

May 28th, 2024 | 173rd Edition

Announcments

NEW! Single Chart String for Gift Revenue & Automatic Transfers from Foundation

The Campus Budget Office and Advancement Services have collaborated to implement a significant improvement to streamline the recording of gift revenue on the campus ledger. As of June 24th, gift revenue will be recorded to a single chart string per fund on the campus ledger whether the gift is to the Foundation or the Regents. Foundation gifts and endowment payout will be automatically transferred to this chart string monthly. Regents gifts and endowment payout will be recorded monthly and annually, respectively, to this chart string. **As a result of this change, Request for Funds Forms will NO LONGER be accepted after June 5, 2024. All balances will automatically transfer.**

By now you should have received instructions from your Vice Chancellor areas for collection of the chart string you would like the gift revenue to be recorded to for all the funds under your purview. If you have a need to further allocate it out to another project or financial unit you can do so using a resource transfer journal.

- When establishing new funds, you will submit the Gift Chart String form to establish the chart string that will be used for recording revenue to the campus ledger, regardless of whether it is a Foundation or Regents fund. If you need to change the chart string, you can submit a new form, but this should not occur often. The form and related instructions are posted on our website.
- This alleviates the administrative burden on you and your teams!
    - For Foundation funds, this eliminates the need to complete and submit multiple transfer forms over the course of the year, and all your balances will be visible on the campus ledger with only a small timing difference.
    - For Regents funds, it minimizes gifts and endowment payout being recorded to project 0000000. If a chart string isn't on file, gifts will be recorded to the Financial Unit listed as the owning financial unit in STAR and project 0000000.
    - Resource transfers must be completed by your departmental JE contact to move the balances into specific projects.
- For endowed chairs, the approval process you currently follow with your Vice Chancellor, or their delegate, will continue. All payouts will be transferred to a central chart string for your Vice Chancellor area and your business office will complete allocation journals once they

have confirmed compliance with PPM 230-8 Endowed Chairs and Professorships, issued by Academic Personnel Services.

Each VC area has one person who will coordinate the collection and submission of the recurring chart strings. We will be collecting chart strings through June 15, 2024 so transfers can be posted on the June ledger. **If a chart string is not received by June 15, 2024, the balance will transfer to project 0000000 until a chart string is provided.** Resource transfers must be completed by your departmental JE contact to move the balances into specific projects. These movements will not be completed by Gift & Foundation Accounting.

NEW! Fund Management Office Hours Recordings Have Moved!

Fund Management Office Hours and Financial Operations Office Hours recordings have now moved to Mediaspace, a UCSD video repository that solves multiple problems with the current YouTube channel:

1. No ads!
2. Each recording has an AI-generated summary with descriptions of what was discussed and timestamps to point you to where you can find that topic in the recording. Use the search bar at the top of Mediaspace to search all of the video descriptions at once. Want to find all the times interlocation transfers of funds were mentioned? You can do that now.
3. Mediaspace is behind single sign-on, so only active UCSD employees can access the content.

Go check it out now, and let us know what you think (you will need to log in to see the content). We'll give you a demo in Fund Management office hours this week. In the second week of June we will be removing the Fund Management Office Hours playlist from Youtube.

Reminder: Year-End Approach

To all departments, please review the Accounts Receivable (AR) Aging report located on the BAH for outstanding invoices:
BAH.edu > Budget & Finance > Accounts Receivable Panorama > Receivables Aging Report

Additionally, review the Incoming Payments (Receipts) report to claim payments for application against outstanding invoices:
BAH.edu > Budget & Finance > Accounts Receivable Panorama > Incoming payments (Receipts)

Reminder: FY25 EPBCS Budget Process Survey

Are you a staff member who helped prepare your department's FY25 budget plan in Oracle Planning and Budgeting (EPBCS)? We want to hear from you! Your feedback is critical to CBO's ongoing efforts to improve the campus budget process. Completing this survey should take you less than 10 minutes and will enter you to **win one of four $25 VISA cards** that we are giving away to thank you for your partnership and participation. Staff members who complete the evaluation by **Friday June 7, 2024** will qualify for the gift card raffle.

Click here to complete the FY25 EPBCS Budget Process Evaluation Survey!

Campus Budget Office Updates

Clear Legacy Fund Balances with a SOFI Swap

With the implementation of the Simplified Operating Funds Initiative (SOFI) in FY2016, most departments across campus now operate with SOFI as their main Core Operating Fund (13991). However, in the Oracle transition, some legacy index balances were inadvertently carried over in fund numbers such as:

- 19900-State General Fund
- 14000-Tuition
- 10950-Federal Contracts and Grants ICR
- 13050-Opportunity Fund
- 19931-Application Fees
- 19933-Federal ICR (General Fund Portion)
- 19940-Interest on General Fund Balances
- 19942-Nonresident Supplemental Tuition

The Campus Budget Office can assist with clearing these fund balances (whether positive or negative) via a SOFI swap journal. Please submit a ticket to CBO by selecting **Budget & Planning > Fund Transfers/Allocations > CBO Resource Allocations** and include **SOFI Swap** in the Subject Line. Please provide the following:

- Full **Legacy Fund** chart string and $ balance to be transferred
- Full **SOFI-13991** chart string to send/receive the fund swap

NOTE: If there are current year expenses posting to the Project/Task linked to the legacy fund #, please process Cost Transfers prior to requesting a fund swap for the remaining balance. This may also include updating payroll, recharges and other transactions that are pointing to the legacy Project/Task so that additional expenses don't continue to post in the future.

