

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UC San Diego Travel: Before You Go

Thursday, January 25 @ 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, January 25 @ 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

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).

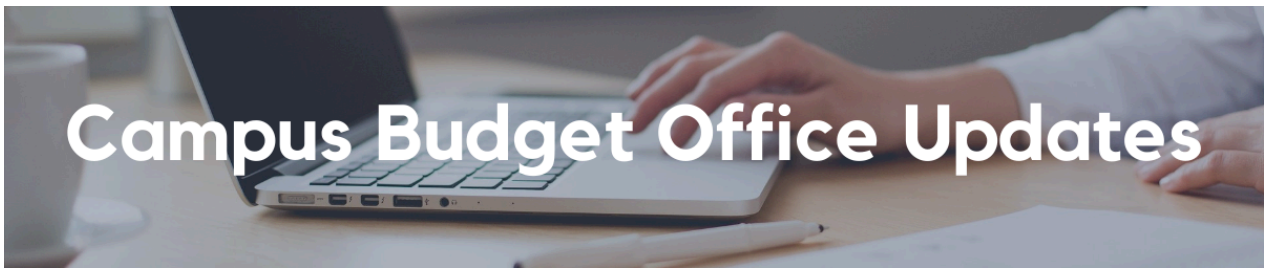
Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!



Contract Management Dashboard Bug Fix
The Contract Invoice and Payment Details report on the Contract Management Dashboard enables users to view the status of invoices on their contracts, including payment statuses and balances due. As originally designed, the report should have allowed users to identify invoices based on project or financial unit, as well as to search for a specific OFC invoice or SPARCM invoice number. However, while searching by contract has been effective, those other prompts have never worked as originally intended. This has now been corrected. Searching by project or invoice number returns results in seconds, and searching for all contract invoices on a large financial unit returns results in a few minutes.

New BAH Tab (User Acceptance Testing) & New Report (Payroll Transaction Lookup)
A new tab named "User Acceptance Testing" has been added to the Budget & Finance page of BAH (bah.ucsd.edu), and it will include new reports as well as report enhancements that are currently in testing. This is intended to give a broader user base an opportunity to provide feedback on bugs and functionality before reports go into production. If you want to provide testing feedback but are unable to access reports on this tab, you should submit a ticket.

The first report that has been added to this new tab is the "Payroll Transactions Lookup", a new report that is now in testing and will go into production on January 30. It identifies all Oracle PPM transactions for a given person and Earnings Period End Date. It identifies all UCPath source transactions, such as salary, benefits, accruals, and general liability, as well as non-UCPath source transactions, such as NGN, HSIT, and tuition. It would be very helpful for us to get as much feedback as possible from testers before its release.



New! EPBCS Access by Fin Unit Report, Oracle and Concur Role Request Form Enhancement, and KBA Updates Pending

In preparation for the upcoming FY25 Planning Cycle, please use the following resources to ensure your area's EPBCS Access Assignments and SmartView software installation are current:

1. New Report: EPBCS Access by Financial Unit Report

Head over to the Planning and Budgeting Dashboard in the Business Activity Hub to dive into this new report. To learn more about running the report, check out the dedicated Blink Assist article here. Use this report to ensure that the correct financial contacts from your areas have the access they need in EPBCS. If not, use the form and KBA outlined below.

2. Revamped Oracle and Concur Role Request Form

Collaborating with our SNOW team counterparts, we've refined the Oracle and Concur Role Request form for more intuitive and straightforward EPBCS-specific access requests. The update includes additional questions for clarity and the removal of unnecessary ones. Check out the current form here.

3. New KBA: How to Request Access to EPBCS - Coming Soon

To complement the recent improvements in the Oracle and Concur Role Request form, we've created a step-by-step Knowledge Base Article (KBA) on requesting access to EPBCS. Shaped by user feedback, this guide will provide best practices for a smooth form-filling experience. This KBA is still pending publication, but stay tuned next week in the Digest or via the Budget and Planning COP for updates.

4. Updated KBA's: How to Download and Install Smart View Excel Add-In and How to Check Current Smart View Version and Install Latest Update

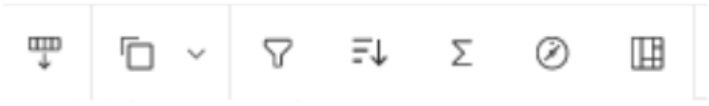
In previous versions, the Smart View install file was embedded within the KBA and updated manually as new versions were released. Users can now follow steps to directly access the download file via the EPBCS web application, ensuring the latest version is always available. The updated How to Download and Install Smart View Excel Add-In and How to Check Current Smart View Version and Install Latest Update KBAs are now available on UCSD's Services & Support page.

Your feedback matters! Explore these updates and let us know your thoughts.

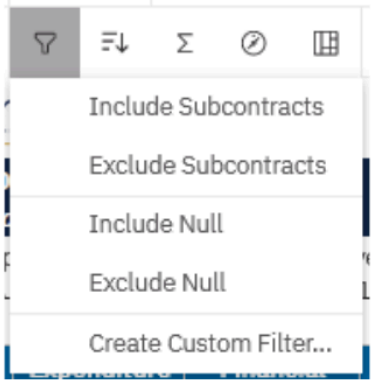


Cognos and Oracle Tips & Tricks

After running a Cognos report, you can filter and sort the data within the report. Click on the column you wish to filter or sort, and a control panel will appear at the top of the page:

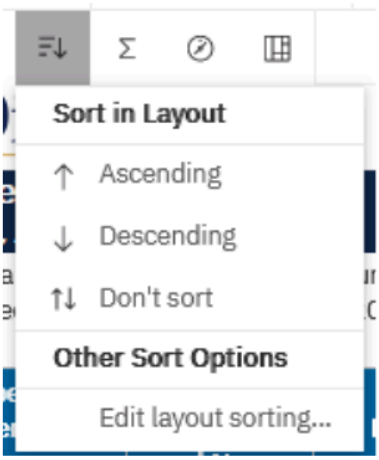


Filtering:



- *Include/Exclude <value>* allows you to filter on the specific value you clicked on.
- *Include/Exclude Null* allows you to filter for or filter out rows that do not have a value.
- *Create Custom Filter…* allows you to select the specific values you want to include.

Sorting:



- Sort the selected column in *Ascending* or *Descending* order.
- Choose *Edit layout sorting…* to specify a sort priority for multiple columns.

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.



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**

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.

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UC San Diego

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