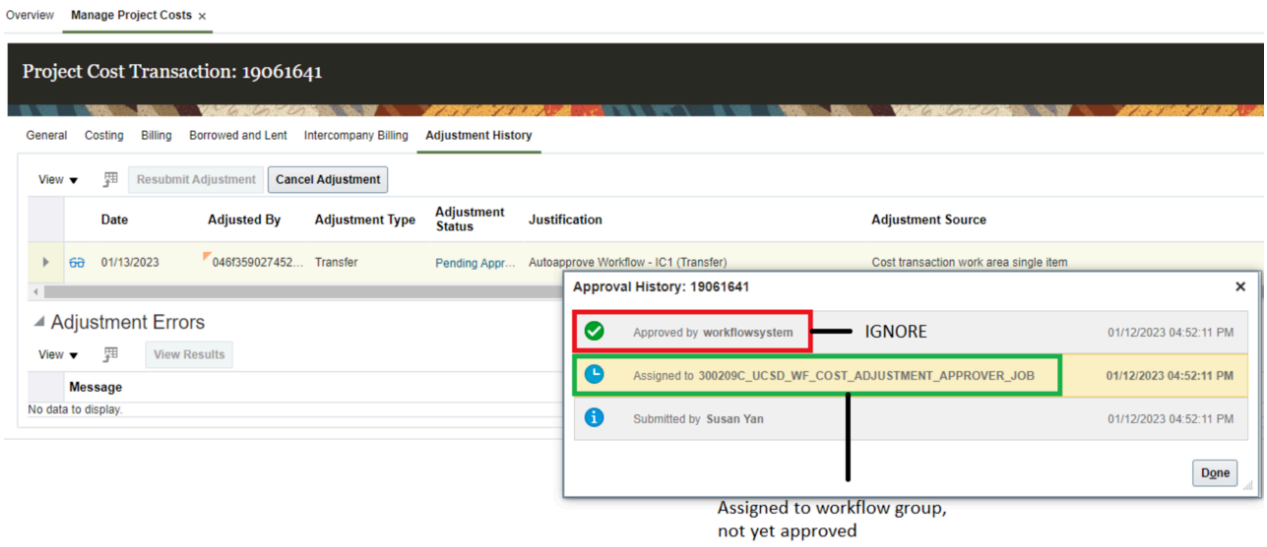


January 17, 2023 | 104th Edition



Cost Transfer Workflow

As part of a new enhancement to Cost Transfer workflow, you will no longer see workflow steps showing as automatically rejected by "workflowsystem". You may see workflow steps that are approved by "workflowsystem", but look for the current "assigned to" and if applicable, see "future assignee".



Resources

See KB0033457 - How to Initiate a Full or Partial Cost Transfer in Oracle PPM

Cost Transfer Dual Roles

Users are now able to have both the initiator (PPM Project Adjustments) and approver (Cost Adjustment Approver) roles. Users with both roles will not be able to approve their own initiated cost transfers. The recommendation is to only request both roles if needed. Example scenarios include small departments where employees need to function in both roles, or an employee who

has moved departments, but is still supporting the previous department as an initiator or an approver.

To request additional roles, submit a Services & Support role request form here.

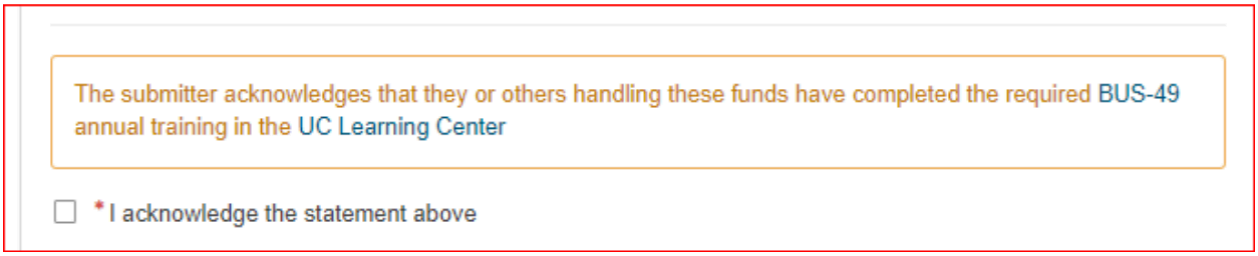
Note: Small departments with fewer users will need to identify a backup approver. For example, if the primary approver is also the initiator and cannot approve their own adjustments, a secondary or backup approver needs to be identified.

