

August 8, 2023 | 133rd Edition



Oracle Fixed Assets Module Office Hours Monday August 14th
Next **Monday August 14, 2023**, will be the next session of Office Hours. Please join us at **10:05 AM** on Zoom to learn more about the following topics:

- FA Roles/Access
- CAMS vs FA Interaction
- Conversion

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, August 15, 2023 @ 10:00am - 11:00am
- Thursday, August 17, 2023 @ 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.

Reminder: Review your Financial Unit's Approvers in the Business Analytics Hub
We recommend that your approvers for both Oracle and Concur Roles are checked on an annual basis to ensure that there are at least 2 approvers per role for coverage and separation of duties purposes.

To check your approvers, look up your department's Financial Unit code in the Campus User Roles report in the Business Analytics Hub. If you need to request additional roles, please review the links in the How to Request Oracle & Concur Roles KBA. If you notice that a past employee is still showing up as an active approver, please complete the Oracle & Concur Role Removal Request. NOTE: Health Employees need to go through this link to request role removal or to add new approvers.

New UC Contract with Hertz
After more than 15 years University of California has a new contract with Hertz that went into effect on July 1, 2023.

While our rates are still incredibly competitive, the daily rate will increase by an average of $2 and all reservations made prior July 1 have been updated to reflect the new rates. This change will be more noticeable by those who have confirmed larger vehicles such as minivans/SUV's or specialty/premium cars

What hasn't changed:

- Unlimited mileage within California (and now New Jersey as well)
- One-way rentals within California for no drop-off fees

Important note about car rentals: *While UC faculty and staff can use the contracted rates for personal travel, the insurance will not apply. As a result, reservations for personal must be made using specific links in the Connexxus travel portal instead of Concur or Balboa*

New Payment Request Behind-the-Scenes Enhancement
A link between Services & Support and Oracle was recently developed to alleviate the burden of manual entry and duplication of effort when processing Payment Requests. This mimics previously available functionality, will improve processing times, reduce data entry errors, and allows IPPS to direct time into other continuous improvement initiatives related to the Payment Request process. Thank you to everyone involved.

Project Portfolio Management Event Awareness
During the creation of PPM invoices, events can NOT contain negative amounts. In order to create a credit on PPM invoices, event amounts must be zeroed out. This KBA provides instructions on Creating Credit Memo in Project and Portfolio Management (PPM) Invoice.
All PPM invoices submitted with negative event amounts will be rejected.

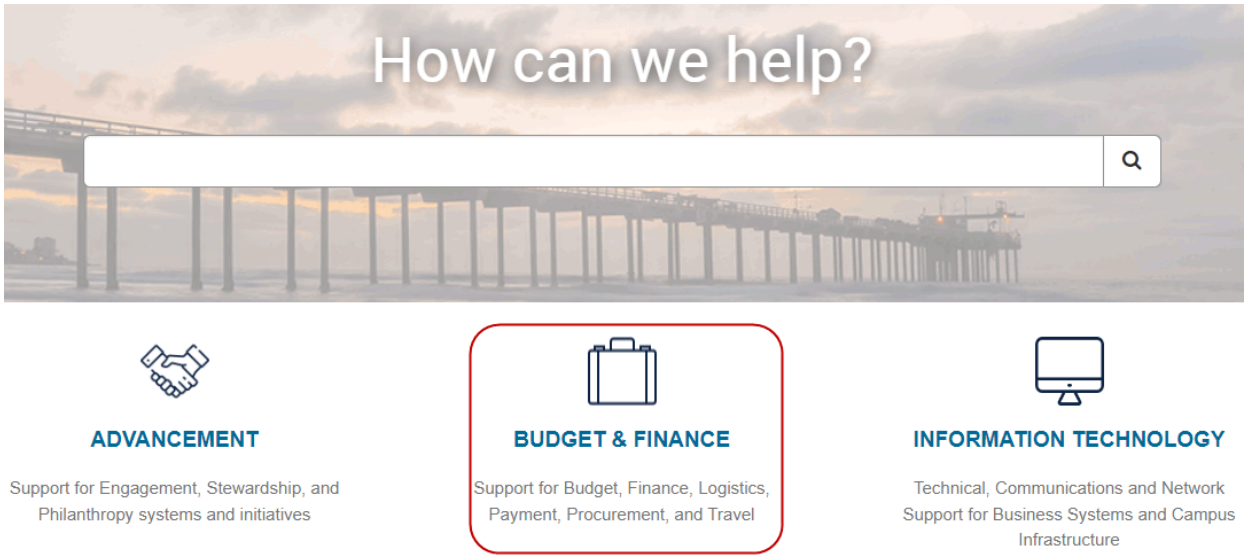
Oracle Procurement Purchasing Categories

