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# Budget & Finance Weekly Digest

**April 5, 2022**

*65th Edition*

## Announcements

### Process Change for General Project Re-Open Requests

- **Previously:** If a ticket is submitted to re-open a closed project, the request is processed, and the project is re-opened.
- **Effective March 28, 2022:** If a ticket is submitted to re-open a closed project, we will now confirm that the ticket has been submitted by a fund manager, fiscal manager, or business officer involved in the project **or** listed as a watcher on the ticket **before processing the request**.

This new change will remain with the next phase of the Project and Award Data Update Application (PADUA).

### New P-Card Change Request Types Available in Concur

The Procurement Card (P-Card) team is excited to announce the launch of a new Concur enhancement that streamlines two popular P-Card requests!

1. Open a restricted Merchant Category Code (MCC)

2. Ship Goods to an Off-Campus Address

Cardholders and Administrators can begin using the new Concur P-Card change request types right away. The old process has been retired. **This means no more having to submit these requests via Services & Support!**

For questions about this process enhancement, please contact the Procurement Card Team via Services & Support [*About*: Banking, Cash Card Products, *Related to*: Card Products, *More Specifically*: Procurement Card] or visit us on Zoom during P-Card Office Hours, Wednesdays @ 9:00am.

**Resetting *Most Recently Used* in Concur**

As a reminder, Concur will be clearing out the *Most Recently Used* section from the drop-down search menu for all GL chart string, project, & Approver fields.

Generally, the system lists any recent field selections in this section; however, if any GL chart string, project, or Approver information changes, what is listed in the *Most Recently Used* section would not be updated and may become obsolete. This effort is aimed towards removing outdated, invalid chart string/project values that may be sitting in users' *Most Recently Used* section.

**Tips:**

- Add your default chart string to your Profile (Concur > Profile > Profile Settings > Request/Expense Information, or check out the WalkMe walkthrough: *Complete Your Profile/Default Chart String*);
- As a best practice when completing your Request/Expense Report, search and select from the values shown below the gray horizontal line of the field's full drop-down menu – this list provides the most up-to-date values;
- Add a Favorite Allocation with frequently used chart string and project information; and/or
- Jot down your chart string or project information now and enter it in the Header/Allocations after the *Most Recently Used* section has been reset

**PCI Update and Continued Merchant Support**

Merchant Services and ITS have completed the annual PCI validation process with our QSA. The University has received a compliant status overall for this cycle. In an ongoing effort to support our credit card merchants and ensure that their solutions meet standards of compliance for both PCI and University policy, **we will be sending out a questionnaire to campus merchants** to verify details regarding:

- The current credit card environment
- Third-party services
- The administrators and staff who oversee credit card handling

We'd like to deeply thank all of the merchant teams for your help in this year's validation cycle, and we appreciate your continued partnership with us!

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

**Oracle: Buying and Paying for Financial Unit Approvers**
**Thursday, April 7, 2022**
**9:00am - 11:00am**
This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

**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.

**Default Project Payroll Office Hours**

**Wednesday, April 6 @ 10:00am - 11:00am,**
**Tuesday, April 12 @ 8:00am - 11:00am**
April 6: View a live demo of the new Default Project Payroll report with the BI & Financial Reporting team!
April 12: Drop in anytime during this office hours session to ask questions about how to use the new Default Project Payroll report.

**UC San Diego Travel: Before You Go**
**Thursday, April 14, 2022**
**9:00am - 11:00am**
Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that travelers and preparers also attend the *UC San Diego Travel: Reporting Expenses* course before the trip concludes.

**UC San Diego Travel: Reporting Expenses**
**Thursday, April 14, 2022**
**1:00pm - 3:00pm**
This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including summarized guidelines and on-demand resources. Faculty and staff will learn about the Concur processes for claiming travel expenses on a Travel Expense Report.

