Budget & Finance Weekly Digest

September 27, 2022 | 90th Edition

Announcements

PPM Billing Feature Launching 10/03/22!
New PPM Billing features will be be pushed back and will launch in PPM starting **Monday, October 3**:

- **PPM Multiple Services**
  - Multiple Services gives users the ability to provide more granular information about the services being provided and billed
  - This includes the ability to reference an external customer PO# per customer invoice, instead of at the contract level
  - You can now add the information on the Event, which will be displayed on the AR Customer Invoice
  - For more information, read the How to Create a PPM Contract in Order to Bill External Customers and How to Create a Project Portfolio Management (PPM) Billing Invoice in Oracle KBA's

Purchase Order Change Order Visual Update
Have you had suppliers confuse your change orders with new orders in Oracle Procurement? IPPS has recently released an enhancement to help resolve this issue! When a change order is sent to the supplier, the **Supplier Instructions** will include the following statement:

- CHANGE ORDER: This document relays a change to an existing purchase order. Please see below for a summary of why a change order was processed.

The **Supplier Instructions** will also include the change order description entered by the initiator of the change order in Oracle Procurement. To make the most of this change, please be descriptive and provide necessary context for your change order when populating the **Change Order Description** in Oracle Procurement.

Are You Interested in Launching an e-Market Storefront for your Department?
Transact e-Market is a new campus relationship that provides an online storefront solution for departments. Items such as tickets, conference fees, merchandise, donations and membership fees can be offered through the eMarket. Student Financial Solutions is looking for a few departments to participate in the pilot program this Fall. To be considered, fill out this survey by **Friday, September 30**. Questions? Contact James Her at jamesh@ucsd.edu.

Non-Event Reimbursement Expense Report Processing Time
IPPS is no stranger to the staffing shortages many of us at UC San Diego are experiencing. As a result, we must make some adjustments and extend the processing time to approve non-event out-of-pocket expense reimbursement requests. Submitters should anticipate a processing time of **10 business days** from the date the request is received by IPPS, provided that required receipts and valid business justifications are included. Please know that this was not a hasty decision and we are doing everything in our power to ensure you are being properly supported.

To avoid out-of-pocket expenses and a delay in receiving reimbursements, use one of the university's purchasing/payment channels such as the Procurement Card, Amazon Business and Oracle Procurement. Reference our Procure-to-Pay Decision Matrix and the Procurement Card Blink page for more information.

Requisition Approval Email Error
Emails sent to the approver when a requisition requires approval are not displaying all relevant information. Instead, these notifications are often simply displaying errors. You can still view all relevant requisition information by logging into Oracle and accessing the approval from your worklist. To access the approval:

1. Login to ofc.ucsd.edu
2. Click the bell icon at the top right
3. Search for the requisition
4. Click on the requisition

We apologize for the inconvenience, and Oracle is actively working to resolve the issue.

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

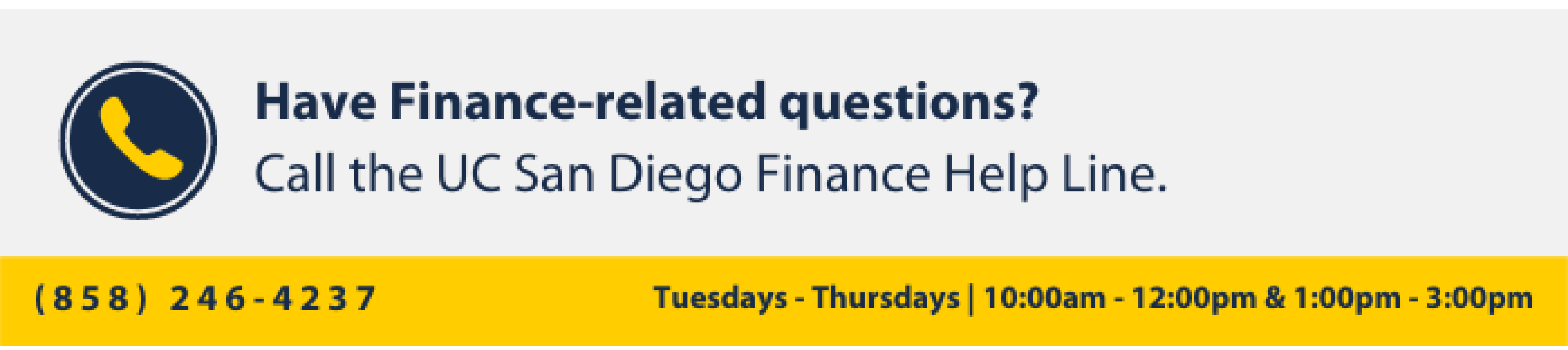
Fund Management Office Hours
Every Thursday @ 11:00am - 12:00pm

At this week's office hours, we will walk through how to use the newly released Project Management Dashboard for your monthly fund management activities, review changes to the GL-PPM Reconciliation report that will help you determine what amounts to enter in PPM Budgets for updated PPM balance reporting, and review changes made to the Expanded Project Summary to align it with the Project Management Dashboard. This session promises to be fun and packed full of useful information. Don't miss it!

