April 23rd, 2024 | 168th Edition

Announcements

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 chartstring to flow through all invoices on a single contract has been implemented henceforth.

The negative downstream impacts of amending chartstring elements (Revenue, Fund, Customer Account, Financial Unit/Organization) to contracts that cause more than one chartstring to be issued on a single contract cause multiple accounting issues and complicated cleanup projects. [Project & Task amendments ARE acceptable; these two segments are NOT part of the issue].

- In the case that a 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 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; please be patient 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.

When contracts are incorrectly set up, departments are required to go through the following steps to correct any COA mistakes on the contract -
Contract Amendments/COA Corrections [MUST BE DONE IN ORDER]:

1. Submit S&S ticket to have customer account switched to "Paper" for preferred invoice delivery method
2. Issue credit memos for all invoices (get them submitted and approved), support portal KB0033271
3. Amend the contract to change the Revenue, Fund, Project, and/or Contract Owning Organization (Financial Unit) to the correct one and get it approved - Support Portal KB0033499
4. Generate new invoices to mirror old ones by creating new events (get them submitted and approved) - Support Portal KB0032793
5. Submit an S&S ticket and provide a list; if there are any payments received on old invoices to be transferred against newly created invoice/invoices
6. Submit an S&S ticket to know when all of the above have been completed so that the customer account can be turned back on to "Email" for the preferred invoice delivery method

7. Continue to invoice for the contract as usual
    1. KB0033271: Creating Credit Memo in Project and Portfolio Management (PPM) Invoice
    2. KB0033499: PPM Contract Amendments
    3. KB0032793: How to Create a Project Portfolio Management (PPM) Billing Invoice in Oracle

CIPERB Launch & Sign Up: Launching Monday, May 6th!
CIPERB (Customers, Invoices, Project Expenses Report & Billing) 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 in real-time in Oracle to improve customer experiences and increase operational efficiency. The initial release will focus on Customer Accounts only; the following versions will expand upon further applications.

Register for one of the following training sessions (please use your UC campus email for registration):

CIPERB Training 1
Wednesday, 05/01/24 @ 10 AM - 11 AM

CIPERB Training 2
Wednesday, 05/08/24 @ 10 AM - 11 AM

CIPERB Training 3
Wednesday, 05/15/24 @ 10 AM - 11 AM

CIPERB Training 4
Wednesday, 05/22/24 @ 10 AM - 11 AM

CIPERB Training 5
Wednesday, 06/05/24 @ 10 AM - 11 AM

CIPERB Training 6
Thursday, 06/20/24 @ 10 AM - 11 AM

Cost Transfer WF Notifications Updated
A blurb has been added to the cost transfer workflow notifications to help clarify that when Quantity does not equal Amount, the **New Quantity** field shows the **quantity**, not the amount.

Adjustment Details

Worklist Number	29728454
Adjustment Type	Split and transfer
Justification	
Total Number of Transactions	1
Total Cost of Transactions	49.10

Project Costs Being Adjusted

Transaction Number	Financial Unit - Project Org	Project	Task	Award	Funding Source	Expenditure Type	Expenditure Item Date	Original Quantity	Amount	Original Transaction Reference	Expenditure Item Comment	Supplier Invoice Number	Supplier Name
52376693	9500015 - Special Events and Protocol	2035758 - OPS SEP Academic Senate Awards (DRA/DTA) FY 23-24	1 - Distinguished Research Award Lectures			530104 - Event Services	12/13/2023	2	49.10	32687097	LINEN 120" ROUND ROBIN'S EGG	756576	BRIGHT EVENT RENTALS, LLC

Project Costs Are Being Split and Transferred To

New Project Organization	New Project	New Task	New Award	New Funding Source	New Quantity
3000103 - Radiation Medicine and Applied Sciences	1000113 - RODSMLJ - FD AO RAD ONC MEYERS PHD ACCT	1 - RODSMLJ - RAD ONC MEYERS PHD ACCT			1.00
9500015 - Special Events and Protocol	2035758 - OPS SEP Academic Senate Awards (DRA/DTA) FY 23-24	1 - Distinguished Research Award Lectures			1.00

