Budget & Finance Weekly Digest



April 9th, 2024 | 166th Edition

Announcements

Concur 2.0 Enhancements are Live!
Integrated Procure-to-Pay Solutions (IPPS) is excited to announce that Concur 2.0 launched successfully on April 8th! Login to Concur to take a test drive and let us know your thoughts. Have questions? Attend an upcoming Concur 2.0 webinar or stop by one of the Concur 2.0 breakout rooms during this week's *Procure to Pay & Travel and Expense* Office Hours.

Concur 2.0 Webinar Schedule & Registration

- Thursday, April 11th: 10:00 AM – 11:00 AM (Please register here)
- Thursday, April 18th: 1:00 PM – 2:00 PM (Please register here)

Concur 2.0 Procure to Pay & Travel and Expense Office Hours Schedule

- Wednesday, April 10th: 9:00 AM – 10:00 AM
- Friday, April 12th: 9:00 AM – 10:00 AM

Visit the Procure-to-Pay/Travel & Expense section on the Business and Finance Training Blink page to join via Zoom.

Stay tuned to the Concur 2.0 Blink page for updates and guidance.

Financial Operations: CIPERB is coming!
CIPERB: Customers, Invoices, Project Expenses Report & Billing (initial release will focus on Customer Accounts only; following versions will expand upon further applications).

CIPERB is a new tool that will provide full functionality for individuals to manage customers under the Accounts Receivable module in the OFC application. Customer data created and updated via CIPERB will be updated real-time in Oracle to improve customer experiences and increase operational efficiency.

Stay tuned for launch dates, training dates, and more!

Changes to American Airline Inventory
In April 2023 we shared American Air's decision to change the way it shares its inventory, pulling content from standard online booking platforms and Travel Management Companies. We now know more about the impacts of this airline decision, including but not limited to:

- Certain American tickets becoming unavailable via online booking platforms such as Concur or with travel agencies.
- Lack of travel agency support available for some American Air tickets.
- American Air bookings might not flow into Concur as expected.

Please be assured that the impacts are not a function of our booking platform or partner travel agencies but rather with the way American Airlines is sharing their data. American Airlines' decision will potentially impact your travel experience and we recommend opting for other airlines for your business needs when feasible.

As we navigate this developing landscape we will keep our traveling population updated via Weekly Digest, travel-specific mailings, and other channels.

Travel Sustainability – Just In Time For Earth Month (DRAFT)
UCoP's Central Travel Office has successfully launched the first ever "Earth Month Lunch Flyover" webinar series! Many of you have already registered for multiple sessions and we can confirm a new "Myth Buster" session by Advito, who will break down common sustainability buzzwords.

The series kicked off on Monday, April 1st at 12:10 p.m., and continues through the end of April. Sessions are only 20 minutes and we encourage you to spread the word and sign up today if you haven't already done so. Please register here.

Missed a session? Watch the recording in **XXXINFONEEDEDHERE**

We're also excited to share that the new UC system-wide Sustainability page is now live in the travel portal. We encourage you to explore the new page, dedicated to resources, information, tips & tricks, and more! A Business Systems log-in is required. Need Business Systems access? Click here.

FIRST FINANCE TRAINING PROGRAM RAFFLE WINNER: Jordan Wright!
Congratulations to our first raffle winner, Jordan Wright! A huge thank you to Jordan for diving into the Oracle Foundations training and providing feedback on the course.

Remember, this could be you next time! We've got more raffles on the horizon, so don't miss out—the sooner you complete the training and survey, the more chances you'll have to snag a $20 VISA gift card. Let's keep the momentum going!

Access the course on the UC Learning Center!

Oracle Journal Workflow Notification Enhancement

Beginning April 8, 2024, Oracle Journal Workflow Notifications will now reflect the journal line description. The inclusion of this additional information (240 character max) will facilitate the approval process. The journal line description will also be reflected in the Export Lines hyperlink in the approval notification, which exports the journal lines to an Excel spreadsheet.

Line	Entity	Fund	Financial Unit	Account	Funct	Program	Location	Project	Activity	Inter Entity	Debit	Credit
1	16110	E2746	1000186	480000	000	000	000000	1004291	000000	00000		20.00
	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aut											
2	16242	12000	4200995	535105	420	000	000000	0000000	000000	00000	20.00	
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Export Lines

Approvals

Camp BFS 2024 - Save the Dates!

