Budget & Finance Weekly Digest

June 28, 2022 | 77th Edition

Announcements

Accounting Period in Manage Project Costs
As part of the financial activity cleanup in preparation for fiscal year end, some costs in PPM have been updated to to correct the accounting to the GL. This change will not impact your project costs or balances. This may create more costs with a Most Recent accounting period instead of the Original accounting period when looking in PPM Manage Project Costs. Most Oracle reports provide data on the Original accounting period, so you will not see a change.

The Transactions Details report allow you to search by both periods. For more information, view the prior Digest edition from 03/09/21.

Converted Projects from Inactive Indexes
In January, we communicated that projects converted with inactive indexes would be closed. Then, in May, we realized some of the projects were still in use, so the projects that were closed had to be reopened. Projects that did not have project managers had to be manually reopened in June.

Further analysis was done on the projects and the following actions will now be taken:

- Projects that were closed by request between January and June will be **reclosed**
- Any of the converted projects with no activity, or had activity in 2020 and a current PPM balance of $0, **have been centrally closed**
    - View the list of projects here
- Any projects that had activity in 2020 and a current PPM balance, or any activity in 2021 or 2022, **will not be centrally closed**

- If you would like to close these projects, please submit a ticket: General Project Request
- View the list of projects here

Some of the projects with missing project managers had May-22 payroll that went to DFLT. These transactions have now been moved back to the original intended project. For more information, please refer to ID#38 on the Chancellor's ESR FIS Advisory Committee Main Issues List for tracking purposes.

PPM Contract and Invoice Training

Register for this comprehensive training course providing instruction on contract, event, and invoice creation and requirements. This virtual training is set to **occur every 2nd (second) Tuesday of the month at 10:00am, starting on Tuesday, July 12** and will reoccur on 08/09, 09/13, 10/11, 11/08.

- Use this link to register for the next webinar on 7/12 at 10:00am.
- View our other office hours and training opportunities through the Budget & Finance Event Calendar.

New Report Releases: Contract Management Dashboard, Project Setup to GL Match Errors

New reports have been released on the Business Analytics Hub. For more information, see the BI & Financial Reporting section below.

Status Questions on AP Cost Transfer Requests

The IPPS Accountability and Tax team is working hard to process all cost transfer requests as quickly as possible. The team cannot guarantee that any cases submitted after June 17 will be processed before fiscal close, but they are trying hard to get through the queue. To help make the process smoother, **please include all relevant information in your request**, such as invoice numbers and COA+POET information.

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

Internal Controls Office Hours

Every Monday @ 11:00am - 12:00pm

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Best Practices in Internal Controls Blink page.

Fund Management Office Hours

Every Thursday @ 11:00am - 12:00pm

Come to this week's Fund Management Office Hours to see a live demo of and ask questions about the newly released Contract Management Dashboard. At next week's office hours, there will be a demo of the newly released Project Setup to GL Match Errors report.

Oracle: Buying and Paying for PO Requisitioners

Thursday, July 7, 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.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

PPM Contract and Invoice Training

Starting Tuesday, July 12, 2022 @ 10:00am - 11:00am

Register for this comprehensive training course providing instruction on contract, event, and invoice creation and requirements. This virtual training is set to **occur every 2nd (second) Tuesday of the month,** starting on Tuesday, July 12 and will reoccur on 08/09, 09/13, 10/11, 11/08.

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**

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 Report Release: Contract Management Dashboard

We are excited to announce the release of the Contract Management Dashboard, which will help fund managers and fiscal managers to understand the status of billing and payments on their sponsored and non-sponsored contracts and identify actions that need to be taken. The new dashboard will include four new reports:

- **Award Contract and Project Summary**: provides summarized funding, revenue, invoice, and payment amounts for award contracts and associated projects
- **General Contract and Project Summary**: provides summarized contract, revenue, invoice, and payment amounts for general projects and associated contracts
- **Invoicing and Payment Details**: provides detailed information on PPM, SPARCM, and OFC invoices associated with contracts along with payment and chartstring information
- **Receipt Details**: provides detailed receipt information for receipts applied to OFC invoices

Resources:

- Visit Contract Management on Blink to understand how to use the data and to view answers to frequently asked questions.
- See a live demo of the enhanced report at this week's Fund Management Office Hours.

New Report Release: Project Setup to GL Match Errors

A new report on the Department Exceptions Panorama identifies transactions in the General Ledger that have posted to a financial unit other than the financial unit associated with the project in the chartstring. A future release of this report will include transactions that posted to a fund not associated with the project.

Correction of the errors identified on this report is not required prior to FY22 ledger close.

Concur Travel Arranger Settings

We have received reports that some travel arrangers have lost the ability to book travel on behalf of certain employee travelers. The simple fix is to have the traveler update their arranger settings by following the navigation path below:

- Log in to Concur > Profile > Profile Settings > Setup Travel Assistants > **Can Book Travel? Yes**

Each travel arranger that can book should show as “Can Book Travel? Yes” on the traveler’s profile.

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
- 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

View the full Support Framework on Blink.

UC San Diego
BUSINESS AND FINANCIAL SERVICES

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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