Budget & Finance Weekly Digest



February 20th, 2024 | 159th Edition

Announcements

Ready for it? OGL is Launching Wednesday, February 21!
Tomorrow marks the debut of Oracle Guided Learning (OGL), and we're thrilled to unveil this to our internal and external UC San Diegans. Our team has dedicated extensive effort to enhance our training and support materials, aiming to provide a more comprehensive assistance framework for our users. As a part of this initiative, we've reimagined over 40 'how-to' articles from our knowledge base and WalkMe guides into the innovative in-app format through OFC. Check out our Blink page and join us in embracing the future of guided learning tomorrow!

Financial Accounting Program: Upcoming Information Sessions
The UC San Diego Financial Accounting Program is a complementary professional development opportunity being offered to help you become more effective in your role. This program is currently offered at no cost to eligible career employees through the end of the fiscal year (Spring 2024)!

We invite you to hear more by attending an upcoming Information Session for the following dates. Please register using links below:

- Tuesday, February 27, 2024 @ 10:00am - 11:00am
- Thursday, February 29, 2024 @ 1:00pm - 2:00pm

You are encouraged to share this information with your teams, colleagues, and those who may be interested in participating in the full program or Financial Accounting for Non-Accountants (FAFNA) as a standalone course.

We appreciate the partnership with UC San Diego Division of Extended Studies and the support from supervisors across campus and health sciences.

Annual Travel Survey
The Central Travel Office continues its efforts to gather feedback on the systemwide travel program so we have **extended** the Annual Travel Survey **deadline to February 23, 2024!**

Take the Survey

Upon completion of the survey all who opt in, including those who have already filled out the survey, will be entered in the giveaway for the following items:ONE (1) winner will get TWO (2) United Airlines tickets anywhere United flies and FIVE (5) winners will receive a Southwest Airlines status upgrade to "A-List".

Only UC email addresses will be eligible for these giveaways. Feel free to share this email or survey link with others in the UC community who travel or book travel. Your insights and participation make a difference in shaping our travel program.

Concur Known Issues – Print/Email Feature and Concur Generated Emails
Two known issues may be affecting some end users. While Concur is investigating, here are some tips:

1. The Print/Email feature within an expense report may at times be unavailable. Should this happen, we recommend the below options.

- Click out of the expense report and then click back into it, to see if the Print/Email button reappears.
- Refresh your browser, log back into Concur, and click into the expense report.
- Log out of Concur and log back in.

If those workarounds do not work for you, please submit a Services & Support case.

2. Concur email security settings were recently updated, resulting in some campus users no longer receiving notifications.

- If you have been impacted by this issue, please submit a Services & Support case so that we can alert Concur.

Updates will be posted in upcoming Weekly Digest articles when these issues have been fully resolved.

Have you used your Travel & Entertainment (T&E) Card?
Benefits of using the T&E Card are that one can avoid paying out of pocket for university business expenses and not having to worry about late fees and finance charges.

It is the cardholder's responsibility to reconcile all outstanding card transactions in Concur in a timely manner.

- All card transactions appear under Available Expenses in Concur. With the exception of Pending Card Transactions, card charges that appear under Available Expenses are considered unreconciled and will need to be added to an Expense Report and submitted in a timely manner.

If you want more visibility into your department's unreconciled card charges, you can run the Outstanding Card Charges Report in the Business Analytics Hub. In the Search box, type in Concur and you will be able to locate the report more easily.

As a reminder, card transactions should be reconciled in a timely manner:

- All Travel and Entertainment Card Product transactions (including T&E Card, CTS Air, CTS Hotel, and T&E - Temporary Virtual Card), **are required to be reconciled within 45 days from the trip or event end date.**
- Procurement Card charges need to be reconciled in the month the charge to the card was made (i.e. the same month the transaction becomes an Available Expense in Concur)

For more information on the Outstanding Card Charges report, check out the Blink page for an overview and resources on the process.

Cash Operations & Merchant Services
Reminders from CashOps and Merchant services teams:

- The PCI DSS training and Cyber Security training certifications are valid for one year from its certification date.
- Merchants need to ensure that these certifications are kept in active status. Kindly review these certification dates and take the training available in UC learning, in case the certification has expired or nearing its expiration date.
- Department should periodically review their banking activity and prepare their bank-ledger reconciliations on a monthly-basis.
- Also, please submit the completed bank reconciliations to CashOps teams via S&S ticket.