Who will be impacted?
Project Cost Adjusters and Approvers

Resources
KB0032241 - How to Request Oracle and Concur Roles
KB0032200 - How to Determine the Oracle & Concur Standard Roles Departmental Preparers Need

Cashiers Deposit Form Update
An acknowledgement checkbox has been added to the Cashiers Deposit Form in Services & Support to improve compliance with University policy BUS-49. BUS-49 requires our campus to develop and deliver cash handling training to all employees who handle cash and cash equivalents (such as checks and gift cards). Training must be completed when a new employee commences work in a cash handling job and *at least once per year* to refresh knowledge concerning policies and procedures.

The image below shows the new acknowledgement requirement on the Cashiers Deposit Form.



Who will be impacted?
Anyone using the Cashier Deposit Form in Services & Support
Anyone handling University cash and cash equivalents

Resources
BUS-49 Cash Handling in UC Learning Center
FAQ: BUS-49 Cash Handling Policy

New Service from Balboa Travel
Balboa Travel is pleased to announce a new flight messaging service for you. FlightStats itinerary monitoring is a pioneer service that monitors complete itineraries and notifies you of flight cancellations, threatened or missed connections. When you activate this service, Balboa Travel has access to the same messaging and can make alternative flight plans with minimal delay.

This service will automatically send messages on the status of your flight(s) to an email address or a mobile device of your choice.

Registration is specific to individual travelers and flights; travelers will receive an email from Balboa Travel with registration instructions prior to trips. Registration is voluntary.



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 cover Accounting 101: Receivables, Payables, and why different reports might show different balances. Come and get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

Concur: Event Expenses & Other Reimbursements

Thursday, January 19 @ 9:00am - 11:00am
The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and would like to learn about more advanced meetings and entertainment terminology and concepts.
Topics Covered:

- Learn how to submit event payment requests and employee reimbursements via Concur
- Review the process to submit event vendor payments
- Be able to view and reconcile Travel & Entertainment card transactions

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Financial Operations Office Hours

Friday, January 20, 2023
9:00am - 10:00am
Join the Financial Operations team this Friday for updates on Multiple Services Billing, PPM Updates-cost transfer Dual approver, Accounts Receivable Updates, PCI Audit, Entertaining Knowledge Sharing and followed by open Q&A. We look forward to seeing you there!

Reporting Workshop: Dashboard of the Week Series

Monday, January 23, 2023 @ 11:00 a.m. - 12:00 p.m.
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. Next week's session will feature the **Project Management Dashboard**.

IPPS Hot Topics: Oracle Procurement Enhancements
Wednesday, January 25 @ 10:00 AM – 11:00 AM
Learn how to navigate the enhancements coming to Oracle Procurement in January 2023 including redesigned request forms, the ability to add new lines to existing Purchase Orders, and Advanced Search replacing the Oracle Procurement catalog.

Oracle: Buying and Paying for Goods & Services
Thursday, January 26 @ 9:00am - 11:00am
This course will be especially valuable for employees who want to further their understanding of buying on campus or those who will be approving requisitions or invoices. Instruction will involve an introduction to Oracle Procurement as well as hands-on practice and feedback to gain valuable, practical experience. Intended for fiscal administrators, fund managers and financial managers who are familiar with sponsored award management on campus and would like to learn about more advanced buying terminology and concepts.
Topics Covered:

- Shopping for and purchasing goods and services
- Searching across UC San Diego requisitions and POs
- Approving invoices and requisitions
- Closing POs
- Processing NonPO payments through Oracle Procurement
- Checking PO and NonPO invoice status
- Receiving credits through refund checks

UC San Diego Travel: Before You Go
Thursday, January 26 @ 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 Car
- Learn how to book travel via Concur Travel

UC San Diego Travel: Reporting Expenses

Thursday, January 26 @ 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

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!



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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