

# 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:**

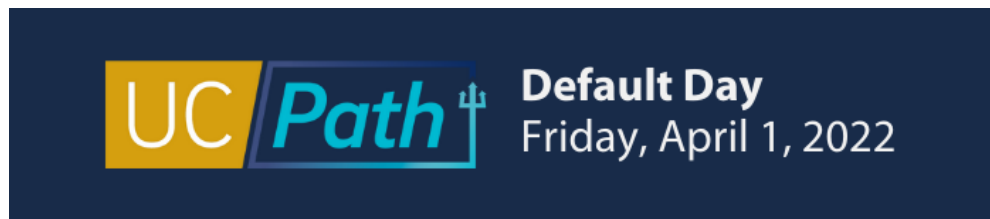
- [Thursday, March 31, 2022 @ 8:30am - 9:30am](#)
- [Tuesday, April 5, 2022 @ 8:30am - 9:30am](#)
- No registration required

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

### **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.

### **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](#)

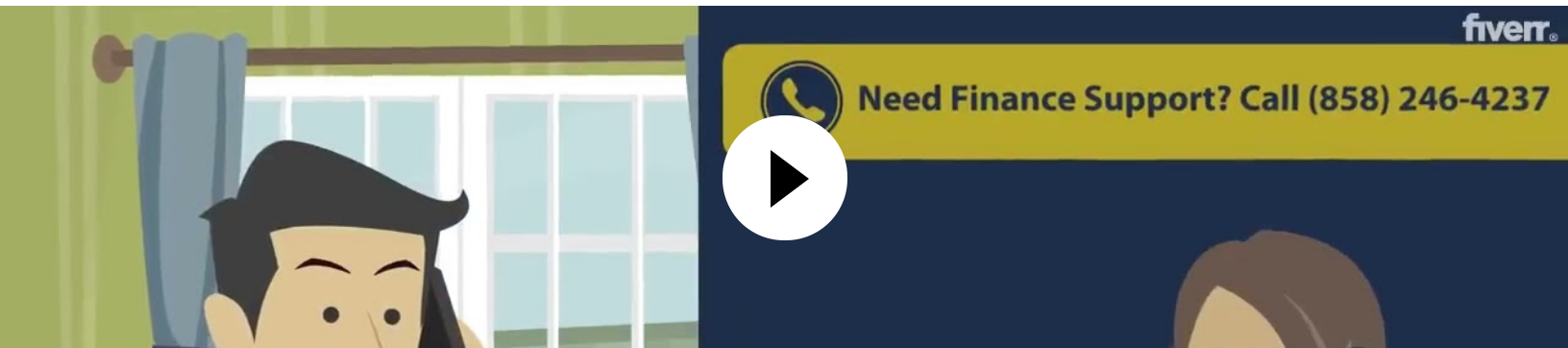
Thursday, April 14, 2022

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!*

# BI & Financial Reporting

## **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.

# Campus Budget Office Updates

## **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!

## Tips & Tricks

### **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.

## 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 Guide
- 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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