Integrated Procure-to-Pay Solutions is working on purchasing category enhancements in Oracle Procurement so our professional buyers can better support you.

While the expected changes for you will be minimal, we are available to you through Services & Support should you have any questions about the upcoming changes. Additionally, Office Hours are available for Oracle Procurement on August 14th, August 16th, and August 18th. If actions are needed on your end, we will be reaching out to you separately with instructions.

Payroll Financial Management Support has Moved

Payroll Financial Management support, including payroll funding, assessments, reconciliation, reporting, default balances, direct retros, and benefit-cost transfers, has moved from **Payroll, Academic Personnel & HR** to the Budget and Finance Services & Support portal for better operational alignment.



To reach us, Submit a Ticket (**About:** Financial Accounting, **Related to:** Payroll Financial Management).



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

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 knowledge and understanding from a useful and information packed session. Don't miss it!

We will not be holding Fund Management office hours on **Aug. 17th** for the annual Staff Summer celebration.

Concur: Event Expenses & Other Reimbursements

Thursday, August 17 @ 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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UC San Diego Travel: Before You Go

Thursday, August 24 @ 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, August 24 @ 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 with 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

IPPS Hot Topics: Move/Relocation Policy & Procedures

Wednesday, August 30 @ 10:00am

This Hot Topics Training is great for department Move Coordinators who are in charge of assisting new employees with their Move/Relocation expenses. You will learn about the different move policies, how to find out which policy applies to your employee, reimbursable expenses versus non-reimbursable, the process in Concur to reimburse the employee/reconcile card charges, the taxability component associated with these expenses.

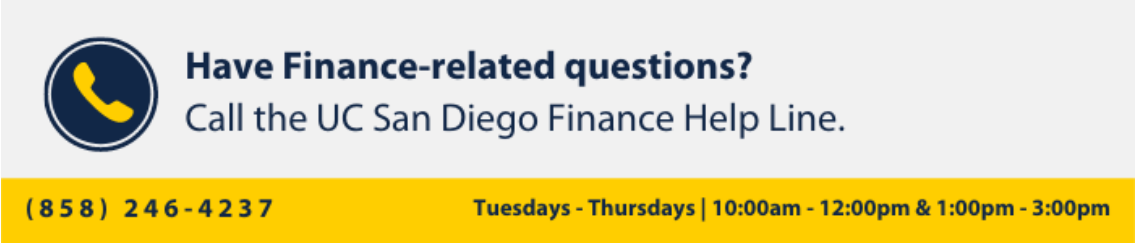
Contract and Invoice Creation Training

Wednesday, August 30 @ 10:00am - 11:00am

Find out about the PPM contract and invoice process. These resources and training are for individuals new to UC San Diego or those interested in refreshing their knowledge of the PPM contract and invoice process.

