Budget & Finance Weekly Digest



April 25, 2023 | 118th Edition

Announcements



Create your own online storefront with Transact e-markets!
Departments that are looking for a secure, customizable ecommerce site with simple shopping experience can now utilize the Transact e-market campus solution. Features include discount codes, recurring payments for memberships or subscriptions and fulfillment options. By using Transact e-market, departments can reduce their PCI compliance scope, encourage contactless payments, and increase visibility of their product offerings. For more information on e-markets, please visit https://blink.ucsd.edu/sponsor/BFS/divisions/cashier/emarkets.html.

Travel & Entertainment Resource Guide
Do you have a hard time keeping track of all the Travel & Entertainment (T&E) related resources? The Travel & Entertainment Resource Guide spreadsheet was created to have one sole place where all of our resources can be located. We encourage all of you to bookmark this spreadsheet on your browser of choice and to share the link with your department!

The spreadsheet includes an infographic that highlights an overview of the trip and/or event process. As well as links to our resources (Blink pages, Knowledge Base Articles, Videos and Training), and a Troubleshooting tab. If you have suggestions on how to make this spreadsheet better, please submit a Services & Support case with your feedback.

Capital Project - FF&E (Furniture, Fixtures, and Equipment) Approval Workflow Change
Starting May 1, future projects created for FF&E capital project purchases should be created with the department's Project Owning Organization with the associated Financial Unit. Currently, all capital project FF&E purchases are approved by a centralized department with FinU 9699908. For all newly created FF&E projects, those purchases should be approved by your department financial unit approver.

What transactions will be affected?

- Requisitions.
- Change Orders.
- Invoices.
- Cost Transfers.
- Concur Requests.

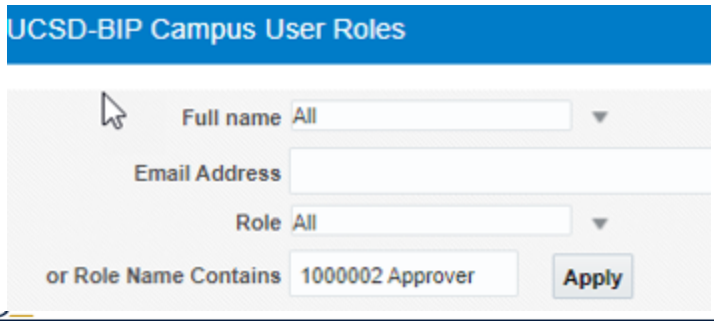
What is not changing? All existing capital projects will continue to be under FinU 9699908 and approved by the centralized department, journals, and Medical Center capital projects.

When requesting for capital project FF&E set-up, the Financial Unit Name and Code will need to be included.

Project Request Type (Select from drop down box)	**Project Type** (Select from drop down box)	**Project Classification** (Select from drop down box)	**Project Name**	**Fin Unit Name**	**Fin Unit Code**
New	Capital				

Task Request Type (Select from drop down box)	**Task Name**	**Task Manager (AD email address)**	**Fin Unit Code**	**Fund Name**	**Fund Code**
New					

To find your financial unit approver, go to: Business Analytics Hub (bah.ucsd.edu) > Budget & Finance > Campus User Roles. Search > Role Name Contains: <Financial Unit> Approver



Campus User Roles Report
Time run: Apr 12, 2023 8:38 AM

Assignment Number	First Name	Last Name	Team	Email Address	OFC Username	Role
10367345	Adam	Diprofio	Academic Affairs Office	adiprofio@ucsd.edu	046f359019bf6a590119bf884fcc07ef@ucsd.edu	UCSD WF 1000002 Approver JR
10365770	Beverly	Randez	Academic Affairs Office	brandez@ucsd.edu	046f35901c5377fd011c53a33d49000a@ucsd.edu	UCSD WF 1000002 Approver JR
10598947	Chad	Lowe	Academic Affairs Office	c1lowe@ucsd.edu	046f345b83376a0f0183376a6bc401c2@ucsd.edu	UCSD WF 1000002 Approver JR
10503876	Carlos	Hernandez	Academic Affairs Office	cah005@ucsd.edu	046f345b7b354914017b354938a900b8@ucsd.edu	UCSD WF 1000002 Approver JR
10373234	Denise	Christensen	Academic Affairs Office	dechristensen@ucsd.edu	046f359019c04e2b0119c073aef10d9e@ucsd.edu	UCSD WF 1000002 Approver JR
10414146	Heide	Trimble	Academic Affairs Office	htrimble@ucsd.edu	046f34b64e307b9a014e3080eac60028@ucsd.edu	UCSD WF 1000002 Approver JR

For any questions regarding the approval or set-up, please create a Service & Support case, Attn: ICA-Capital team..