**Financial Operations Office Hours**
**Friday, April 15, 2022**
**9:00am - 10:00am**
**Starting April 15**, Financial Operations Office Hours will be held on every third Friday of the month. This will include topics related to Accounts Receivable, Cash, Merchant Services, Project Portfolio Management (PPM), and Equipment Asset Management. This week's office hours will cover credit memos - types of credit memos, how to process credit memos, examples of credit memos, followed by an open Q&A session. We look forward to seeing you there!

**Fiscal Year Close Preparations**
**Thursday, April 28, 2022**
**9:00am - 10:00am**
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.

## Call the UC San Diego Finance Help Line!

We'll answer your questions or find a solution together.

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: Default Project Payroll**
BI & Financial Reporting is happy to announce the release the Default Project Payroll report! Access the new report on the Business Analytics Hub BI & Financial Reporting section under Financial Accountability. The new report provides payroll details for transactions on the Oracle Default Project needing correction. Use the information in the report to complete Direct Retros, a DrPat file, or Oracle cost transfers where necessary.

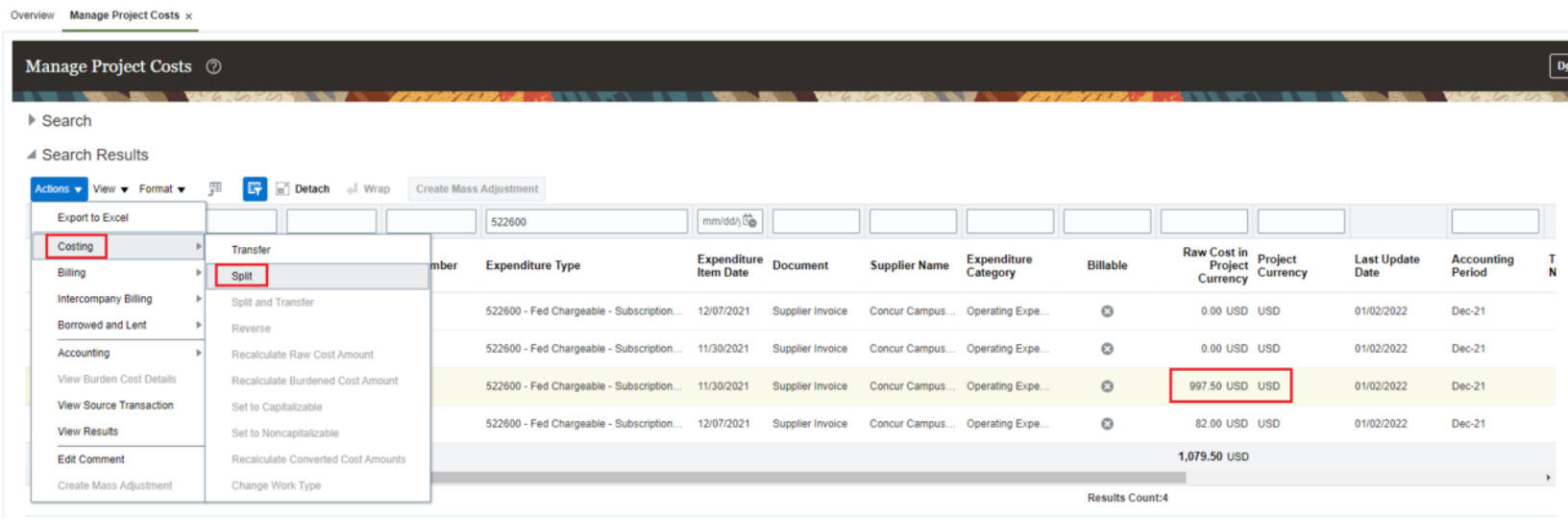
For support on how to use this report:

- Visit the Default Project Payroll Blink page
- Attend the Default Project Payroll Office Hours
    - **April 6 @ 10:00am - 11:00am:** View a demo of the new report
    - **April 12 @ 8:00am - 11:00am:** Drop in anytime to ask questions about how to use the new report

