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Budget & Finance Weekly Digest

January 11, 2022

53rd Edition

Announcements

Oracle Catalog Updates

As we update our suppliers' catalogs to match their pricing for the new year, please note that this may affect items which have been added to shopping lists or shopping carts.

- If an item is deactivated or removed, you may try searching by the catalog number again in the Oracle Procurement catalog to re-add the item to your shopping cart or shopping list
- If the catalog number has been removed by the supplier from their hosted catalog in Oracle, then you may order the item either via the supplier's punchout or via request forms

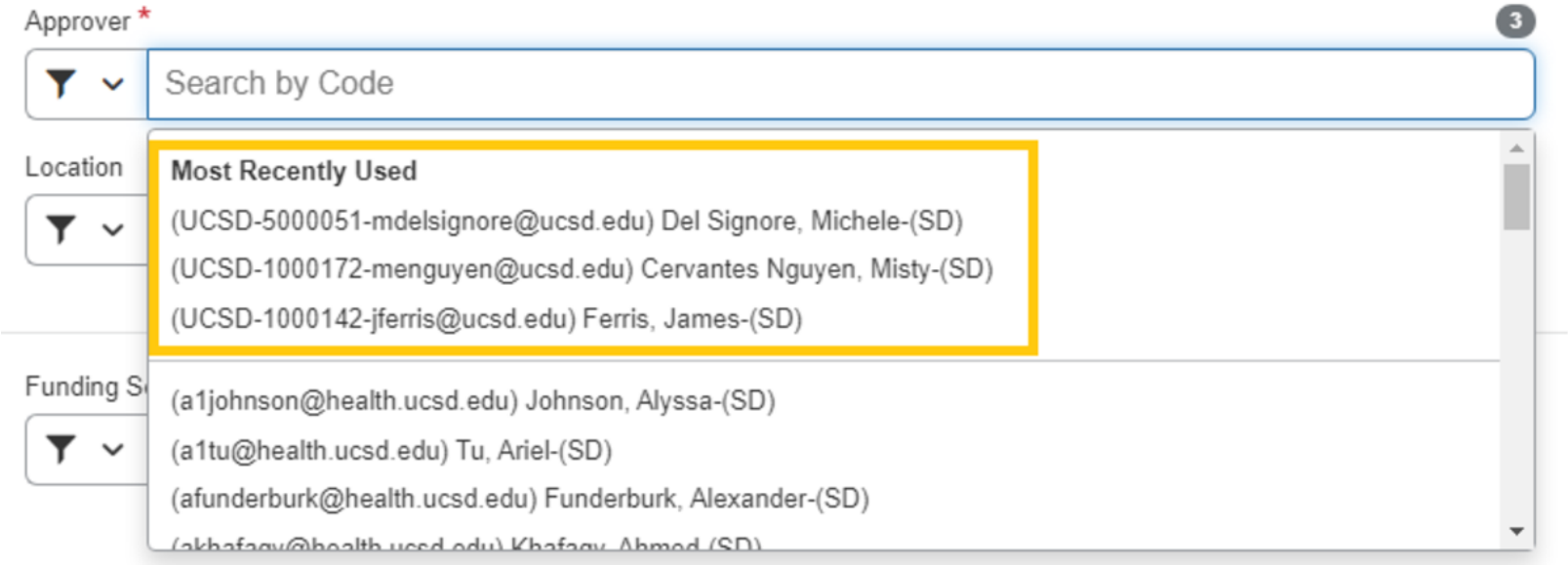
Oracle Worklist - Duplicate Listings Fixed

Oracle and ITS were able to fix the issue that was causing requisitions to duplicate in Oracle worklists. **Requisitions submitted in Oracle Procurement after 11/16/21 should no longer be causing duplicate listings in your Oracle worklist**. Any notifications for duplicate requisitions appearing in the worklist for transactions submitted before 11/16, which you have already approved or has already created a PO, will need to be rejected to remove them from the list.

Note: If a requisition was **withdrawn** before it was approved, a duplicate notification will continue to appear – this was not corrected in the fix. Rejecting the older notifications will continue to be needed to remove them.