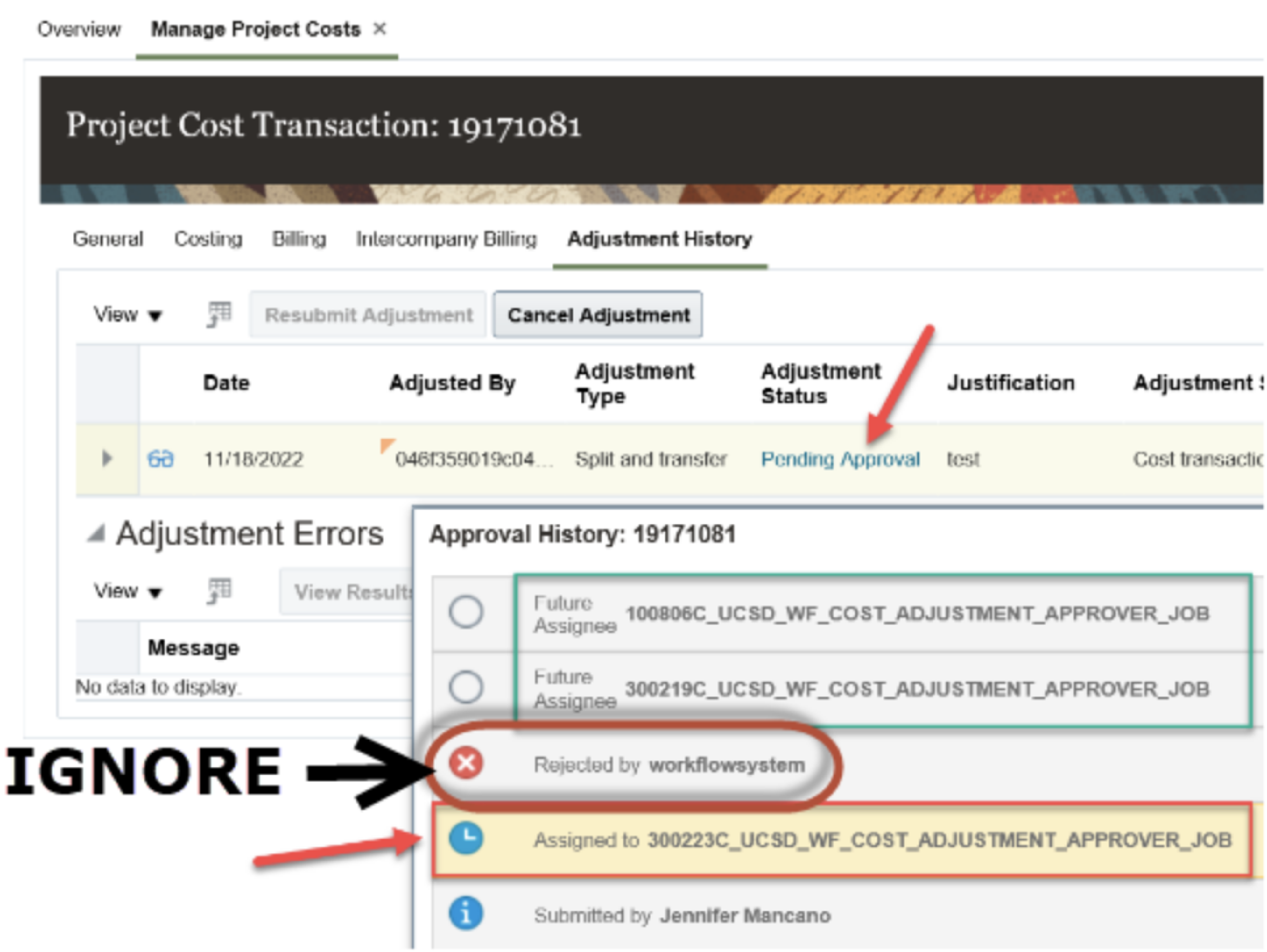
Note: New Quantity and New Amount are often, but not always, equal.

Approval History

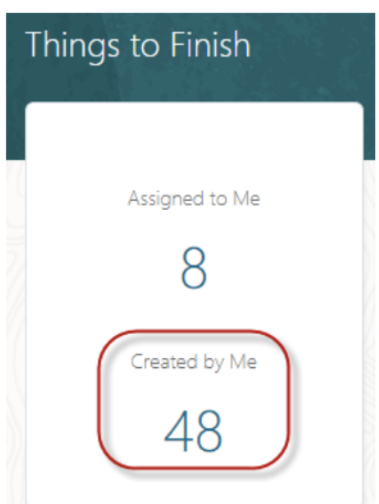
Cost Transfer Workflow Step Updated: IGNORE "Rejected by workflow system"

