

January 10, 2023 | 103rd Edition



Annual Survey for UC's Systemwide Travel Program
The Central Travel Office continues to promote the travel program, across all 10 UC campuses and 5 medical centers, by offering UC travelers access to many value added benefits, such as priority boarding, preferred seating and upgrade opportunities.

In our efforts to manage ongoing relationships with many major airlines, hotels and car rental companies, we would like your help in assessing the program by completing this survey by January 18th, 2023.

In appreciation of your time, we will hold a drawing for the following items: Grand Prize winner will receive TWO (2) United Airlines tickets for travel anywhere in the world. FIVE (5) winners will receive Southwest Airlines "A-List" status upgrades (full terms and conditions can be found in the survey link). Only UC email addresses will be eligible for these giveaways.
Your ongoing support of the travel program is valued and appreciated.

IPPS Office Hours: New Topic
Beginning Wednesday, January 18, the Accountability and Tax team will join Procure to Pay and Travel & Expense Office Hours on Wednesdays and Fridays. You can ask them questions about sales and use tax, reportable income, income withholding tax, AP cost corrections, and supplier setup.

IPPS Office Hours: Special Guests
During the weeks of Wednesday, January 18 and Monday, January 23, the Advanced Search team will be joining Procure to Pay and Travel & Expense Office Hours. They will be available to answer any questions related to the new Advanced Search tool, which will replace the Oracle Procurement search bar. Please take the time to stop by and interface with that team!

Southwest Airlines - Operational Recovery

Southwest cancellations over the holiday season affected millions of travelers, but they have begun on the road to operational recovery. Southwest continues to offer solutions for disruptions and in an effort to restore confidence, they are diligently working to assist all travelers in the following ways:

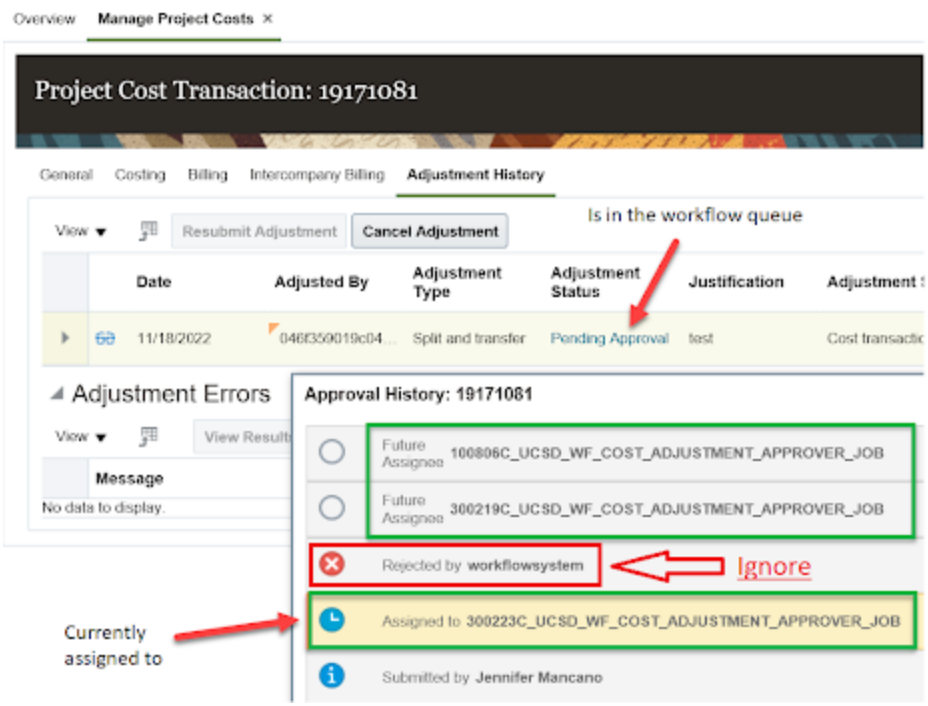
Southwest Airlines is providing:
Refunds of unused, impacted tickets upon request
Reimbursement for other reasonable travel expenses (e.g. hotel, other airline tickets, rental car, food, etc.)
25,000 Rapid Rewards points for each paid, ticketed flyer on affected reservations (including flights booked with Rapid Rewards points)

Award codes and instructions for redemption were emailed directly to affected customers recently. Please visit this page for more.