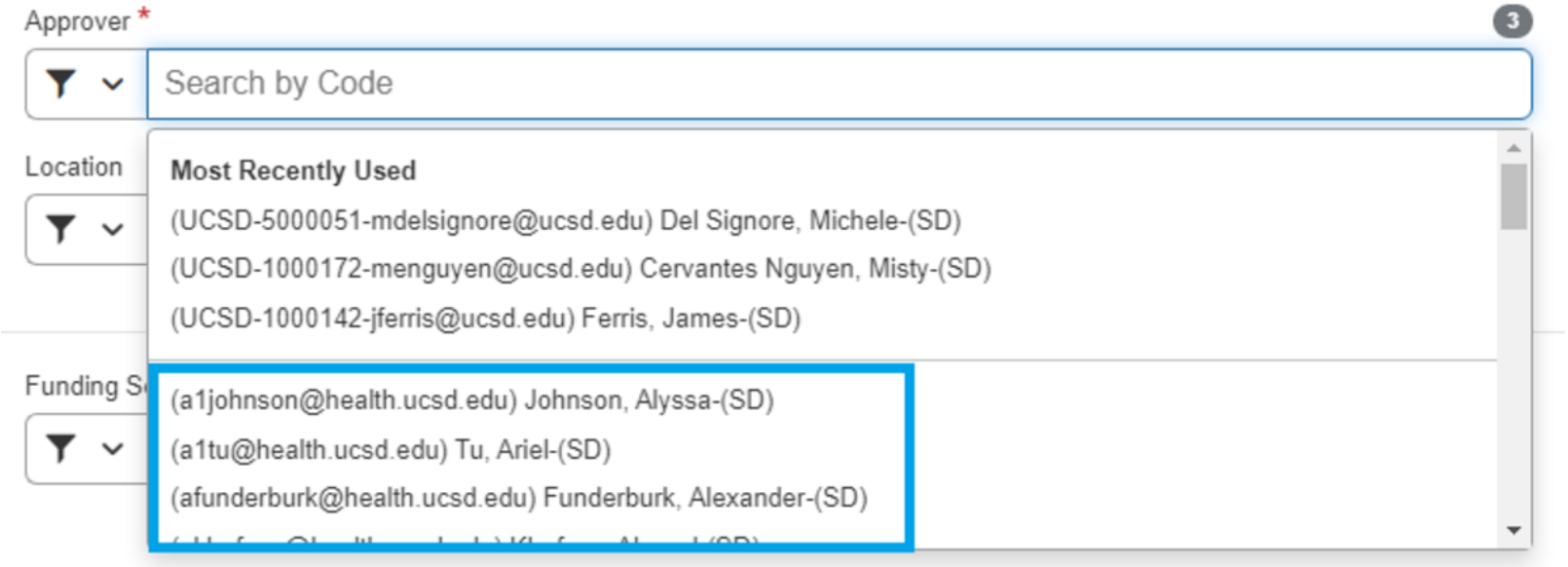
Concur: Selecting Health Approvers

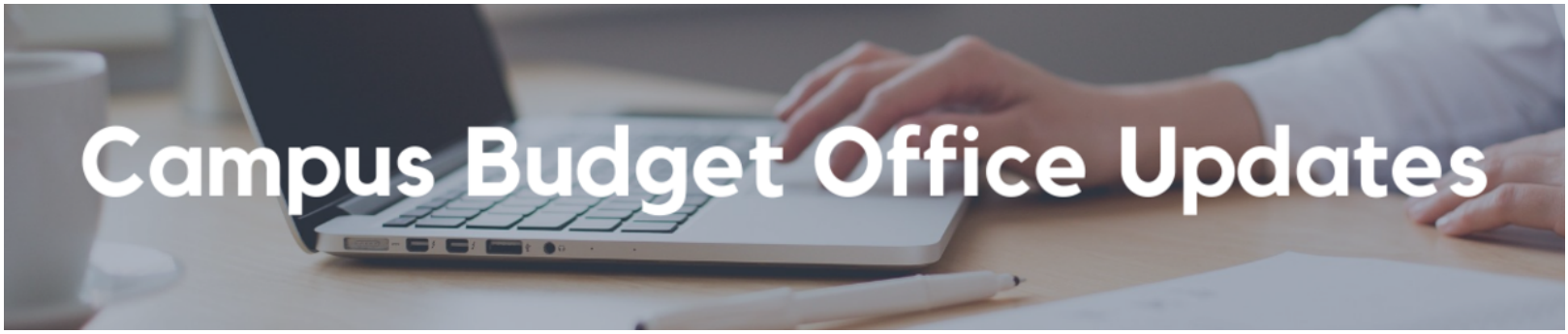
When entering chart string information, Concur will save recent selections and display them at the very top of your search results – under the section *Most Recently Used*.



Keep in mind that previously selected values under *Most Recently Used* may become outdated or no longer pertinent when completing your next Concur document.

Recently, Financial Unit Approvers for UC San Diego Health have had their email addresses updated to end in *@health.ucsd.edu* instead of *@ucsd.edu*. In Concur, this updates the email address in the user's profile and the list of available approvers; it will not reflect in the *Most Recently Used* section. If an Approver value with an incorrect email is selected, it may cause required approval steps to be inadvertently skipped as Concur will not recognize the approver tied to the former *@ucsd.edu* email as a valid approver. To determine the most current, up-to-date values, search from the field's drop-down menu and select from the values shown below the gray line.