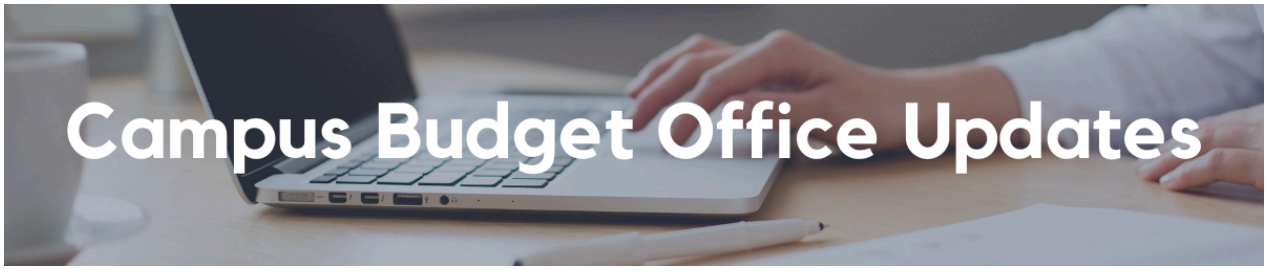
Reporting 1:1 Sessions

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).



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! Available Fund Balance Trends Report

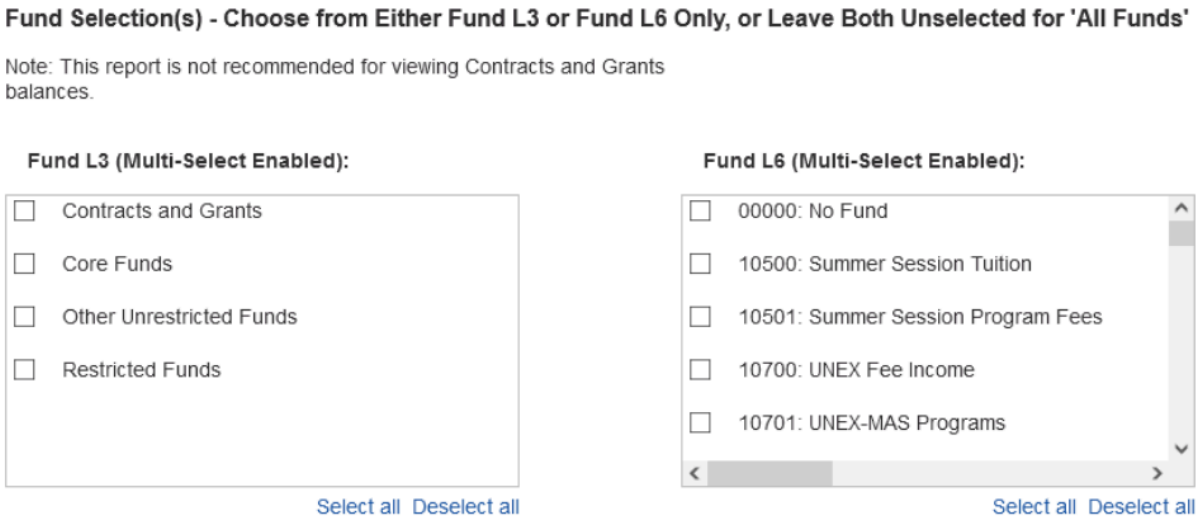
A new report has been released in the Business Analytics Hub (BAH) that displays resources available at various levels of the Financial Unit hierarchy across campus in a quarter-to-quarter and year-to-year format.

For both the quarter-to-quarter and year-to-year views, the report displays a line graph and detailed data table presenting resources available for the Financial Units selected. The report can be run for different Fund types (e.g. Contracts and Grants, Core Funds, Other Unrestricted Funds, Restricted Funds) or for specific Posting level Funds as available within the Managerial Reporting Fund hierarchy.

The report can be accessed from the Financial Resource Management Dashboard and relevant Blink Assist page is published here.

Enhancement! Budget vs Actual Report

The ability to select an individual fund in the latest (Cognos) version of the Budget vs Actual Report has been implemented in light of the below prompt selection update:



This report can be accessed from the Planning and Budgeting Dashboard and relevant Blink Assist page is published here.

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

Manage your preferences | Opt Out using TrueRemove™
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