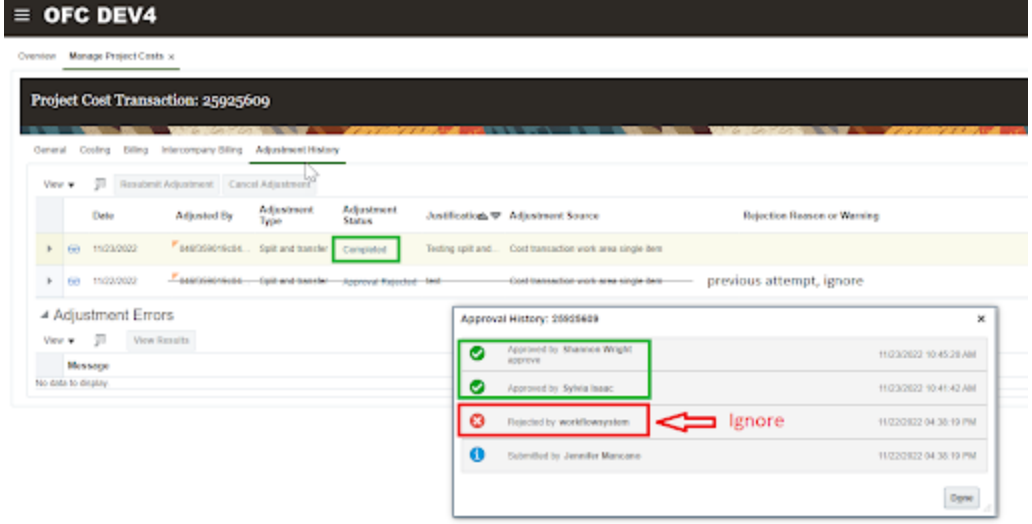
Cost Transfer Workflow
Reminder that with the new Cost Transfer workflow enhancements, you may see some workflow steps showing as automatically rejected by "workflowsystem"; **these can be disregarded**. Instead, look for the current "assigned to" and if applicable, see "future assignee".

Resources
See KB0033457 How to Initiate a Full or Partial Cost Transfer in Oracle PPM

Pending Approval:



After Approval:





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 will review how to lift commitments on a project. Come and get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

[Concur: Event Expenses & Other Reimbursements](#)

Thursday, January 19 @ 9:00am - 11:00am

The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and would like to learn about more advanced meetings and entertainment terminology and concepts.

Topics Covered:

- Learn how to submit event payment requests and employee reimbursements via Concur
- Review the process to submit event vendor payments
- Be able to view and reconcile Travel & Entertainment card transactions

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IPPS Hot Topics: Oracle Procurement Enhancements

Wednesday, January 25 @ 10:00 AM – 11:00 AM

Learn how to navigate the enhancements coming to Oracle Procurement in January 2023 including redesigned request forms, the ability to add new lines to existing Purchase Orders, and Advanced Search replacing the Oracle Procurement catalog.

Oracle: Buying and Paying for Goods & Services

Thursday, January 26 @ 9:00am - 11:00am

This course will be especially valuable for employees who want to further their understanding of buying on campus or those who will be approving requisitions or invoices. Instruction will involve an introduction to Oracle Procurement as well as hands-on practice and feedback to gain valuable, practical experience. Intended for fiscal administrators, fund managers and financial managers who are familiar with sponsored award management on campus and would like to learn about more advanced buying terminology and concepts.

Topics Covered:

- Shopping for and purchasing goods and services
- Searching across UC San Diego requisitions and POs
- Approving invoices and requisitions
- Closing POs
- Processing NonPO payments through Oracle Procurement
- Checking PO and NonPO invoice status
- Receiving credits through refund checks

UC San Diego Travel: Before You Go

Thursday, January 26 @ 9:00am - 11:00am

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel preauthorization and UC San Diego's instance of Concur Travel booking tool. Intended for travel arrangers, delegates, travelers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced Concur Travel terminology and concepts.