Cost Transfers - Known Issues

There are two cost transfer issues that have been identified and reported to Oracle and are pending resolution. These issues are not widespread and there is no need to submit a services & support ticket at this time. The affected transactions will be fixed once Oracle provides a resolution; if corrections are needed before, please follow the workarounds outlined below.

- Transfers withdrawn but still transferred
    - User submits a cost transfer but then withdraws it, some (not all) transfers are still processed by the system after the withdrawal.
        - Workaround until resolution: Transfer any transactions that were processed inadvertently back to the original project. You can use the Transfer Workflow Details report on the Project Cost Transfer panorama to search for any transfers in AH-Withdrawn status that you've submitted in the last couple months.

Project Cost Transfers – Workflow Details

Transaction Number	Created	WF Created By	Last Updated By Most Recent Assignee	Adjustment History Source	Assign Role	WF Status
3733978	6/1/2022	Natida Rojanachaichanin	Natida Rojanachaichanin	Adjustment History		Withdrawn
3733978	10/28/2022		workflowsystem	BPM		Approve

- Transfers approved but stuck in pending approval status
    - User submits a cost transfer, it is approved by a workflow group approver but it still shows as pending approval in Oracle and is not transferred.
        - Workaround until resolution: Cancel the transfer and resubmit. Use the Transfer Workflow Details report to see status of transfers you've submitted, look for any that show "approved" on the workflow row and "pending approval" on the adjustment history line.

Project Cost Transfers – Workflow Details

Transaction Number	Created	WF Created By	Last Updated By Most Recent Assignee	Adjustment History Source	Assign Role	WF Status
25602509	3/20/2023	Vivian Le	Rosemarie Madson	WORKFLOW	UCSD WF 200105C Cost Adjustment Approver JR	Approve
25602509	3/20/2023	Vivian Le	Vivian Le	Adjustment History		Pending Approval

Generate Invoices Job

The regularly scheduled "Generate Invoices" job runs at 6am, 10am and 2pm daily PST. For the past few weeks, several contracts have been affected by an Oracle issue which caused draft & submitted invoices to be deleted or not generated at all.

Oracle identified a fix, which was pushed into PROD last Friday, 4/21.

If you still do not see a draft invoice upon successful run of the job, please let us know by opening a Services and Support ticket.

If you still see this happening after 4/21, please report it via S&S.

Outstanding Credit Card Charges

As announced in last week's digest, the Outstanding Credit Card charge report is live in the Business Analytics Hub (BAH). A new Blink page has been published with guidance and helpful links to refer to for common reconciliation questions.

As a reminder, this report contains detailed information for Procurement Card, Travel and Entertainment Card, and centrally billed airfare/hotel charges that are awaiting action from a

cardholder/traveler or a department approver. These charges have been received by Concur from the university's bank but have not yet posted in Oracle.

The report contains the following pages:

1. Aged Transactions – Lists all credit card charges that are nearing 365 days past the date the charge was posted to UC San Diego by the bank.
2. Unassigned Card Charges – Lists all credit card charges that have not yet been assigned to an expense report in Concur.
3. Charges by Cardholder – Lists all outstanding credit card charges regardless of credit card posting date.

Please use this report to identify and reconcile outstanding card charges. In preparation for fiscal closing, we recommend starting with the expenses on the Aged Transactions page as those are a focus for clean-up and possible charge off to default projects starting June 15th.

Additional Concur Reports Coming Soon!
We're excited to announce that next week three additional reports displaying data from Concur will be launching! Reports will feature data from Concur expense reports, credit card transactions, and cardholder information. In next week's Weekly Digest we will be providing information on Blink and Office Hours so stay tuned!