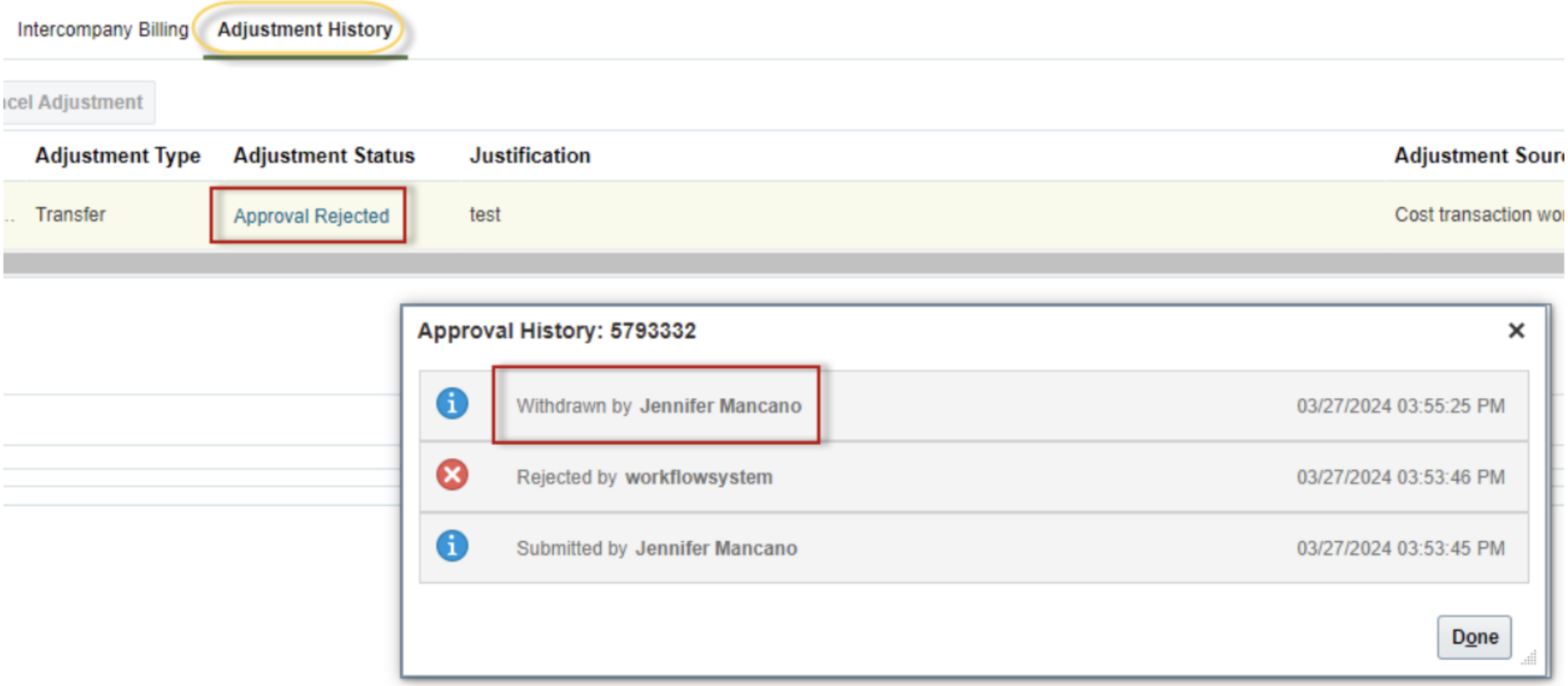
A "behind the scenes" step in the Cost Transfer workflow has been updated to prevent transfers from auto-completing when they're withdrawn from "Created by Me" (See Weekly Digests from 10/10/23 through 10/31/23 for additional details). The workflow step will now show as "Rejected by workflow system"; However, you can **IGNORE** this as it does not reflect the actual status of the transfer. Unfortunately, this step cannot 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 this change, if you withdraw a pending cost transfer 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

Campus User Roles Rebuild

This report has been rebuilt in Cognos to enable inclusion of data only found in the Employee Activity Hub, such as Employee Home Department and HR Status. This will allow departments and central offices to identify former employees who still have active roles in Oracle. Access the new report from the same BAH tile as the previous report.

Budget & Finance User Group Updates

On April 17, the Budget and Finance User Group approved the following enhancement requests:

GL Project Balances and GL Fund Balances

- New columns will be added to reflect the cash balance of the project/fund. The current focus on changes in net position may reflect revenue for which cash has not yet been received (receivables) or expenses for which cash has not yet been paid (payables). Displaying these amounts and the resulting cash balance will allow users to more accurately assess funds at risk and understand whether there are outstanding receivables on a project without having to run a separate report.
- Anticipated release: June 2024

GL-PPM Reconciliation

- A new column will be added to display the Project Manager
- Anticipated release: September 2024