Join Business and Financial Services (BFS) this summer for a week of 'IN-TENTS' virtual instructor-led training. Camp BFS will feature over thirty virtual instructor-led courses spanning hot topics in Financial Services, Procure-to-Pay Solutions, Logistics, and more. The immersive, camp-themed training week will run from **August 5th - 9th**. Schedule and registration are coming soon. Stay tuned!

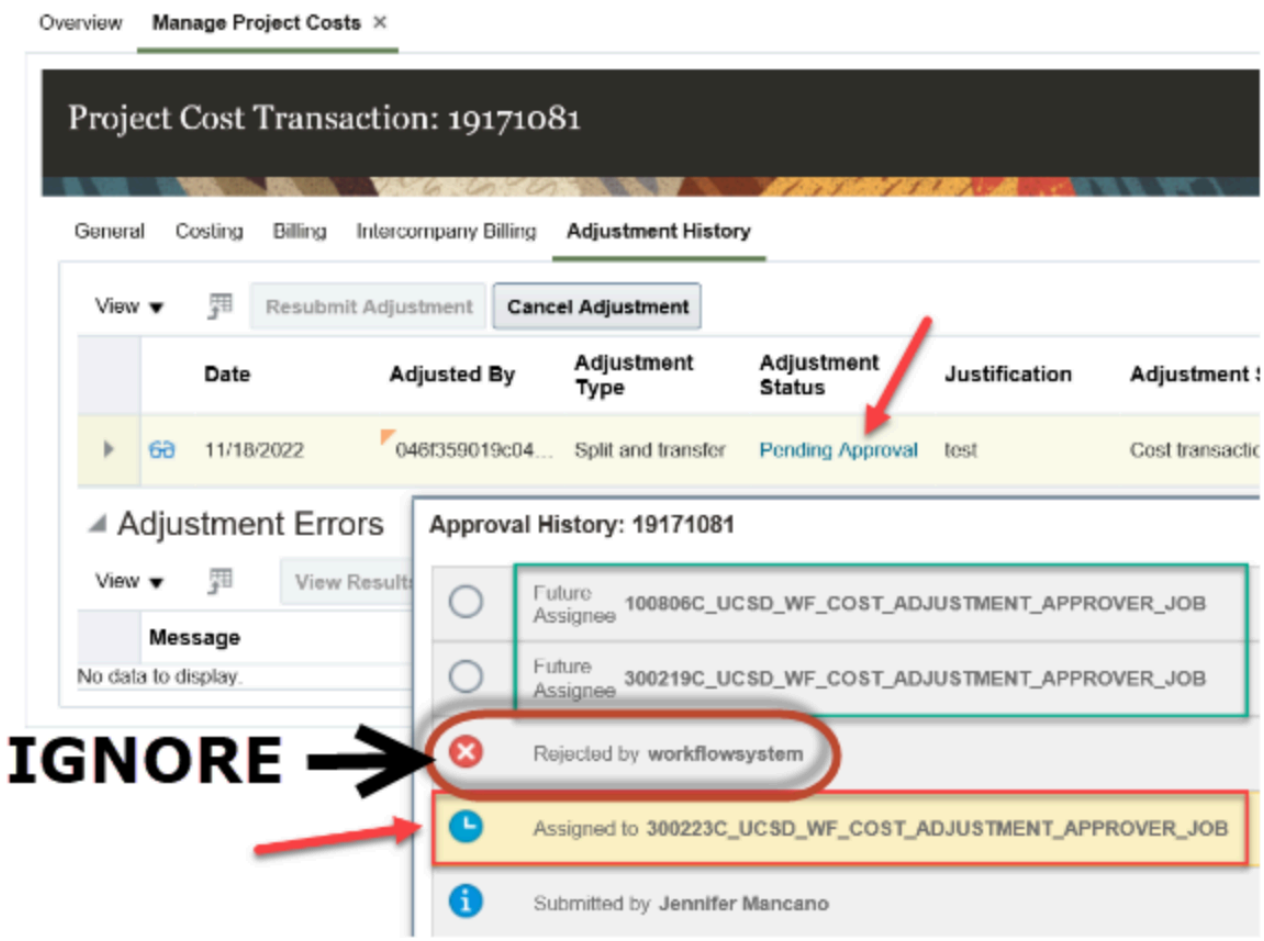
Visit the event page to learn more. Add the event to your calendar to save the dates!