NEW! Financial Accounting Program: Upcoming Information Sessions
We invite you to hear more about the UC San Diego Financial Accounting Program by attending an upcoming **Information Session** for the following dates. Please register using links below:

Tuesday, May 9, 2023 @ 10:00am - 11:00am
Thursday, May 11, 2023 @ 1:00pm - 2:00pm

This program is currently being offered at no cost to you through the end of 2023 calendar year! We encourage you to share this information with your teams, colleagues, and those who may be interested in participating in the program or taking the assessment. We appreciate the partnership with UC San Diego Division of Extended Studies and the support from supervisors across campus and health sciences.



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 walk through the Outstanding Card Charges Report. Come get

your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don’t miss it!

NEW! **Reporting Workshop: Dashboard of the Week Series**

Monday, May 1 @ 11:00am

The BI & Financial Reporting team is excited to announce a new round of Reporting Workshops focused on best practices for accomplishing your day-to-day tasks using existing dashboards and reports. The team has partnered with various subject matter experts from across campus who will be leading topics specific to their area of expertise. The workshop format will include discussions and report demos to help address some of your frequently asked questions. There may also be opportunities to win prizes during the series! The first series will start on May 1st at 11:00am and will continue every Monday through July 31st.

Hot Topics: Fiscal Close

Wednesday, May 3 @ 11:00am - 12:00pm

Join Integrated Procure-to-Pay Solutions for its next session of Hot Topics to learn how to best prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel & Expense spaces.

Concur: Event Expenses & Other Reimbursements

Thursday, May 11 @ 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.

UC San Diego Travel: Before You Go

Thursday, May 18 @ 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 Card.
- Learn how to book travel via Concur Travel.

UC San Diego Travel: Reporting Expenses

Thursday, May 18 @ 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.

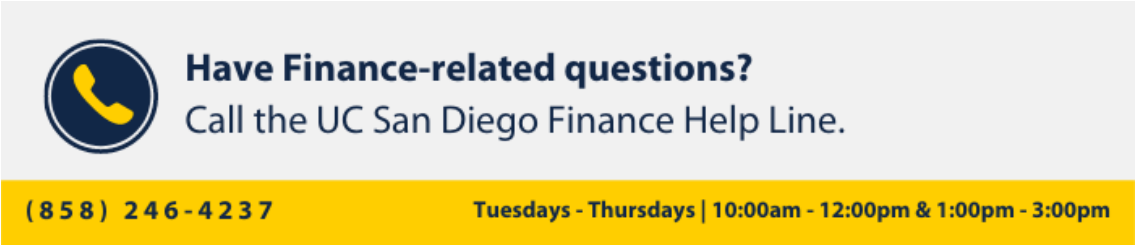
Contract and Invoice Creation Training Relaunch

Wednesday, May 31 @ 10:00am - 11:00am

Find out about the PPM contract and invoice process. These resources and training are for individuals new to UC San Diego or those interested in refreshing their knowledge of the PPM contract and invoice process.

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!



NEW! Report Release: Department Exceptions

BPM Aged Items:

This report identifies the approval state/status of contracts, invoices, budgets, and project cost transfers. Worklist items become stale/stuck if not acted on in a timely manner.

Misc receipts on SP that might be wrong:

Sponsored Projects should have miscellaneous revenue posted as a credit to expense or applied towards an invoice. This report displays the miscellaneous receipt accounting and PPM accounting to reconcile and identify mismatches between the two modules.

Enhancement Release: Project Management Dashboard

The following enhancements have been made to the Project Management Dashboard:

- All reports on the dashboard now open in a new tab.
- A new view under Expenditure by Month by Type breaks costs down by Expenditure Type.
- Balances are now calculated as Budget – Costs.
- The Variances page includes a new table to help you identify discrepancies between award dates in Kuali and Oracle.

