Budget & Finance Weekly Digest

August 16, 2022 | 84th Edition

Announcements

Anticipated Timing of FY22 Allocations

The Internal Controls & Accounting (ICA) central office is planning to process FY22 allocations in October this year. UCOP expects the system-wide financial statements to be issued at that time, and we expect to process allocations once we know that Period 13 can be closed.

We plan to announce our progress on the allocations in **late September** once we have established the timing to close Period 13. Once allocations are posted in Period 13, your FY22 revenue and expenses are allocated back down to the FinUnit and Project level in account 300000.

Please note that UCOP requires us to not post activity to account 300000 during the fiscal year because it will affect the net position balance on our campus financial statements. Please consult ICA, if you are encountering any issues regarding account 300000.

Oracle Workflow Notification Updates Coming 08/29/2022

Over the past several months we have been working on updating the Oracle Workflow Notifications with more detailed information to allow you to take advantage of the ability to approve your transactions via email. You can review the details of the following notifications being updated on Blink in preparation for the **release date of August 29, 2022**:

- Accounts Payable Invoices and Invoice Holds
- Contract Invoices
- Journals
- Requisitions, Purchase Orders, and Change Orders

- Project Budgets (Financial Plans)

Due to limited functionality, the following notifications cannot be updated at this time:

- Contracts
- FYI Requisition Approved
- FYI Purchase Order Implemented
- Project Cost Adjustments

PADUA 2.0 Task Updates Coming 08/22/2022
Coming on **August 22, 2022**, additional features of the Project and Award Data Update Application (PADUA) tool will be launched. Users will now be able to Create New Tasks, Update Task Names, Update Task End Dates, and Update Task Personnel. Additional information will be provided in the KBA and Digest next week.

Reminder!

Financial Accounting Program Returns Fall 2022!
This past year, the Financial Accounting Program has supported staff with various roles and responsibilities to establish foundational accounting knowledge across UC San Diego.

Attend the upcoming **Information Session** on Thursday, August 18 at 2:30pm to learn more about the program and upcoming enrollment deadlines. Register here!

For more information, please visit the Financial Accounting Program webpage.

IPPS Office Hours Canceled 8/15-8/19
Due to Camp IPPS, office hours for procure-to-pay and travel & expense questions will be canceled for this week. Please consider instead attending one of our many classes to learn more about these topics.

Procurement Card and Virtual Card in Services & Support
Based on feedback from campus, we have added more descriptive service offerings for our Virtual Card (a payment method for Purchase Order suppliers) and Procurement Card assignment groups in Services & Support. You can now search for any of the below categories in **More Specifically** when submitting a case or select Procurement Card (Express Card) or Virtual Card (Payment Plus) in **Related to** to view all available offerings.

Procurement Card Categories:

- PCard Department Administrator Updates: Change, remove, or update the DA
- PCard Home Address Submission: Verify a home address to send a new card before making the request
- Personal/Non-Reimbursable PCard Charges: Instructions on resolving these charges
- Expense Report Errors: Assistance in resolving expense report errors

- General Procurement Card Inquiry: Everything else

Virtual Card Categories:

- Proof of Virtual Card Payment: As stated
- Virtual Card Audit Requests: FEMA audits
- Virtual Card De-enrollment: As stated
- Virtual Card Declines / Precise Pay: As stated
- Reissue P+ Payment as Check: As stated
- Virtual Card Expired Payments: Request reissue of virtual card payment
- Virtual Card Instructions: Assistance in retrieving virtual card payment

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

Internal Controls Office Hours
Every Monday
11:00am - 12:00pm
Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Best Practices in Internal Controls Blink page.

Fund Management Office Hours
Every Thursday
11:00am - 12:00pm
This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to figure out the source of a GL-PPM discrepancy? Can't figure out how to get your direct retro with cap gap to work? See a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.

Financial Operations Office Hours
Friday, August 19, 2022
9:00am - 10:00am
This week's office hours will be discussing Receivables WalkMe, PADUA 2.2: Task Updates, Contract and invoice training followed by a Q&A session.