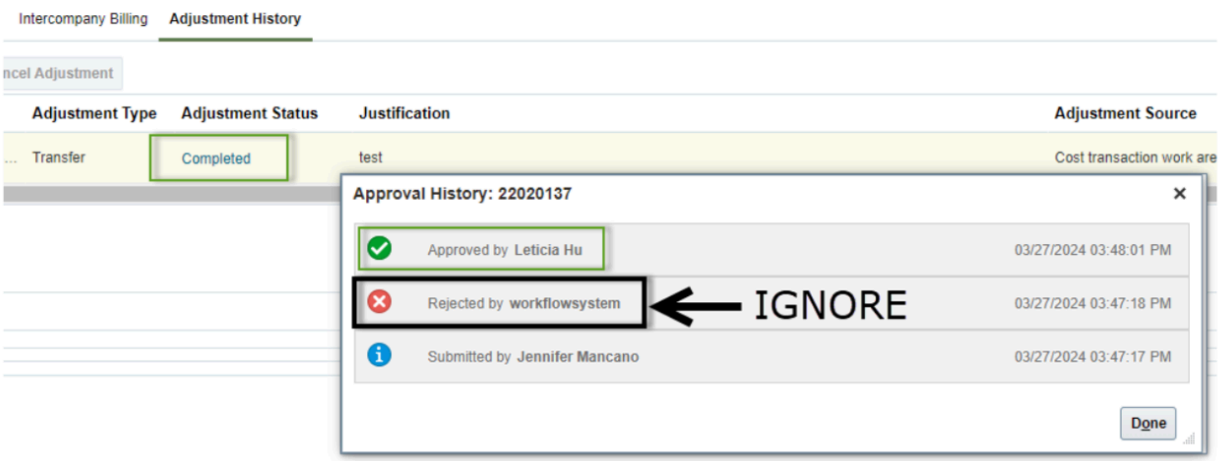


Cost Transfer Workflow Step Updated: IGNORE "Rejected by workflowsystem"

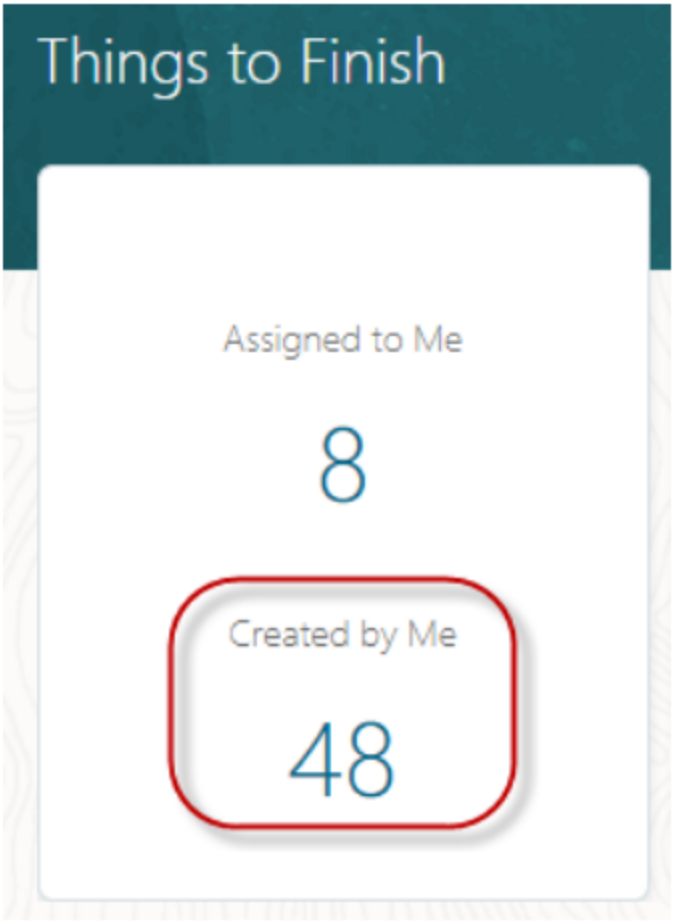
A “behind the scenes” step in the Cost Transfer workflow has been updated to prevent transfers auto-completing if they’re withdrawn from the “Created by Me” area (See Weekly Digests from 10/10/23 through 10/31/23 for details on the issue). The step will now show as “Rejected by workflowsystem” however you can **IGNORE** this, it does not reflect the actual status of the transfer. Unfortunately, it can not be hidden from view.

