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Budget & Finance Weekly Digest

April 26, 2022

68th Edition

Announcements

New Report Releases
The following reports have been added to the Business Analytics Hub:

- Expanded Project Summary Report
- Incorrect PPM Budget Resources
- PPM Budget Version History

For more information, please refer to the BI & Financial Reporting section **below**.

Submission Deadline: Interlocation of Funds
Interlocation Transfer of Funds (ILTF) to other UC's must be submitted by **May 15, 2022** for Fiscal Year 2022. As a reminder, there is no ILTF processing in June.

Resources:

- How to Process Interlocation Transfer of Funds KBA
- Intercampus Transactions Blink Page

Office Depot Name Change: ODP Business Solutions LLC

On **May 1**, Office Depot will officially change its name to ODP Business Solutions LLC. The Office Depot punchout will be updated to reflect the name change shortly after launch. The update will not change the functionality of the punchout or impact in-progress orders. The Accounts Payable and Strategic Procurement teams are working together to mitigate invoicing issues. Reminder: use the punchout search engine rather than the Oracle search bar when shopping for Office Depot (ODP Business Solutions LLC) items.

Default Day Announcement

Default Day announcement is moving to the first weekday of each month. This will allow transactors more time to make corrections before Monthly and Biweekly deadlines. The next Default Day is **Monday, May 2**.

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

Fund Management Office Hours

Every Thursday

11:00am - 12:00pm

At this week's office hours, we'll discuss transactions posted to the General Ledger with no project segment (colloquially "Project Zero," "Zero Project," "Project 0000000"). How are you reviewing these transactions? Are they okay or do they always need to be corrected? How do you go about correcting them? This will be a time for fund managers to all share their best practices with each other.

Fiscal Year Close Preparations
Thursday, April 28, 2022
8:30am - 9:30am
Learn how best to prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel & Expense spaces in our next Hot Topics session.

Concur: Event and Expense Reimbursements
Thursday, April 28, 2022
9:00am - 11:00am
This live 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 the expense reconciliation process in Concur.

Equipment Asset Management Office Hours
Tuesday, May 3, 2022
8:30am - 9:30am
Join Jamie Wheat and the Equipment Asset Management team on Tuesday, May 3 to continue the discussion on physical inventory and learn how to update asset record fields on CAMS.

Oracle: Buying and Paying for PO Requisitioners
Thursday, May 5, 2022 @ 9:00am - 11:00am
This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

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**

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!

New Report Release: Expanded Project Summary Report

The new Expanded Project Summary Report is now available in the Business Analytics Hub. This new report provides a summary and detailed information about a single project or task, with information from PPM, General Ledger, and UCPath.

The report includes:

- PPM Expenditures by month
- PPM Expenditure details
- PPM Contract revenue details
- PPM Commitment details
- GL Transaction details
- UCPath Payroll details
- Payroll Projection details

More information about the report can be found on the Expanded Project Summary Report Blink page.

Exceptions Report Update

The Exceptions Panorama is now separated into Department Exceptions Panorama and Central Office Exceptions Panorama to highlight potential issues that need to be addressed by either departments or central offices.

New Report Release: Incorrect PPM Budget Resources

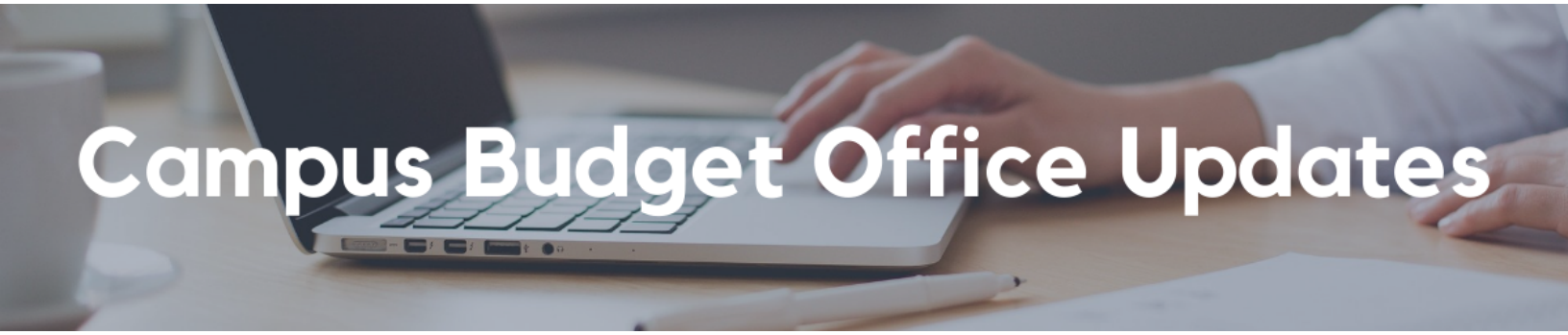
A new report has been released on the Department Exceptions Panorama. The Incorrect PPM Budget Resources report will display any PPM Budgets with resource categories that do not match UCSD Expenditure Categories. Using these Oracle categories is **not** recommended and can impact the view of other reports. Use the Incorrect PPM Budget Resources report to identify both sponsored and general project budgets needing correction.

For sponsored projects, *Financial Resources* may represent restricted balances. Please check with your SPF accountant before rebudgeting.

Additional Information:

- How to Create a Capital or General Project PPM Budget KBA
- OFC PPM Managing Award Project Budgets

New Report Release: PPM Budget Version History
Located on the Project Panorama, this report will show the version history for PPM Budgets. The Current Baseline budget is the active version and is highlighted.



Planned Downtime: Oracle Planning and Budget Tool (EPBCS)
The Oracle Planning and Budget Tool will be in administrator-only mode on **Wednesday, April 27** from **9:00am - 12:00pm**. Users will be unable to access the tool during this time as we handle a critical structural change in the back-end. Phase 1 materials should all be complete by this point in time.

For status updates, please keep notifications turned on for the Budget and Planning Community of Practice Channel.

Don't Use Special Characters in Requisitions
When shopping in Oracle Procurement, it is best to not use special characters including periods, commas, slashes, parentheses, or any symbols located above the numbers on your keyboard in the line item descriptions. Doing so may result in a PO not being generated, resulting in the requisitioner needing to duplicate, edit, and resubmit the requisition.

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 Find Answers?

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

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

TIER 2 — Where Do I Go to Submit a Request?

Applies to you if you:
- Have a question that is unable to be answered in Tier 1
  - These questions typically require research
- Need to process a transaction in Services & Support
  - E.g. "I need you to process/approve/route…"
- Identify something that does not seem to be working properly

Resources:
- Find the form in our Request Catalog to process your transaction request

TIER 3 — Where Do I Go to Request an Enhancement?

Applies to you if you require:
- Report or System Enhancements including:
  - Advanced Configuration
  - Security Administration
  - Functional Integration

Resources:
- Enhancement Request Form
- 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 **find answers**?
- Where do I go to **submit a request**?
- Where do I go to **submit an enhancement or idea**?

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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