

# Budget & Finance Weekly Digest

March 14, 2023 | 112th Edition

## Announcements



### **Oracle Scheduled Maintenance 03/17/2023**

Oracle production environment will be down for maintenance from **7:00 PM Friday 03/17/2023** through **7:00 PM Sunday 03/19/2023**.

### **Updated Oracle ADF Desktop Integration Excel Add-On Available 03/20/2023**

Do you use excel to upload transactions in Oracle? If so, a new version of the integration add-in will be available beginning Monday March 20, 2023.

### **PADUA 2.3 Release Coming Soon**

The Project and Award Data Update Application (PADUA) will have new features released this month. Release 2.3 will include updates to Award Personnel and request updates to sponsored projects (with final approval through SPF). It will also allow for the ability to update General Project start dates and update the project status (closed/open). Recharge projects and tasks requests will now have workflow to CP&A. These updates are scheduled to be released **March 17, 2023**.

### **Daily Cost Transfer Emails Were Delayed**

It was recently identified that the daily cost transfer emails that are sent to PIs and PMs were not sent between Jan 13 through Mar 7. These emails were resent 3/10/23, but had the current date instead of the original date.

### **New Emailed Reports Have Been Delayed**

The new reports announced in the 2/28/23 Digest were delayed. There were some technical difficulties and subsequently went live on 3/10/23 - 3/14/23.

### **Oracle Project Cost Adjustment Workflow Notification Updates Coming 03/17/2023**

In August 2022, the Oracle Workflow Notifications were updated to include more detailed information to allow you to take advantage of the ability to approve pending transactions via email. We're happy to announce that Project Cost Adjustments (Cost Transfers) has also been updated. This is an additional enhancement from the Oracle updates to Project Cost Notifications in late December 2022. Upcoming release date of March 17, 2023.



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**

This week Heather Vinograd will be coming back with updates on Concur charge-offs. Get your questions answered in an information-packed session. Don't miss it!

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#### **UC San Diego Travel: Before You Go**

**Thursday, March 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.

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#### **UC San Diego Travel: Reporting Expenses**

**Thursday, March 16 @ 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.

#### Topics Covered:

- Arranging for prepayment of fees, such as registration.
  - Making deposits, such as for hotels.
  - Reporting expenses.
  - Claiming traveler reimbursement.
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### **[Reporting Workshop: Dashboard of the Week Series](#)**

**Monday, March 20 @ 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 Research Administration Activity Dashboard.

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### **[Oracle: Buying and Paying for Goods & Services](#)**

**Thursday, March 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
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### **Hot Topics: [PaymentWorks Webinar](#)**

**Monday, April 3 @ 11:00am - 12:00pm**

This is a great opportunity to hear more about our [new Payee Management system](#) which will be replacing Payment Compass in April.

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### **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.

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**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!*

# BI & Financial Reporting

### **New Dashboard Release: Cost Share Reconciliation**

The new Cost Share Reconciliation Dashboard is now available. This dashboard has three tabs for PPM summary, GL summary, and Misposted transactions. The Cost Share Reconciliation Dashboard is accessible from the [Business Analytics Hub](#). For more information about the dashboard, visit the [Cost Share Reconciliation Dashboard Blink page](#) and join the [Fund Management office hours](#) next week, March 23, 2023 to see a demo.

### **New Enhancement Release: Sponsored AR Aging**

The following changes are now live on the Sponsored AR Aging report:

- Multi-select for Financial Units, Award Type, and project class code
- New prompt for Line of Credit

### **New Enhancement Release: Incoming Payments Report**

New fields have been added on the Incoming Payments report for receipt type and creation method.

### **New Enhancement Release: Cost Transfer Dashboard**

The following changes are now live on the Cost Transfer Dashboard:

- A new page on the project cost transfer panorama for “other adjustment status”
- Added a column for “Approved by”
- Cost transfer workflow report is now searchable by the financial unit with a multi-select option.

Special thank you to the following individuals for submitting the requests that led to this week's enhancements: Ariel Tam, Ryan Antonio, Marissa Prough, Vanessa Sanchez, & Cathy Hyunh.

### **New! Updated Current and Future Report Development Blink Page**

The [Current and Future Report Development Blink page](#) has been updated to highlight both new reports and dashboards, as well as enhancements to existing reports and dashboards. A Release Notes section has also been added, which will highlight updates that are posted here in the Digest.



# Campus Budget Office Updates

### **The 2023-24 Budget Entry Deadline is March 30th**

Access the EPBCS production environment to complete your FY24 operating budget at <https://planning-ekgs.pbcs.us2.oraclecloud.com/HyperionPlanning>

If you missed our Oracle Budget training sessions, the recordings and slide decks from [those sessions are now available](#).

### **Bring Your Capital Projects Questions to This Week's Office Hours**

**Thursday @ 10:00am – 11:00am**

Holly-Ann Paiva will attend office hours this week to answer any questions you might have on capital projects planning in EPBCS. There will also be time to answer general budget and EPBCS questions, so all budget users should plan to attend this week's [CBO Office Hours](#).

### **Take our Self-Paced Training Course on UCLC**

[Oracle Budget: Budgeting at UCSD](#) is a new self-paced training course that covers the use of both the web application and Smart View to build your budget in EPBCS.

### **Join our Community of Practice (COP)**

The [Budget and Planning COP channel](#) audience includes Budget Preparers identified by each Vice Chancellor Office with responsibility to create Financial Unit budgets within the Oracle Planning and Budgeting system (EPBCS).

### **Need EPBCS Support? Use the Services and Support Ticket Portal**

For technical issues or questions about any of the Task Lists, please submit a ticket via the [Services and Support ticket portal](#). Just select **Budget & Planning > Oracle Planning & Budgeting (EPBCS)**.



# Tips & Tricks

### Local Hotel Program Reminder

Are you missing a charge from one of our [local partner hotels](#)? Please submit the final hotel receipt (folio) to [Services & Support](#) using the following categories and we will research it for you.

\*I want to...

Ask a Question or Make a Request

\*About

Travel

\*Related to...

Concur Bookings

\*More Specifically...

How-To Book Travel

### 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](mailto: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](#)

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](#).

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