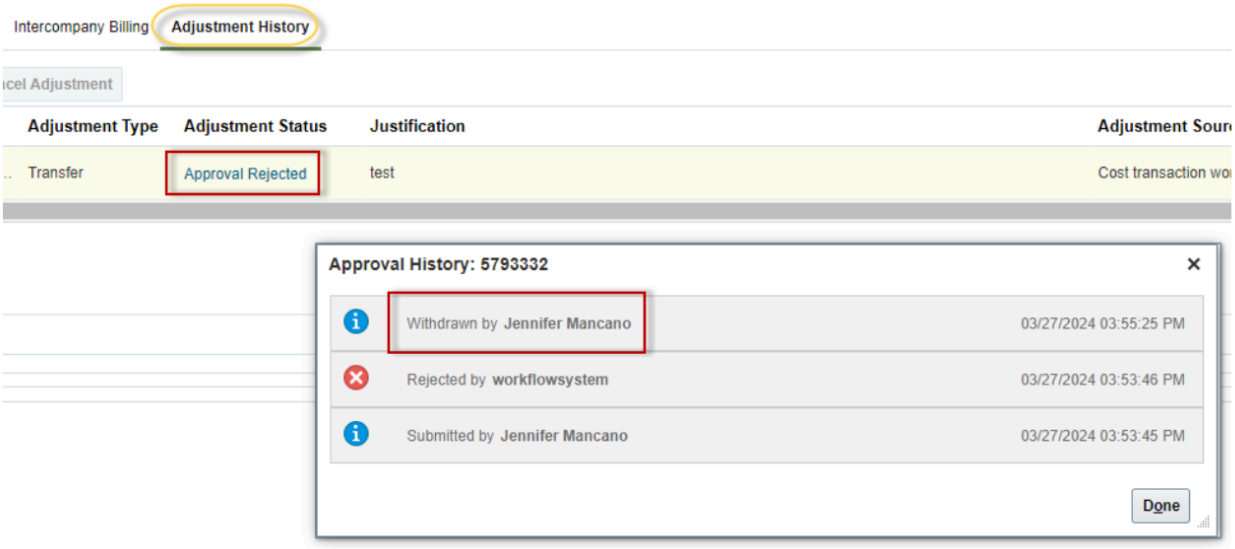
To confirm the status of your transfers, please use the Transfers by Status report on the Project Cost Transfer panorama.





With that change, now if you withdraw from the “Created by Me” area on the OFC dashboard, the adjustment status will show as “Approval Rejected” but if you click on the status, the approval history will show “Withdrawn by.”





BI & Financial Reporting

Enhancement to the Project COA Lookup Report

- A new column for Project Start Date has been added, which will help validate the full period of performance for a project-task.

Renaming of the UCPath-Oracle Salary Reconciliation Report

The Business Intelligence and Financial Reporting team currently offers two reports for reconciling UCPath Labor Ledger transactions with Oracle financial ledger transactions:

- UCPath-Oracle Salary Reconciliation: Includes only GL data and has limited functionality

- UCPath-PPM-GL Salary Reconciliation: Includes PPM and GL data and has expanded functionality for root-cause analysis

On April 16, we will be deprecating the UCPath-Oracle Salary Reconciliation report, as it has limited functionality and is only being used by a very small number of people. If you currently use this report, please begin using the UCPath-PPM-GL Salary Reconciliation report today.

In conjunction with the removal of this report, beginning April 16th, the UCPath-PPM-GL Salary Reconciliation report will be renamed to UCPath-Oracle Salary Reconciliation. Our hope is that this name change will alleviate some confusion about the purpose of the report that stems from the "PPM-GL" part of the current name. This change will not affect the format of the report itself, but we hope this name will better speak to the report functionality.

For any questions or suggestions, please submit a ticket through Service & Support.

Tips & Tricks

Gender Options in Concur
When selecting your gender in the TSA (Transportation Security Administration) section of your profile, you can now choose from the following:

- Male (M)
- Female(F)
- Unspecified (X)
- Undisclosed (U)

As a reminder, this section must match the gender on the government-issued photo ID you use for travel.