Multi-Investigator Extramural Funds Award Management Best Practice
We want to share a best practice when managing extramural awards with multiple investigators that span across different departments and/or vice chancellor areas. In instances where there is a discernible budget for each investigator for a particular award, it is our recommendation that separate project(s) be assigned in each investigator's award managing unit be created.

For example, a NIH award is awarded with investigators in the Department of Medicine and the Department of Chemistry and Biochemistry. Project numbers would be created in both respective financial units that are managing the award for their respective investigators.

Frequently Asked Questions:
1) What happens if the award only has salary and no other budget (e.g. technical staff, equipment, consumables, travel, etc.) for an investigator or senior key personnel from another unit?

- In these circumstances, we do not recommend setting up a separate project in the other financial unit.

2) *What if the other unit does not perform any of the fund management or research administration duties for their investigator?*

- The project creation should, in general, follow the award management. If the lead department is performing all of the research administration for the investigators then a separate project under the other investigator's unit should not be created.

3) When is this effective? Is it for new awards only?

- When possible, new project(s) should be created for existing awards as well as new awards.

4) Who will be responsible for setting up or requesting the chartstring(s) in the other department(s)?

- The lead unit or awarding award unit will need to coordinate with Sponsored Projects Finance (SPF) to request the additional project(s) via PADUA be set up in the other financial unit with the appropriate budget information.

5) Is there sample language of what to include in the Project or Multi-PI Leadership Plans?

- Example language of what to be included will be posted on Blink.

6) What is the reason for this best practice?

- This will ensure the flow of the indirect cost recovery dollars will be distributed to the respective vice chancellor and departments to help cover the administrative expenses related to fund management, human resources, academic personnel, information technology, etc.

Questions regarding this best practice can be sent to rafs@ucsd.edu.

BI & Financial Reporting

New tiles added to the User Acceptance Testing (UAT page on BAH)
Five new tiles have been added to the UAT page on bah.ucsd.edu. These tiles provide access to new reports / existing reports with new enhancements in QA. They aim to facilitate users in providing testing feedback: adding a comment to the corresponding Jira task, linked in the ‘’View Details’’ section of the tiles. The reports included are the following:

- Contract Overview (New Report)
- GL Fund Balances (Enhancements)
- GL Project Balances (Enhancements)
- SPF Accountant Panorama - Billing Summary Report (Enhancements)
- Trend Analytics Dashboard (Enhancements)

Training & Support



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

UC San Diego Travel: Before You Go
Thursday, February 22, 2024 @ 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, February 22, 2024 @ 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

Contract and Invoice Creation Training
Wednesday, February 28 @ 10 a.m.-11 a.m.
Ask questions and receive guidance on the PPM contract and invoice creation process every last Wednesday of the mid-quarter on Zoom 10 a.m. - 11 a.m.

For departments requiring training between the designated courses, we offer one-on-one training sessions with a member of our team who can answer questions about the process. Sign up for a PPM Contract and Invoice Process Session directly on Calendly for teams of 3 or more personnel.

Internal Control & Accounting (ICA) Office Hours
Wednesday, February 28, 2024 @1:00pm - 2:00pm (last Wednesday of the month)
Join us and ask questions related to Payroll reconciliation, Intercampus Recharges, ITFs, General Ledger, Fixed Assets and more in an open forum discussion.

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

Come get your questions answered and solidify your understanding during this information-packed session. Don't miss it!

IPPS Office Hours

IPPS holds **weekly** Office Hours to help with all of your questions related to Procurement, Accounts Payable, Travel and Entertainment, Procurement Card and Tax & Account/Supplier Setup. This is our schedule:

- **Procure-to-Pay, Travel & Entertainment, Tax & Accounting/Supplier Setup**
  Mondays 1-2:00 p.m., Wednesdays and Fridays 9-10:00 a.m.
- **Procurement Card**
  Wednesdays 9-10:00 a.m.

ICA 1:1 Sessions

Sign up for 1:1 zoom session with ICA team members

- ***Payroll Financial Management team*** 1:1 sessions have moved from UCPath to ICA. Register here for help with Salary Cost Transfers, Direct Retros, Payroll Reconciliations, UCPath Funding Transactions, Composite Benefit Rates (CBR), General Liability (GAEL) & Vacation Leave Assessment (VLA).
- ***General Ledger Financial Management team***
  Register here for help with General Ledger, Capital/ Fixed Assets, Detail Code setup, ITFs, Internal Controls, Oracle Role questions and more.

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!

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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