Hot Topics: Travel Booking
Wednesday, September 28
10:00am - 10:45am
Join IPPS for our next session of Hot Topics! Learn how to book travel the Triton way, including the benefits of booking with Concur, Balboa, and Kahala.

Upcoming Travel Webinars
Wednesday, September 28, 2022
11:00am
Hertz Car Rentals will discuss their partnership with UC on sustainability goals, plus offer updates on the car rental industry and Gold Plus program benefits. All attendees will be entered to win ONE of the following: $100 Hertz certificate (1 winner) and 4 winners will get status upgrades (winners will go up one tier from their current status up to and including President's Circle Gold)

Oracle: Buying and Paying for PO Requisitioners
Thursday, October 6, 2022 @ 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.



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!

New Dashboard Release: Project Management

The new Project Management Dashboard is now available. This dashboard offers one place to conduct a complete analysis of a portfolio of projects, including GL and PPM balances, variance analysis, commitments, payroll reconciliation, and expenditures over time. The Project Management Dashboard is accessible from the Business Analytics Hub. For more information about the dashboard, visit the Project Management Dashboard Blink page and join the Fund Management office hours this week to see a demo.

New Report Release: GL Project Balances

A new GL Project Balances Report is now available as a standalone report accessible directly from the Business Analytics Hub (it no longer resides in the Project Panorama). The report now includes PPM commitments, payroll projections, and balances over time. New GL balance calculations will include YTD rather than ITD Capital Asset purchases. For more information about the report, visit the GL Project Balances Blink page.

Related Enhancements

- The balance calculation changes that were made for the Project Management Dashboard will also be reflected in the **Expanded Project Summary** and the **Faculty and Researcher Dashboard**. A breakdown of the new balance calculations can be found in the September BI & Financial Reporting Announcements email.
- Several changes have been made to the **GL-PPM Reconciliation Report** in support of the Project Management Dashboard.
    - Account codes included on the Expenditures tab have been modified to reflect account codes that should post in PPM, as determined by leading subject matter experts from Internal Controls and Accounting, Sponsored Projects Finance, Financial Operations, UCSD Health, and UCSD Foundation.
        - You may see account codes appearing on the Expenditures tab that you did not see previously.
        - In particular, GL-PPM variances in accounts 774010-To/From Reserves and 774011-Capital Outlay will now appear on the Expenditures tab.
    - A new tab called ‘Account Codes in PPM’ provides a full list of accounts and defines whether they are intended to post in PPM.
    - The Resources tab, which can be used to help you determine the amount to enter in non-sponsored PPM budgets, has been modified to reflect the new model for PPM-based general project reporting. Projects reported on an inception-to-date (ITD) basis will compare the IFIS Carryforward Amount and GL ITD Resources to the PPM Budget Amount. Projects reported on a year-to-date (YTD) basis will compare this fiscal year’s GL Beginning Balance and GL YTD Resources In to the PPM Budget Amount.

New Report Release in the Department Exceptions Panorama:

- **Non-Sponsored Generate Revenue Process Errors:** Use this report to identify errors that occur when a "Generate Revenue" job does not successfully generate revenue for a specific contract or project.

Reporting Workshop: Dashboard of the Week Series
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.

Kick off the series with us on **Monday, October 3** as we review the Project Management Dashboard!

Scheduled sessions (recurring Zoom link for all sessions)

- Monday, October 3 @ 10:00am - 11:00am, Project Management Dashboard
- Tuesday, October 11 @ 10:00am - 11:00am, Expanded Project Summary
- Monday, October 17 @ 11:00am - 12:00pm, Transaction Details Report

More information about the series and a full schedule can be found on the Reporting Workshop Blink page.

How to Change the Requester on a Purchase Order
The Requester is the individual responsible for approving certain invoices on a PO and serving as a point of contact for the supplier. If you need to change the Requester on a PO, you may do so via Change Order in Oracle Procurement. Review our newest KBA for easy instructions.

How to Shop in the Amazon Business Punchout
If you have ever been confused by how to navigate the checkout process in the Amazon Business punchout accessed through Oracle Procurement, refer to our new KBA for helpful instructions.

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.

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.

Visit Our Website | Subscribe to our YouTube | Contact Us

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