See the attached image.

Announcements

UC San Diego Financial Accounting Program Information Session this Thursday, September 2.

We invite you to attend our UC San Diego Financial Accounting Program Information Session this Thursday, September 2, from 2:00pm - 2:30pm (Pacific Time) via Zoom. This program is intended to establish consistent foundational knowledge across the UC San Diego staff members in finance and accounting roles. The information session consists of a 10-15 minute overview of the UC San Diego Financial Accounting Program, followed by a Q&A session. At the end of the session, you will be provided with information on how to register for the first course of the program.

Oracle: Buying and Paying for PO Requisitioners

This course is designed for requisitioners who are responsible for creating and maintaining purchase orders. The course includes hands-on instruction on the use of Oracle Procurement & Payables, and will cover topics such as creating requisitions, submitting them for approval, and processing non-PO payments. The course will be held on Thursday, September 2, from 9:00am - 11:00am (Pacific Time).

Oracle Scheduled Maintenance

The Oracle production environment will be down for maintenance on August 31, 2021. The maintenance is expected to start at 8:00pm (Pacific Time) and last for approximately 4 hours. During this time, users may experience disruptions in their ability to access or use Oracle applications. We recommend that users plan accordingly and avoid scheduling any critical transactions that require Oracle access during this period.

Oracle: Reporting Expenses in Concur

This course is designed for users who need to report expenses in Concur. The course includes hands-on instruction on how to use Concur to report expenses, and will cover topics such as creating expense reports, attaching receipts, and submitting reports for approval. The course will be held on Thursday, September 9, from 1:00pm - 3:00pm (Pacific Time).

Oracle: Reporting Expenses for Travel in Concur

This course is designed for users who need to report expenses for travel in Concur. The course includes hands-on instruction on how to use Concur to report travel expenses, and will cover topics such as creating expense reports for travel, attaching hotel and airfare receipts, and submitting reports for approval. The course will be held on Thursday, September 9, from 9:00am - 11:00am (Pacific Time).

Oracle: Streamlining Reporting with WalkMe

This course is designed for users who need to streamline their reporting process with WalkMe. The course includes an introduction to WalkMe, a demonstration of how to use the WalkMe browser extension, and hands-on instruction on how to use WalkMe to access your reports. The course will be held on Thursday, September 14, from 1:30pm - 4:00pm (Pacific Time).

Additional Sponsored Projects Reports

The Campus User Roles report has become a key tool across campus users. A new enhanced version was promoted to Production. Users can now search by full name, email, or user ID, and can export the report. The report is available on bah.ucsd.edu and can be deleted if needed.

In next week's Fund Management Office Hours on Thursdays @ 11:00am - 12:00pm, we will discuss how to use the Campus User Roles report to find information on sponsored projects.

Minimum Monthly NGN Recharge Rate Increase for Communication Users

The minimum monthly recharge rate for NGN Communication users has been increased to $4.75. This increase is effective immediately, and will be reflected in your next invoice. The increase is levied automatically for each campus employee who qualifies as a Communication User.

Summer Salary Composite Benefit Rate Incorrectly Charged

Unfortunately, the fix for this issue that was to be effective July 1, 2021 is not working as expected. UCPath Center is currently investigating this issue. As of August 31, 2021, the fix is not working, and the benefit rates are still being charged incorrectly. We recommend that you check your benefit statements for any discrepancies.

Oracle BI Team Working on Duplicate Removal

The Oracle BI team has been working hard to remove duplicates and streamline reporting. The following reports have been sunset due to duplication:

- The Additional External Input report
- The Additional Internal Input report
- The Additional Requisitioner report
- The Additional Sponsorship report
- The Additional Vendor report

The Oracle BI team has been working hard to remove duplicates and streamline reporting. The following reports have been sunset due to duplication:

- The Additional External Input report
- The Additional Internal Input report
- The Additional Requisitioner report
- The Additional Sponsorship report
- The Additional Vendor report

We recommend that you access your reports using the latest versions of these reports, which have been updated to reflect the removal of duplicates.

In next week's Fund Management Office Hours on Thursday, September 2, from 9:00am - 11:00am (Pacific Time), we will discuss how to use the new versions of these reports to find information on sponsored projects.

Additional Validation to Transactions

Thank you for your patience and support as we work to improve the accuracy and reliability of our database. We are committed to ensuring that all of your transactions are processed accurately and on time. If you have any questions or concerns about your transactions, please contact your financial services representative or the Fund Management Office.

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The application period for Fall 2021 is September 6 - 17.

This program intends to establish consistent foundational knowledge across the UC San Diego staff members in finance and accounting roles. The program is intended for entry-level staff who are new to financial accounting, as well as for experienced staff who need to refresh their knowledge of financial accounting principles and practices. The program includes a series of online courses, as well as a mandatory in-person class. For more information on the program and how to register, please visit the UC San Diego Financial Accounting Program website.

Financial Services and Extension Financial Accounting Program Information Session

We will host an information session for the UC San Diego Financial Accounting Program on Thursday, September 2, from 2:00pm - 2:30pm (Pacific Time) via Zoom. At the session, we will provide an overview of the program, including its goals, objectives, and requirements. We will also answer any questions you may have about the program. Please register in advance to attend the session.

Oracle: Streamlining Reporting with WalkMe

This course is designed for users who need to streamline their reporting process with WalkMe. The course includes an introduction to WalkMe, a demonstration of how to use the WalkMe browser extension, and hands-on instruction on how to use WalkMe to access your reports. The course will be held on Thursday, September 2, from 9:00am - 11:00am (Pacific Time).

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Please remember to access your reports using the latest versions of these reports, which have been updated to reflect the removal of duplicates. We recommend that you access your reports using the latest versions of these reports, which have been updated to reflect the removal of duplicates.

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