Budget & Finance Weekly Digest

April 6th, 2021 - 14th Edition

Announcements

General

Downloading Marketplace Favorites
In a couple of weeks, Marketplace will be transitioning away from individual user logins and will instead be directing campus and affiliates into a generic Marketplace account. The way you will log in won't change; the homepage will just look a little different and you will no longer have access to personal Order Queries and Favorites.

If you still have Marketplace Favorites that you reference, please log in to Marketplace and export them by **April 12th**.

Access to all historical Marketplace order information will still be available from the generic account by using Order Query, which allows for filtering off of fields such as name, supplier, and date range.

For questions, please contact us via Services & Support under the service offering *Buying Goods & Services -> Oracle Procurement -> Other Buying Inquiry.*

Click to view all known transitional issues impacting financial processes and reports. This list was curated specifically to support financial review and corrective actions by department fund managers.

Training & Support

Oracle PPM Initiatives

PPM Personnel Updates & Tasks to Projects Re-Conversion

Friday, April 16, 2021 @ 8:30 - 9:30am

Join us for a webinar on two optional, one time processes to support departments for 1) Updating Project Personnel such as Fund Manager and MSO/DBO and 2) Re-conversion of existing tasks to new projects (including costs!)

Fund Management Training Series

Incoming & Outgoing Subawards: Seminar 5

Wednesday, April 7, 2021 @ 9 - 10:30am

Topics include defining subawards, MCAs intercampus, Non-UC, managing subawards, costing updates, tracking payments and more!

External Revenue: Seminar 6

Monday, April 12, 2021 @ 9 - 10:30am

Topics include Incoming Service Agreements, Contract Management, Gift Revenue, Intercampus transfers ILTF, and associated reports.

Subledger Variances: Seminar 7

Wednesday, April 14, 2021 @ 9 - 10:30am

Topics include Default Projects, Purchase Orders and Commitment Reconciliation, Exception reporting, & Cost transfers.

Concur Travel Expense

Concur: Event and Expense Reimbursements Live Training Course

The live training course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about more advanced terminology and concepts.

Sign up today in the UC Learning Center for the next course on **April 13th** from **9:00am - 11:00am**. The course is recurring on a monthly basis.

New Videos on the Travel Process: Travel Request & Expense Report

The new travel process involves the completion of the Travel Request (preauthorization) and the Travel Expense Report (trip reconciliation) via Concur. For an end-to-end overview of creating a Travel Request, check out

the video on the process. You can also view the Travel Expense Report video for a walk-through of creating a Travel Expense Report.

Concur Travel Agency Updates
Come join the travel experts at Balboa Travel on **April 8th at 9:00am** as they review what travelers can expect when business travel resumes. They'll share the latest information from the travel industry, including updates from suppliers and helpful Covid resources. Please note that this webinar is offered by our partner travel agency and is intended as a broad overview for their client travelers. Register directly with Balboa Travel if interested in attending.

Visit the Training & Events Calendar for information on upcoming webinars.

BI & Financial Reporting

New Oracle BI Report Released:
Financial Deficit Report - Operating Funds
The new Financial Deficit - Operating funds has been released on reports.ucsd.edu in the Budget and Financial Management Reports Panorama. The report displays all financial unit/fund deficits in excess of $25,000 as a default but allows the user to view all deficits as well. Financial deficits in excess of $25,000 cannot be carried forward unless an approved resolution plan is in place in accordance with the campus deficit policy found here: https://blink.ucsd.edu/finance/budget/deficit-policy-and-monitoring.html#Policy. Also, Blink Assist is available to help you understand the data.

This report is for operating funds only. A similar report for Sponsored Project funds will be released soon. Stay tuned.

Tips & Tricks

Oracle Financials Cloud

View Supplier Addresses in Request Forms
Oftentimes when you select a supplier in a request form in Oracle Procurement, the Supplier Site (or address) automatically defaults. There are some situations, however, where you will need to select the proper site to which your

Purchase Order should be directed. You can see the addresses associated with a supplier by doing the following:

1. In **Supplier**, enter your Supplier's name
2. In **Supplier Site**, click the **dropdown arrow**, then **Search**
3. In the dialog box, click **Search**

You may view each address in full by hovering over the text.

Lift PO Commitments in Oracle Procurement
If you are noticing PO commitments on your PPM ledger, you may lift them by closing out the PO in Oracle Procurement. If the PO has not been invoiced, you may cancel the PO via a change order. If the PO has been partially invoiced, you may reduce the PO to what has been invoiced via a change order. This process is outlined in our KBA on closing Purchase Orders.

Concur Travel & Expense

Process Change for Shipping a New Corporate Card to a Home Address
Looking to request a brand new Procurement Card or Travel & Entertainment Card to be delivered to your home address? We have made a BIG change.

Please be advised that the requester should no longer include the cardholder's home address within the New Card Request in Concur. Before you submit the New Card Request via Concur, you must submit a request ticket with the cardholder's home address using the UC San Diego Services & Support Portal. Then you will reference the Services & Support ticket number within the Concur New Card Request.

As of April 1st, card requests in Concur with a home address listed will NOT be approved and will be returned to the requester. This process change is to align with the security and protection of personal information. Read the new KBA for instructions on how to properly submit the request.

Concur FAQ Blink Page
Q. *What is the difference between a Concur Expense Type and a PPM Expenditure Type?*

A. Check out our Concur FAQ page to find the answer to this question as well as a host of other frequently asked questions from campus Concur users. Bookmark the page and use it as a reference guide when you need quick answers to common questions.

About the Weekly Digest

Each Tuesday important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense, are delivered to your inbox. Our goal is to deliver timely information that matters to you.

Contact us

Have questions about this edition? The best way to contact our team is via Services & Support.

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial information system and support departments' success in managing their fiscal responsibilities.
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University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093

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