Enhancement Release: Expanded Project Summary

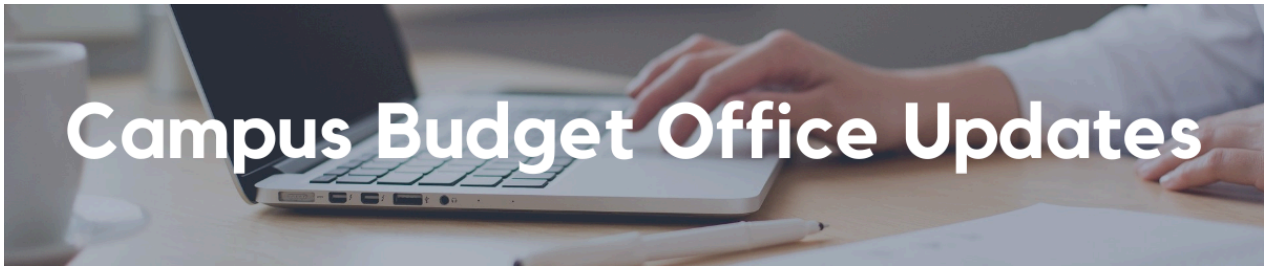
The following enhancements have been made to the Expanded Project Summary:

- Four different options are available for the Project Summary:
  - With and without budget periods.
  - With and without Tasks.
- The Award Anticipated Amount has been added to the top section for sponsored projects. This amount is the total amount of the award for all budget periods as indicated in Kuali Research.
- The budget period end date has been changed to budget period range (Start -> End dates).
- When entering a date range for sponsored projects, you can choose whether that date range applies to the Accounting Date or the Expenditure Item Date. When choosing Expenditure Item Date, Payroll Details are filtered by Earnings Period End Date. Choose Expenditure Item Date to align costs with budget periods.
- Added drillthrough to Transaction Details report on Expenditure by Month table.
- Future budget years are now excluded when running the report as of a date in the past.

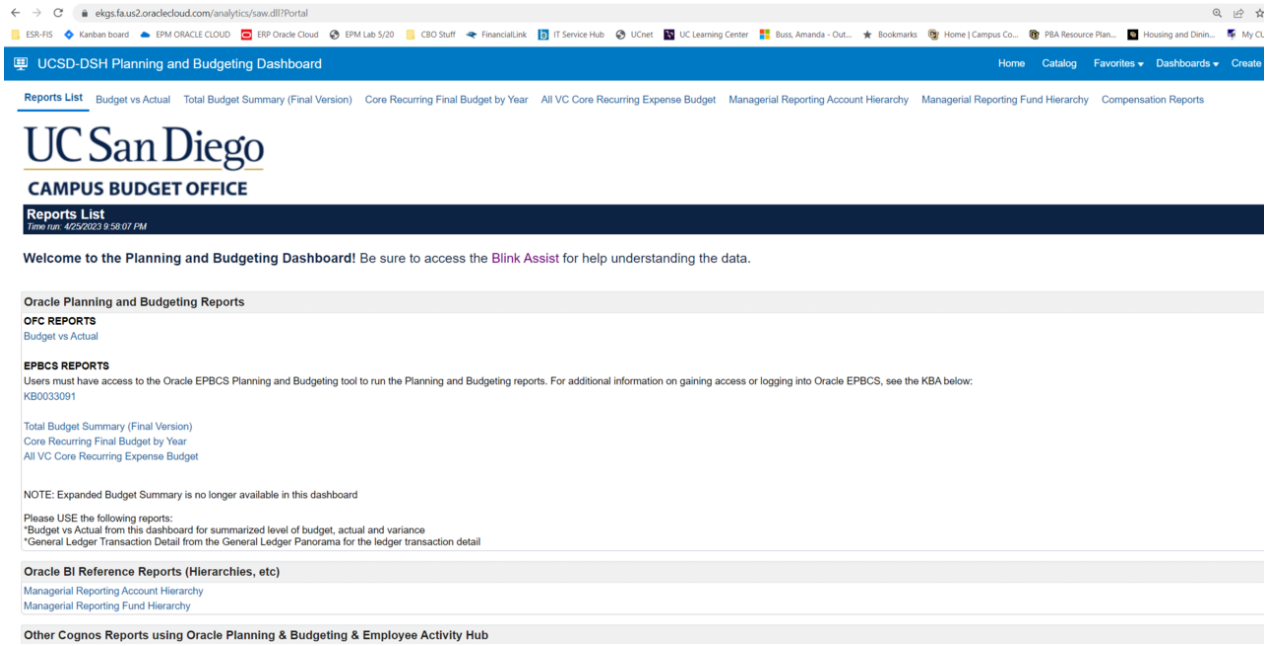
Enhancement Release: Project COA Lookup

A new parameter has been added to the Project COA Lookup for “Fund starts with (First Character only)” to help narrow down searching for gift funds on the report.

