Budget & Finance Weekly Digest



March 29, 2022 *64th Edition*

Announcements



New Report Release: Default Project Payroll
BI & Financial Reporting is happy to announce the release of the **Default Project Payroll** report! Access the new report on the Business Analytics Hub's 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 a demo and Q&A on **April 6 @ 10:00am - 11:00am** using this Zoom link
- Attend a dedicated Office Hours session on **April 12 @ 8:00am - 11:00am** using this Zoom link

Introduction to Equipment Life-Cycle Management
Jamie Wheat from Equipment Asset Management (BFS-Financial Operations) will be hosting a webinar on Equipment Life-Cycle Management. This webinar will provide staff, faculty, and the research community with the essentials for managing inventorial equipment (property) owned by or in the custody of UC San Diego.

- **When:**

- Thursday, March 31, 2022 @ 8:30am - 9:30am
- Tuesday, April 5, 2022 @ 8:30am - 9:30am
- No registration required

- **Who should attend:**
  - Departmental Equipment Administrators and Custodians, Central Office Staff, Faculty and Researchers, Lab Managers, Business Officers, Fund Managers, Financial Approvers

We encourage you to attend and are looking forward to seeing you there!

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.

WHEN: Starting on Friday, April 1, 2022



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

Faculty and Researcher Dashboard Office Hours
Wednesday, March 30, 2022
8:00am - 11:00am
An updated Faculty & Researcher Dashboard was released on March 15. Drop in anytime at this post-release support session to ask questions about navigating the dashboard or how to interpret the data shown. Please inform

Hot Topics: Supply Chain Updates
Wednesday, March 30, 2022
1:00pm - 2:00pm
Join IPPS for its next occurrence of Hot Topics! For this session, we will be focusing on the impact supply chain has had on procure-to-pay processes at the university, and current supply chain state of affairs. There will be time allotted for Q&A at the end of the session.

the faculty you work with that this support session is available for them.

Introduction to Equipment Life-Cycle Management
Thursday, March 31, 2022 & Tuesday, April 5, 2022
8:30am - 9:30am
Join Jamie Wheat from Equipment Asset Management (BFS-Financial Operations) for an introductory webinar on Equipment Life-Cycle Management. This webinar will provide staff, faculty, and the research community with the essentials for managing inventorial equipment (property) owned by or in the custody of UC San Diego. No registration is required.

Campus Budget Office: Office Hours
Thursday, March 31, 2022
10:00am - 11:00am
The Campus Budget Office will be hosting Office Hours to support budget preparers throughout the planning process. This week's Office Hours will have an open Q&A.

This is the **final** session, so be sure to stop by with any questions you may have!

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.

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.

Call the UC San Diego Finance Help Line!

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



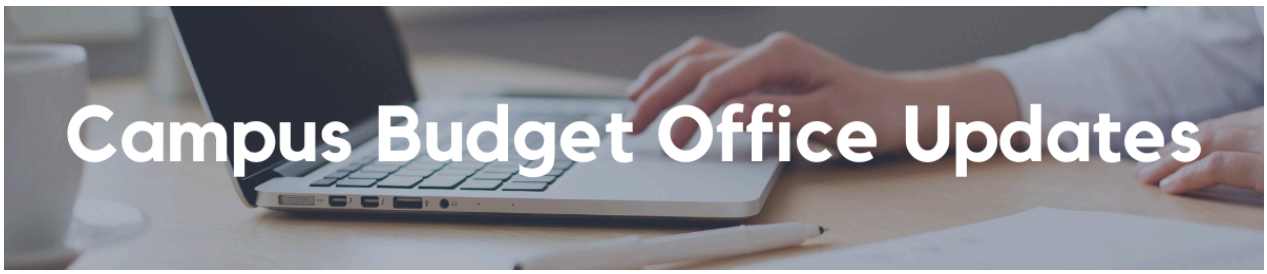
Knowledgeable agents are standing by to assist you and answer Finance-related questions.

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!



Report Update: GL-PPM Reconciliation - Resources
The Resources tab of the GL-PPM Reconciliation report has been updated to display the fund associated with the project-task DFFs rather than the fund number used in General Ledger transactions, as well as to display PPM Budget amounts by task.

Future Report Releases
View future report releases with tentative release dates on the Blink Report Development page. The release schedule has recently been updated.



Reminder: FY23 Budget Entry Deadline on Friday, April 1
On April 1, the budget system will be locked for entry and will become view-only for budget preparers. **After April 1**, only the Campus Budget Office can make adjustments on units' behalf. Budget data can change during this time and budget figures will be considered final for Phase I meetings as of April 12.

There is **1 remaining Office Hours session** for support. Please join the Budget Team for any assistance you need this Thursday @ 10:00am - 11:00am.

Thank you to all Budget Preparer teams for your work during this budget cycle and continued partnership!



Updated KBA: How to Resolve COA/POETAF Failed Validation Errors in Concur

Take a look at our updated KBA displaying common Concur alerts and resolution steps to assist you in submitting your Request or Expense Report for processes such as Travel, Events, Procurement Card, and other Payment Products.

Changes include:

- A new COA Failed Validation Error message when Fund 20000, 20400, or 20700 is used without a Project
- A COA Financial Unit Approver Error message and resolution
- General table formatting

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 **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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