Financial Operations: PPM Contract Amendments

Due to an increase in contract amendment requests to edit chartstring elements without correcting prior existing invoices, the decision to require an exclusive charstring to flow through all invoices on a single contract has been implemented henceforth.

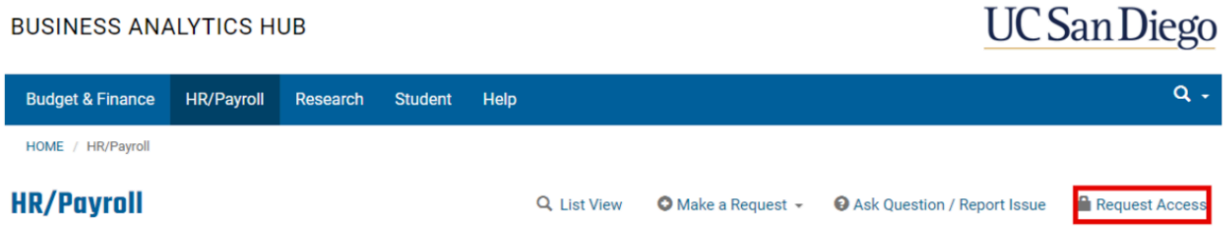
The negative downstream impacts of amending chartstring elements (Revenue, Fund, Account, Financial Unit/Organization) to contracts which cause more than one chartstring to be issued on a single contract cause multiple accounting issues and complicated cleanup projects.

- If new PPM invoices need to reflect a change in any of the chartstring segments, you can duplicate the existing contract, change the necessary elements, and create the new invoices as necessary to prevent further accounting issues.
- Any existing S&S cases and contract amendment requests that have been invoiced with differing chartstring elements are currently undergoing analysis; we appreciate your patience as our team continues to work with department members to resolve these issues.
- When submitting contract amendments, please note the reason in the Comments section to prevent amendment requests from being rejected.

Cognos and Oracle Tips & Tricks

To get access to reports available on the Business Analytics Hub (bah.ucsd.edu), go to the page that houses the report and click on the "Request Access" button, which is located in the upper right corner. You'll be redirected to a form that you can fill in for yourself or on behalf of someone else.

Depending on the group that owns the report, you'll need to request access from a different page on BAH (Budget & Finance, HR/Payroll, etc.). For example, if you need access to the DOPE report, you'll click on the "Request Access" button from the HR/Payroll page on BAH.



Training & Support

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

At this week's Fund Management Office Hours, Daniel Perdew, Assistant Director of the VC Health Sciences team, will review sponsored projects budgeting: proper use of budget resource categories, budgeting version naming conventions, and submission/review & approval.

[Financial Operations Office Hours](#)

Friday, April 19 @ 9:00am - 10:00am

Join the Financial Operations team this Friday for updates from Accounts Receivable, Strategic Design, Cash & Merchant Services and Equipment Management, Open Q&A. As always we will have open forum discussions, any updates we might have to share with you, and general Q&A sessions. We look forward to seeing you there!

IPPS Office Hours

IPPS holds **weekly** [Office Hours](#) to help with all of your questions related to Procurement, Accounts Payable, Travel and Entertainment, Procurement Card, and Tax & Account/Supplier Setup. This is our schedule:

- **Procure-to-Pay, Travel & Entertainment, Tax & Accounting/Supplier Setup**
  - Mondays, 1:00pm - 2:00pm, Wednesdays and Fridays 9:00am - 10:00am
- **Procurement Card**
  - Wednesdays, 9:00am - 10:00am

ICA 1:1 Sessions

Sign up for 1:1 zoom session with ICA team members

- ***Payroll Financial Management team*** 1:1 sessions have moved from UCPath to ICA. Register here for help with Salary Cost Transfers, Direct Retros, Payroll Reconciliations, UCPath Funding Transactions, Composite Benefit Rates (CBR), General Liability (GAEL) & Vacation Leave Assessment (VLA).
- ***General Ledger Financial Management team***
  Register here for help with General Ledger, Capital/ Fixed Assets, Detail Code setup, ITFs, Internal Controls, Oracle Role questions and more.

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).

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.



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**

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.

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