Topics Covered:

- Review the process to request travel preauthorization via Concur Request
- Be able to request a new University Travel & Entertainment Car
- Learn how to book travel via Concur Travel

UC San Diego Travel: Reporting Expenses

Thursday, January 26 @ 1:00pm - 3:00pm

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 travel policy and procedure, including summarized guidelines, resources, and information about online tools.

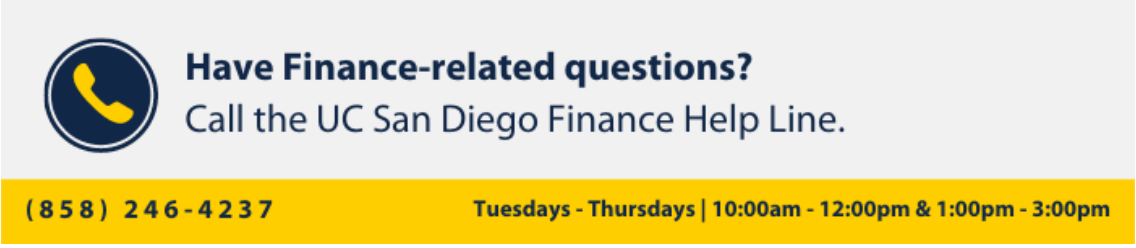
In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs in accordance to Travel Policy G-28.
Topics Covered:

- Arranging for prepayment of fees, such as registration
- Making deposits, such as for hotels
- Reporting expenses
- Claiming traveler reimbursement

Cognos Analytics Developer Resources
Do you miss QueryLink? Wish you could create your own ad-hoc queries with Cognos Analytics? Is your goal for 2023 to learn how to create your own reports that do exactly what you want them to do? Use these resources to get started:

1. Get Access to the Financial Activity Hub (FINAH)
2. Online FINAH Cognos Training: Expand Online FINAH BI Tools Training, then Cognos for FINAH
3. Attend Cognos Community of Practice meetings on the **last Tuesday of every month at 10 am.** These meetings provide support for report developers, not report consumers.
4. Attend Financial Analytics Community of Practice meetings on the **second Friday of every month at 11 am**. These meetings provide support for report developers using the Financial Activity Hub.

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).



Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer Finance-related questions.

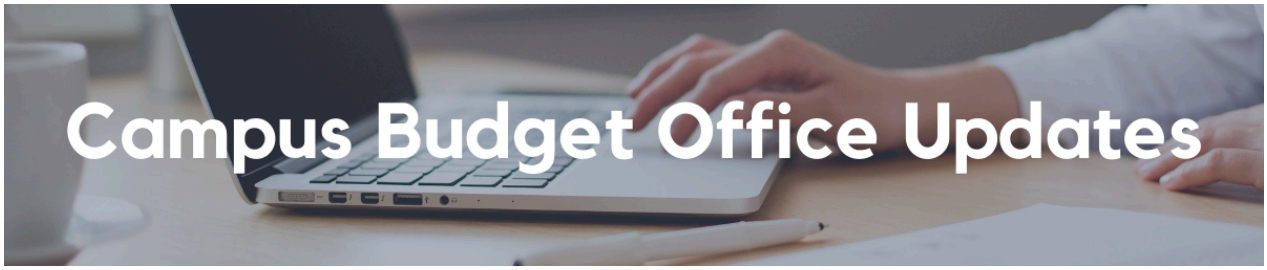
Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics.
Be sure to try out the different calendar views in the upper right corner!



Thanks for everything Project Panorama!
The Project Panorama will be deprecated on Friday, January 13. Information accessed on the Panorama can be viewed via other reports and dashboards. Based on your feedback, reports and dashboards have been streamlined and made more accessible. We've provided this table below to help guide you through this new change.