New Elective Training Alert! Registration Now Open for Oracle Budget (EPBCS) Data: Smart View Ad Hoc Querying Course

Do you desire increased control over how you interact with and consume budget data in EPBCS? If the limitations of standard EPBCS reports leave you wanting more, be sure to register for an upcoming instructor-led training via Zoom**:**

- **Session 1:** January 26th, 9:00am - 11:30am
- **Session 2:** February 3rd, 1:00pm - 3:30pm
- **Session 3:** February 16th, 9:30am - 12:00pm

This optional training will be particularly beneficial for **employees who oversee multiple financial units** and require increased reporting flexibility. By taking this training, you'll learn how to use the Smart View Excel add-in to create ad hoc reporting against Oracle's EPBCS web application and solidify that knowledge through business-relevant follow-along exercises to see firsthand how powerful this tool is.

Register for the Oracle Budget Data: Smart View Ad Hoc Querying training here!

REMINDER: The 2022-23 Budget Development Cycle Begins Late January! Training Registration Now Open

Have you been using Oracle Planning and Budgeting (EPBCS) for the last few budget planning cycles and not sure if you need to repeat training? Find out what has changed and what is new

to EPBCS for 2022 during a 1-hour webinar that the Campus Budget Office will hold on **Tuesday, January 25th @ 1:00pm**. Save the date and attend via the Zoom link here. Registration is not required.

General Budget System Training is Open! Register Now!

- EPBCS Training for Academic Units (with Faculty) – Web Based Application
  - Oracle Budget: Budgeting Salary & Benefits for Academic Units
  - Oracle Budget: Budgeting Non-Compensation for Academic Units
- EPBCS Training for Administrative Units (No Faculty) - Web Based Application
  - Oracle Budget: Budgeting Salaries & Benefits for Admin Units
  - Oracle Budget: Budgeting Non-Compensation for Admin Units
- EPBCS Training in Smart View (Optional for budget preparers using the Excel Smart View add-in ONLY)
  - Oracle Budget: Budgeting Salaries & Benefits in Smart View
  - Oracle Budget: Budgeting Non-Compensation in Smart View

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

Fund Management Office Hours

Thursdays, 11:00am - 12:00pm

Marissa Prough, Sr. Director - PPM Strategic Design, will join us to answer all of your cost transfer questions, including errors you might encounter and what they mean, the impact of billable/non-billable transaction statuses and how to address them, and how to identify whether or not your submitted cost transfers went through.

Next Thursday, representatives from Foundation Accounting will offer training on the **STAR Dashboard**.

Accounts Receivable, Cash, & PPM Office Hours

Friday, January 14, 2022 @ 8:30am - 9:30am

This week, we will cover credit memo creation, followed by an open Q&A session. Bring your

questions, comments and your experiences to share with your colleagues across the Campus. We are looking forward to seeing you this Friday!

Oracle: Buying and Paying for PO Requisitioners

Thursday, January 20, 2022 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

STAR Dashboard Training

Thursday, January 20, 2022 @ 11:00am - 12:00pm

Kris Vasquez from the Office of Donor and Fund Stewardship will provide an overview of the STAR Dashboard, explain the types of data you can find within the reports, and provide navigation tips. This is helpful for those who are new to the University or need a quick refresher.

Concur Travel & Expense Training

Review our Concur: Help Blink page and Procurement Card page for resources and training videos. Live Training Classes regarding the Procurement Card program, Travel and Entertainment will resume in February. Please note that you can search "Concur" in the UC Learning Center at any time to browse through and sign up for our upcoming Instructor-Led Training (ILT) Concur courses.

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 Development Page on Blink

Wonder what happened to that enhancement request you submitted? Curious what we're working on now? Find answers to these questions on a new Blink page for Report Development.

BI & Financial Reporting Needs YOU!
Do you wish you could be more involved in the report development process? Are you frustrated that current reports don't meet your needs? Sign up to be a report tester or a reporting subject matter expert! We will call on you for your input when we are developing reports that align with your role and expertise. Find out more and sign up here.

WalkMe: In-System Help and Resources
The WalkMe Browser Extension adds various tips, walkthroughs, and resources to your Oracle and Concur applications. We also use WalkMe to add additional validation to your transactions, announcements, and reminders. WalkMe features will appear as blue help buttons (e.g. *Oracle Help and Resources*, *Concur Help and Resources,* blue Question Mark icons). Learn about WalkMe @ UC San Diego and how to best utilize this resource.

Tip for PPM Credit Memos
When credit memos are created in PPM, the billing event on which the original invoice is based is zeroed out or reduced by the amount to be credited. The system will then run a scheduled process to generate the credit memo, which then needs to be submitted, approved, and pushed through to Accounts Receivable. This process is documented in this KBA.

Please note that if you have zeroed out or reduced the billing event, it **cannot** be reversed after the scheduled process has generated the credit memo. This is a different behavior than invoices, which can still be deleted once generated as long as they have not been approved yet. You can however fix the error on the billing event **before** the scheduled process is run. A secondary fix would be to process the incorrect credit memo through to Accounts Receivable and then revise the billing event once more to the correct amount.

Join us this Friday during our Accounts Receivable, Cash & Project Portfolio Management (PPM) Billing Office Hours as we will be covering this topic in more detail.

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.

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