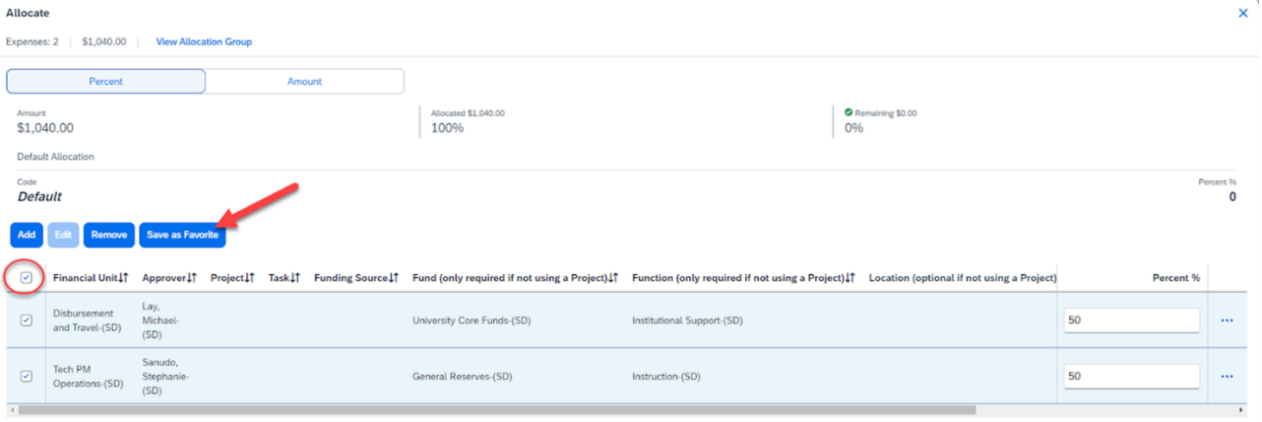
Tips & Tricks

Save Time with Favorite Allocations

If your department often allocates expenses to multiple chartstrings, Concur 2.0 now lets you save entire chartstring allocations as favorites.

Here's how it works:

1. Select your expenses
2. Allocate them as usual
3. From the Allocate tab click the checkbox to select all the chartstrings entered and click on "**Save as Favorite**" to save the entire allocation string.



By saving your most frequently used allocation strings as favorites, you can quickly apply them to future expense reports without having to re-enter the details each time! Your favorites are also now available across all report types!

NOTE: Favorites created on a legacy expense report will not be available when using a new Concur 2.0 expense report. Additionally, if you saved a favorite allocation with one chartstring and then separately favorite another chartstring, you will only have the option to choose one favorite allocation. To combine multiple chartstrings into one favorite, add each chartstring individually, then select all and click "Save as Favorite." This will save all the chartstrings, including their specified percentages, under one favorite, allowing you to apply them together to any expenses.

Spring Cleaning: Cache and Cookies

If you are a Concur user and you've been noticing that your Concur is slower or you are encountering many *Something went wrong* alerts while making updates to your Concur Request and/or Expense Report, we recommend that you clear your cache and cookies on a regular basis. We've noticed that more errors occur when you have too many cookies on your device. To clear your cookies and cache go to your browser settings, and then select Privacy and Security. Additionally, Google Chrome works best with Concur, so we recommend that you make it your preferred browser to avoid system issues.





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

[Upcoming Contract and Invoice Creation Training]

Wednesday, May 29th @ 10:00 AM - 11:00 AM

Ask questions and receive guidance on the PPM contract and invoice creation process every last Wednesday of the mid-quarter on [Zoom] from 10:00 AM - 11:00 AM.

For departments requiring training between the designated courses, we offer one-on-one training

sessions with a member of our team who can answer questions about the process. Sign up for a PPM Contract and Invoice Process Session directly on Calendly for teams of three or more personnel.

Upcoming Travel Webinars

The Central Travel Office continues efforts to provide meaningful, travel-related guidance for UC travelers. Register to learn more about UC's Managed Travel Program by clicking the links below.

June 5: Benefits & Perks of UC-Negotiated Contracts: From preferred seats to potential upgrades, UC contracts offer travelers a variety of benefits. This session will highlight some key perks and how to identify them.

June 12: Booking and Managing Airline Tickets: Understanding various options surrounding searches and seating, managing cancellations and schedule changes and rebooking with credits will be covered in this session.

CIPERB Launch & Sign Up

CIPERB (Customers, Invoices, Project Expenses Report & Billing) is a new tool that provides 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. This 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 (June 5, 2024)
  - Wednesday
  - 10:00 AM - 11:00 AM
- CIPERB Training (June 20, 2024)
  - Thursday
  - 10:00 AM - 11:00 AM

Financial Operations Office Hours

Friday, June 21 @ 9:00 AM - 10:00 AM

Join the Financial Operations team on Friday the 17th 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!

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

At this week's office hours, we will discuss the impact of the UCPath chartstring validation process on the Default Project Payroll Report, how you move transactions off of default projects, and monthly payroll reconciliation. We will also demonstrate the new playlist on MediaSpace featuring past office hour recordings, which have been transferred from Youtube's Budget & Finance channel. We'll be showcasing the MediaSpace search tool, which can be utilized to find answers to questions discussed in prior meetings.

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.





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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