If you used….	Use this instead….
Project Overview	Project Information Lookup: Project Overview
PPM Project Balances	Project Management Dashboard
PPM Monthly Project Costs	Project Management Dashboard
Project Budget Versus Cost	Project Management Dashboard
GL Project Balances	GL Project Balances (standalone)
All Transactions: GL + Subledgers	Transaction Details
Gift Fund Balances	Gift Fund Panorama
PPM Budget Version Comparison	PPM Budget Version Comparison (standalone)

Project Overview Report Update
A "Task Source Reference" column has been added to the Project Overview report. The new column displays mapping information for tasks that were converted either from the legacy system or from another task within Oracle. If the task was created at the time of IFIS Conversion, the column displays the legacy index number. If the task was converted from another project-task within Oracle, the column displays the project-task that was converted.



Oracle Planning and Budgeting Training and Budget Development Begins this Month!
Mark your calendars! System Training Starts January 31 for All Budget Preparers! The Campus Budget Office will host virtual instructor-led and in-person system training sessions for all campus budget preparers January 31 – February 15. Registration links will be available in next weeks' Digest.

Who is a Budget Preparer? Budget preparers are individuals assigned by their department to create and manage financial unit budgets. The Budget Preparer role could be responsible for budget entry or final review & approval. Not sure if you're responsible for preparing the budget for your Financial Unit in the Oracle Planning and Budgeting system? Please consult with your Vice Chancellor Office.

Join our Community of Practice (COP) - The Budget and Planning COP channel audience includes Budget Preparers identified by each Vice Chancellor Office with responsibility to create Financial Unit budgets within the Oracle Planning and Budgeting system (EPBCS).



Did you just receive a New/Replacement Procurement Card or Travel & Entertainment Card?
Do not forget to activate your card before attempting to use it. The following easy to use instructions outline the online activation process:

Activate your card at https://www.access.usbank.com.

1. Select the “Activate Your Card” link found at bottom of the landing page.
2. Enter requested card information, card number, expiration date and last 4 digits of your work phone (or the phone number your provided on your application).
3. You will be sent two emails; the first email includes the link to activate your account and the second email includes a passcode.
4. Select the emailed link to activate your account and then enter the passcode from the second email. You will also be given the option to update your mobile phone number. Select Submit.
5. Set New PIN. Select Submit.

Cardholders can continue to activate their accounts by dialing US Bank’s toll-free number at 800-344-5696 for activation. For this option, the cardholder will need to know details about their account including billing address, telephone number, and account limit (default limits are: $4500 for T&E Cards and $4999 for P-Cards)

Travel Requests and Travel Expense Reports
Please note that Travel reconciliation in Concur is a two-step process. The first step is to preauthorize your trip by submitting a Travel Request and having it approved (KBA). Once your Travel Request is approved, you can then create a Travel Expense Report to claim all trip-related expenses (KBA).

Both steps must be completed in order for the traveler to be reimbursed. Note that mileage-only reimbursements do not require a Travel Request.

For Travel and Entertainment-related charges, expense reports should be submitted within 45 days after the trip or event has occurred. All expenses related to the trip should be on the same expense report. All expenses related to an event are also to be claimed on a single report.

New to using Concur or need a refresher?

- We have a wealth of resources for you. Explore our web pages on:
    - Concur Basics
    - Entertainment Policy
    - Travel Policy
    - Travel & Entertainment Card
    - Procurement Card
- Knowledge Base Articles – search for keywords such as “Travel”, “Concur”, “Guest Traveler”, “Travel Request”, Travel Expense”, “Role Requests”, “Travel & Entertainment Card”, “Procurement Card”
- Office Hours Schedule
- Virtual Instructor-Led Training classes
    - UC San Diego Travel: Before You Go
    - UC San Diego Travel: Reporting Expenses
    - Concur: Event and Expense Reimbursements
    - University Procurement Card Program
- Use Google Chrome for the best experience with Concur
- Digitize Receipts using the Concur Mobile App
- Move and Relocations KBA
    - Policy for Staff Employees
        - Reimbursable Move/Relocation Expenses for Staff Blink Page
    - Academic Policy
    - Postdoc Policy

If you have any questions/requests please submit a Services & Support case.

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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