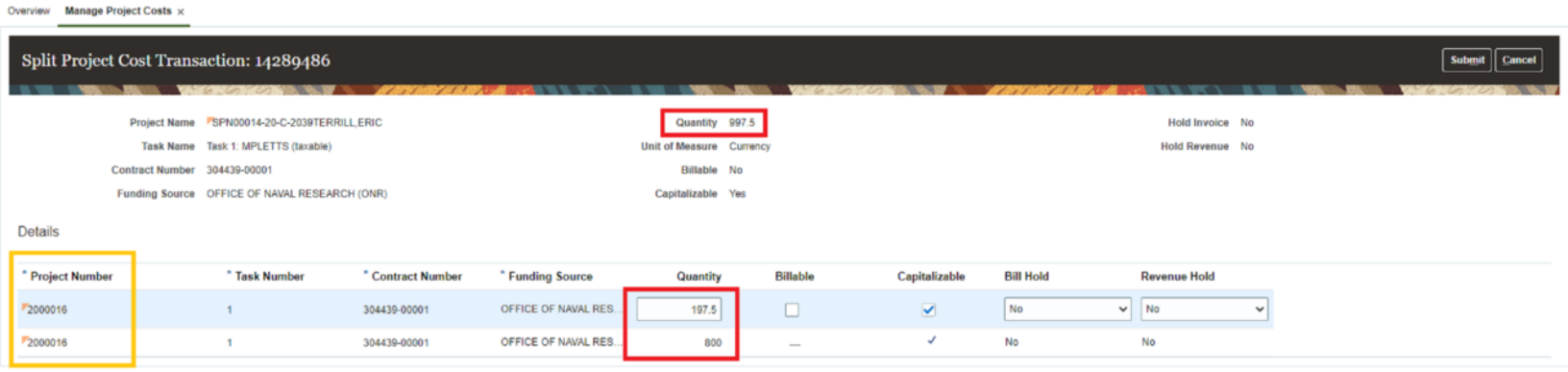
**Cost Transfer Frequently Asked Questions**
*I need to do a partial transfer. What do I do?*
Partial transfers are a two-step process. First, split the transaction on the original project. Then, transfer one of the splits to the new project.

**First Step:**

- Navigate to Manage Project Costs (*Projects and Awards* > *Costs* > right side task tray > *Manage Project Costs*)
- Find and highlight the cost to be split, then go to *Actions* > *Costing* > *Split*