Special thank you to the following individuals for submitting the requests that led to this week’s enhancements: Judith Delos Santos, Cheryl Kettnich, Megan Duff, Glenn Saunders, Janice Wu, Lindsay Root, Joshua Hufziger, Patricia Camacho, Angela Robles, Becky Uhl, Michelle Feiock, Chelsea Van Pelt, and Madeline Osborn.



NEW! Compensation Reports Added to the Planning and Budgeting Dashboard on BAH
A new suite of reports is available on the ‘Compensation Reports’ tab within the Planning and Budgeting Dashboard:



Budget vs Actual with Projections Report by Position ID – Monthly View
This report provides monthly variance report of budgeted, actual labor ledger and projected salary and benefit costs by position ID in any given fiscal year

Budget vs Actual Report: FTE, Salaries and Benefits – Year End Variance
This report provides year end variance report of budgeted and actual labor ledger salary and benefit costs by position ID after fiscal year ends

Budgeted Positions Report
This report provides list of one-time or recurring positions created thru EPBCS based on EAH data extract

Search Tool for Budgeted Positions using Position ID
This report will allow users to search for budgeted positions by entering the position number

Win a $25 VISA Gift Card by Completing the FY24 EPBCS Budget Process Evaluation
If you helped to prepare your department's FY24 budget plan in Oracle Planning and Budgeting (EPBCS), we want to hear from you! In our ongoing efforts to improve the campus budget process, we're rolling out an evaluation survey to get your feedback. This evaluation covers the tasks that you completed in EPBCS as well as the support and communications you received from CBO during the budget development phase. It should take you less than 10 minutes to complete, and if you do you will be entered to win one of four $25 VISA cards that we are giving away to thank you for your partnership and participation.

Your feedback is valuable to CBO. We will use the results of the evaluation to identify potential improvements in both process and system for the next budget development cycle, so make sure your voice is heard! The survey is available at this link and will remain open through Friday May 5th. In the May 9th Weekly Digest we will announce the winners of the gift cards. Thank you in advance for your participation!



Changing Project Dates Using PADUA
In order to change general project start and end dates, you must edit the task dates. Changes made to task dates are automatically applied to the project. The project will reflect the earliest start date and latest end date (if multiple tasks exist with varying dates).

When closing a project, you must first change the end date (if needed) before changing the status to Closed. If you change the status to Closed first, you will not be able to make any edits until you change the status back to Active.

U.S. Bank Access Online Mobile App
U.S. Bank Access Online Mobile is designed for commercial card customers who want secure, anytime access to their U.S. Bank Corporate Travel or Purchasing accounts. The U.S. Bank Access Online Mobile App makes it easy for Procurement Card Cardholders and Travel and Entertainment Card Cardholders to access and manage key account data and stay on top of business expenses.

U.S. Bank Access Online Mobile App Cardholder functionality

- View your account status, balance, payment due date, available credit balance and credit limit.
- Access, filter and sort your previous 99 transactions, including credits and debits.
- Retrieve your card information with the convenient in-app display.
- Register for alerts.

Go digital in just a few simple steps

1. Download the U.S. Bank Access Online Mobile App.
2. The U.S. Bank Access Online Mobile App is compatible with devices that run on Apple IOS 10 or higher or Android platform 6.0 or higher.
3. Know your organization short name. If you have a Procurement Card and/or a Travel and Entertainment Card, each will be a separate account with different login. Please use the below organization short name to login to each respective account.
    1. **Procurement Card:** UCSD.
    2. **Travel and Entertainment Card:** UOFCA.
4. This code is unique to UC San Diego and identifies your specific card product within Access Online.
5. Log in.
6. Use your existing Access Online user ID and password to access the mobile app or register for a user ID using your card information.

The U.S. Bank Access Online Mobile App is available for download in the Apple App Store and Google Play.

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.

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