

June 27, 2023 | 127th Edition



AP & Concur Accruals or Fiscal Close
If you missed the recent Fiscal Close Bulletins, take a look at the AP & Concur Accruals for Fiscal Close Blink page for information on how accruals will be processed this year.

Tip: for Concur, move all card transactions from Available Expenses to expense reports with the Report Header fields populated, even if the travel/event will not take place until after June 30th. This will ensure that the transactions will not get accrued for this fiscal year. If the Travel/Event will take place prior to June 30th, assigning the transactions to an expense report will ensure that the accrual will post against the desired chart string.

Improvements to Concur Commitments Update
In May, we shared the new posting logic for commitments related to Concur travel and event requests (related announcement). Over the next few weeks, Integrated Procure-to-Pay Solutions' (IPPS) will work on the last step in this process improvement - cleaning up all outstanding commitments for trips and events that have already been closed or reconciled.

Requesting Oracle/Concur Approver Roles (Health vs. Campus Employees)
For UCSD Health employees looking to request Financial Unit Signature Authorization for invoices for Oracle, Concur and/or Premier systems, please complete the request on the Health Supply Chain service portal. Doing so will authorize signature authority across all systems. The policy as well as the instructions to request, modify or remove signature authority can be found at this link.

Campus Employees who are seeking Oracle/Concur Approver Roles, please continue to use the Oracle & Concur Role Request form in Services & Support. For step-by-step guidance on how to request Concur approver roles, please reference this KBA. For more information on requesting additional roles, please review the How to Request Oracle and Concur Roles KBA.

New Knowledge Base Article Alert!
The How to Request and Reconcile a Travel Cash Advance Knowledge Base Article (KBA) is now available through support.ucsd.edu/finance. If you have any questions regarding this new KBA or the topic please submit a Services and Support case for assistance or join our weekly Office Hours.

Airport Parking
If you'll be parking your car at the airport you can take advantage of UCSD's parking rates with various parking providers.

- Airportparkingreservations.com offers $5 off airport parking through promo code **UCSDPARKING**
- ParkOn.com is a premier airport parking reservation provider. To save up to 20% off daily airport parking rates, use promo code **UCSD20**
- Parksleepfly.com offers $6 off airport hotel parking packages through promo code **UCSDEDU6**

IPPS Advisory Committee Applications Open
Starting today, we are opening up our IPPS Advisory Committee (IAC) to evaluate membership for the next fiscal year. This committee, attended by several IPPS representatives including our Directors of Procurement and Disbursements/Travel, was originally established to work through ESR changes, enhancements and roadblocks. The committee meets every other Friday, 11:00 AM - 11:45 AM. IPPS uses this time for:

- Working through enhancement ideas
- Discussing problems or roadblocks we're experiencing and potential solutions
- Previewing upcoming developments before they're launched
- Reviewing complicated situations surfaced by IAC members which we either work out in the moment or follow-up with resolution after the meeting.

Membership in the IAC is a year-long tenure where members are asked to actively engage in discussions, bring a positive solution-oriented attitude, and participate in posting in the Teams Community of Practice. Posts would include tips and tricks, articles, and Blink pages. Occasionally, you might join focus groups or be asked to help us with escalated client issues that we're having difficulty navigating. If you have interest in being a part of this committee, please fill out our IPPS Advisory Committee interest form by 7/14.



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

Fiscal Close Office Hours

Every Wednesday @ 10:00am - 10:30am

From now until August 2nd, join the Fiscal Close Office Hours to ask questions and provide feedback regarding fiscal close activities.

ECERT Effort Reporting Office Hours

Every Wednesday 2:30am - 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

This week will feature a demo of the newly released **GL Fund Balances report.** Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

Reporting Workshop: Dashboard of the Week Series

Monday, July 10 @ 11:00am

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include discussions and report demos to help address some of your frequently asked questions. There may also be opportunities to win prizes during the series! The next session will feature the **Award Project Task Personnel and PADUA** on how to review and correct sponsored project budgets.

IPPS Hot Topics: Concur Reporting

Wednesday, July 19 @ 11:00am

Have you gotten stuck before trying to get at data coming from Concur or even knowing what's available? Join us for our next session of Hot Topics to learn about the reports that exist for Concur and how best to use them.

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.

(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!

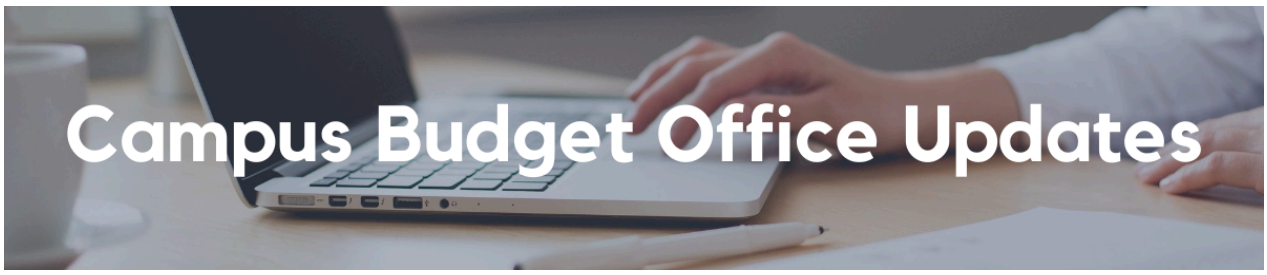


NEW! Report Release: GL Fund Balances
The GL Fund Balances report is now available as a standalone report accessible directly from the Business Analytics Hub. The report provides a summary of a Fin Unit's ending balances by fund, with information from the GL and PPM and drills down to the GL Project Balances report. For more information about this report, visit the GL Fund Balances Blink page.

Cognos Report Development Training
Are you interested in learning how to create your own queries and reports in Cognos using financial data? Does live training best suit your learning style? Complete this form to express your interest and availability for a training course by July 14. Training session invitations will only be made available to individuals who express interest on this form.

Can't spare three whole days for training? PDF manuals for self-paced training are available here under Online FINAH BI Tools Training.

Report Development Timeline
Our current report development queue goes out to March 2024. See what we're working on and what new enhancements, reports, and dashboards will become available to you in the next year on the Report Development Blink page under Current and Future Report Development.



Clear Legacy Fund Balances with a SOFI Swap
With the implementation of the Simplified Operating Funds Initiative (SOFI) in FY2016, most departments across campus now operate with SOFI as their main Core Operating Fund (13991). However, in the Oracle transition, some legacy index balances were inadvertently carried over in fund numbers such as:

- 19900-State General Fund
- 14000-Tuition
- 10950-Federal Contracts and Grants ICR
- 13050-Opportunity Fund
- 19933-Federal ICR (General Fund Portion)
- 19942-Nonresident Supplemental Tuition

The Campus Budget Office can assist with clearing these fund balances (whether positive or negative) via a SOFI swap journal. Please submit a ticket to CBO by selecting Budget & Planning > Fund Transfers/Allocations > CBO Resource Allocations and include **SOFI Swap** in the Subject Line. Please provide the following:

- Full **Legacy Fund** chart string and $ balance to be transferred
- Full **SOFI-13991** chart string to send/receive the fund swap

Note - If there are current year expenses posting to the Project/Task linked to the legacy fund #, please process Cost Transfers prior to requesting a fund swap for the remaining balance. This may also include updating payroll, recharges and other transactions that are pointing to the legacy Project/Task so that additional expenses don't continue to post in the future.



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

UC San Diego

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