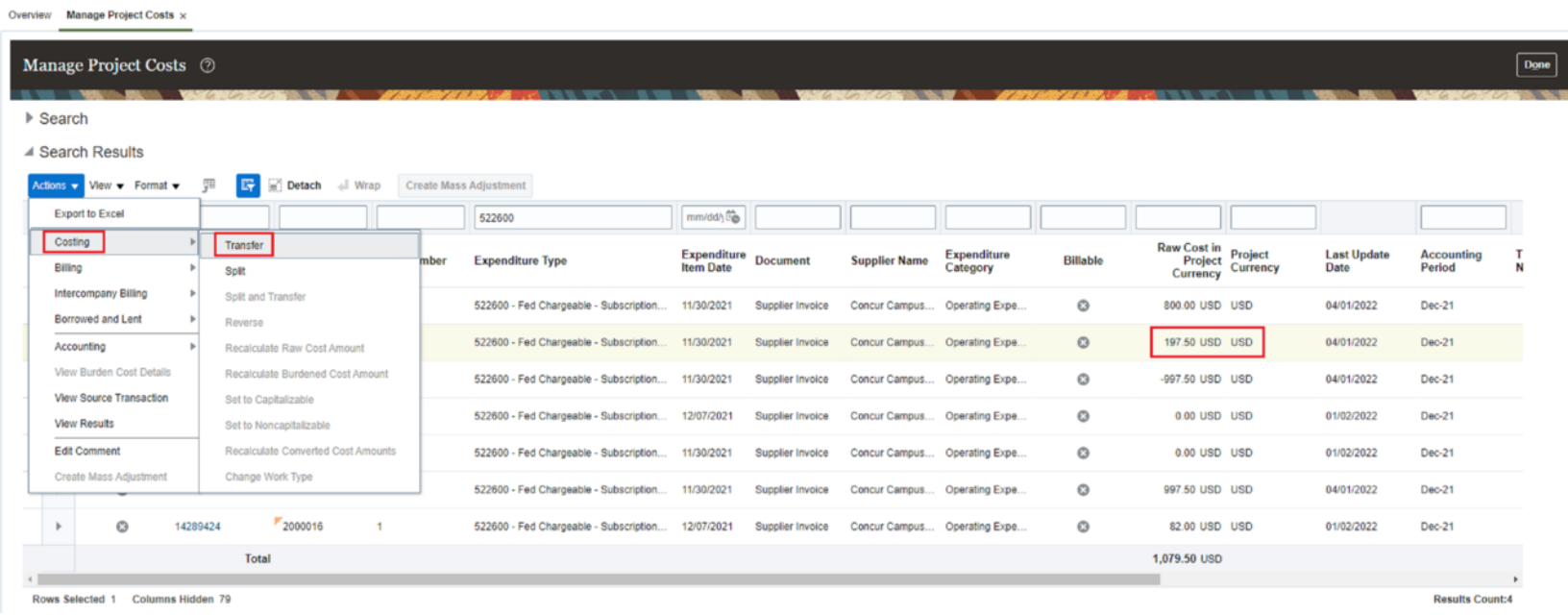



- Enter the split amounts (the total of both lines **must** equal the quantity of the original transaction)
- Click *Submit*

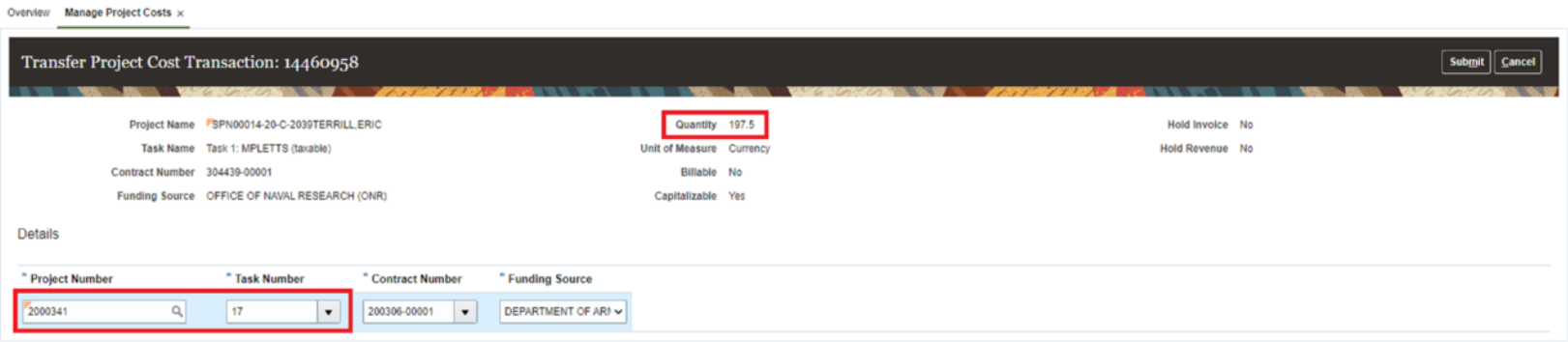



**Second Step:**

- Find the new splits and highlight the line to be transferred to a new project (Tip: hover your mouse over the Transaction Number title and click the down triangle/arrow to Sort Descending; the most recent transactions will now be at the top)
- Go to *Actions* > *Costing* > *Transfer*




- Enter the new project and task number and click *Submit*
- Enter an appropriate justification and click *OK*
- The status in the transaction's Adjustment History should now be "Pending Approval"




## 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.

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