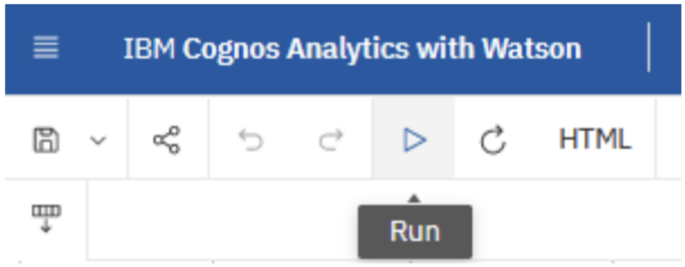
Invoices Posted to 96* (FinOps Analytical Dashboard - Process Errors)

- This exception report used by BFS Financial Operations identifies customer invoices where the financial unit was not updated during invoice creation. This report will now be sent via email to invoice creators to prompt correction of the invoice.
- Anticipated release: September 2024

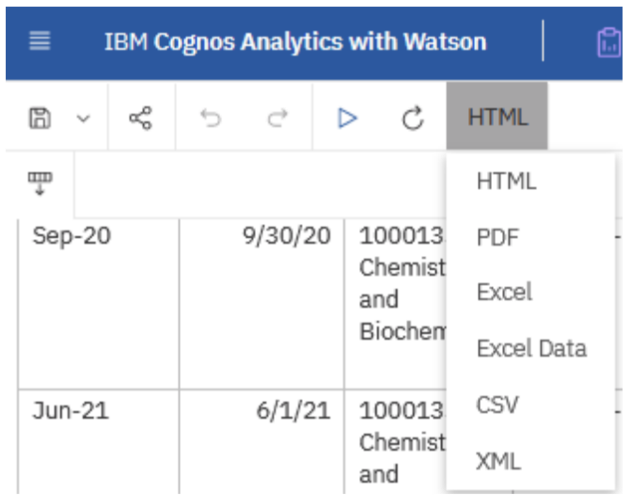
Tips & Tricks

Cognos and Oracle Tips & Tricks

After running any Cognos report, click the Run button to return to the prompt page.



After running any Cognos report, download it to Excel or PDF by changing the format. Download Excel Data for an unformatted Excel file (this option does not work for reports with multiple pages or multiple tables on a page). After downloading, change back to HTML format by changing the format back to HTML.



Training & Support

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

[ECERT Effort Reporting Office Hours]

Every Wednesday @ 2:30 PM - 3:30 PM

Come get your questions answered, system access setups, or helpful hints on the effort report certification process.

[Fund Management Office Hours]

Every Thursday @ 11:00 AM - 12:00 PM

Get your questions answered and solidify your understanding during this information-packed session. Don’t miss it!

[UC San Diego Travel: Reporting Expenses]

Thursday, April 25 @ 1:00 PM - 3:00 PM
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's 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, per 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 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, 1:00 PM - 2:00 PM
  - Wednesdays and Fridays, 9:00 AM - 10:00 AM
- **Procurement Card**
  - Wednesdays, 9:00 AM - 10:00 AM

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.

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

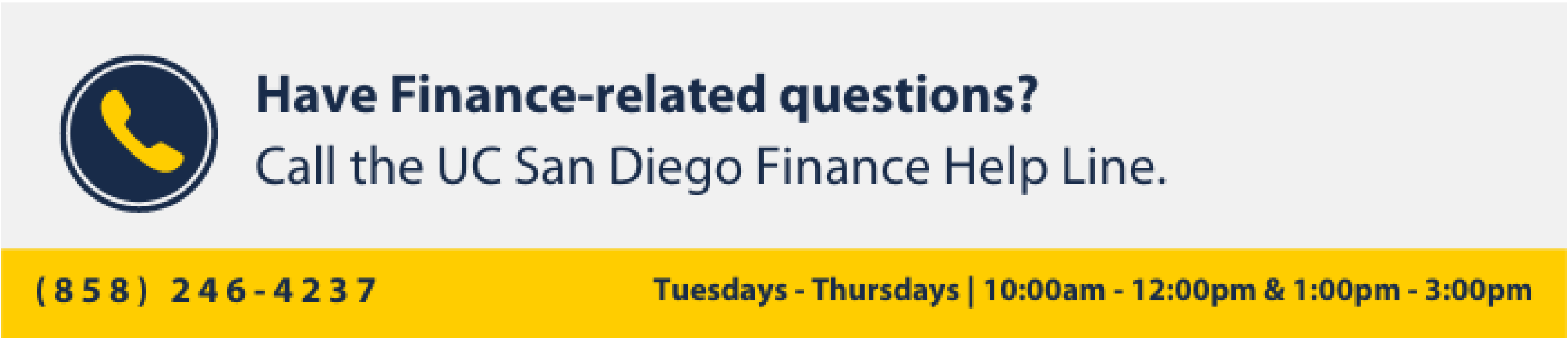
How Do I Suggest Enhancements?

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



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

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