Bring your questions, comments and your experiences to share with your colleagues across the Campus, we are looking forward to seeing you this Friday.

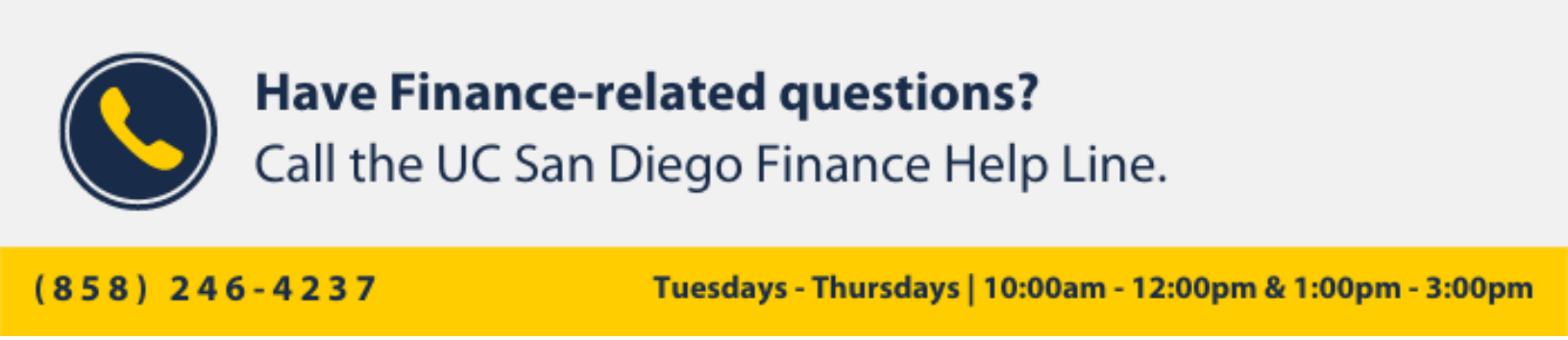
Camp IPPS

August 15-19, 2022

There's more to Camp IPPS than 'in-tents' Oracle and Concur training. Register for these courses to discover something new about IPPS and expand your horizons.

- Navigating the Logistics Portal
- Small Business Programs & Policy
- Sustainable Program & Policy
- Thermo Fisher Scientific and UC San Diego

Log in to UC Learning with your SSO and click on the links above to take you directly to the course details and registration.



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.

Support Framework

Not sure where to find answers? Our support framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify resources.

TIER 0 — What Can I Do On My Own?

Applies to you if you:
- Want to find published support information anytime
- Don't want to wait in line for your question to be answered
- Don't know who your department Subject Matter Experts (SME's) are

Self-Service Resources:
- Your immediate Supervisor
- Budget & Finance User Group
- Knowledge Base Articles
- Community of Practice
- Published Information in Blink
- Training Videos

TIER 1 — Where Can I Get Help?

Applies to you if you:
- Have a question that is unable to be answered by your department SME or self-service resources
- Have a question that can be quickly answered by a knowledgeable representative
- Need to process a transaction in Services & Support
  - E.g. "I need you to process/approve/route…"

Resources:
- Attend an Office Hours session
- Contact the Finance Help Line
- Submit a request ticket in Services & Support

TIER 2 — Who Can Help Escalate?

Applies to you if you:
- Are unsure how to submit your request/ticket
- Have submitted a ticket and are not receiving a response
  - Please try to give agents enough time to process your requests before escalating the ticket
- Identify something that does not seem to be working properly

Resources:
- Contact the central support team directly at financesupport@ucsd.edu
- Submit a ticket to Budget & Finance Support
- Find the form in our Request Catalog to process your transaction request

TIER 3 — How Do I Suggest Enhancements?

Applies to you if you would like to suggest:
- An enhancement to a financial system
- Idea to streamline a financial business process
- Oracle & Concur financial reporting enhancement

Resources:
- Budget & Finance Suggestion Box
- Business Analytics Hub Help Page

View the full Support Framework on Blink.

UC San Diego
BUSINESS AND FINANCIAL SERVICES

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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