Budget & Finance Weekly Digest

November 22, 2022 | 98th Edition

Announcements

Closing Legacy Purchase Orders

Legacy Purchase Orders (POs) are orders which originated in Marketplace prior to June 2020 and begin with a 9. As these POs are now a couple years old, and the general lifecycle of a PO should be one year, IPPS (Integrated Procure to Pay Solutions) would like to consider closing all outstanding legacy POs. Please complete our poll to provide feedback on whether we should or should not move forward with doing so.

Update on UC Annual Financial Report for Fiscal Year 2022

Internal Controls & Accounting (ICA) is pleased to announce that the UC Office of the President (UCOP) has presented the 2022 UC Annual Financial Report to the UC Regents on Wednesday, November 16th. Thank you to all of our partners across UC San Diego, in Foundation, Health Systems and Campus financial offices and departments, who contributed to the fiscal closing process.

All of our work and collective contributions have led to the publication of this system-wide financial report. You can view our system-wide annual financial reports published by UCOP here.

Coming up next is the preparation and publication of our campus Detailed Financial Schedules for fiscal year 2021-2022. We hope to have the report complete soon after the December campus closure.

Interlocation Transfer of Funds (ILTF)

If sending ILTF from UCSD to another campus, the December submission deadline is **December 10th** for processing.

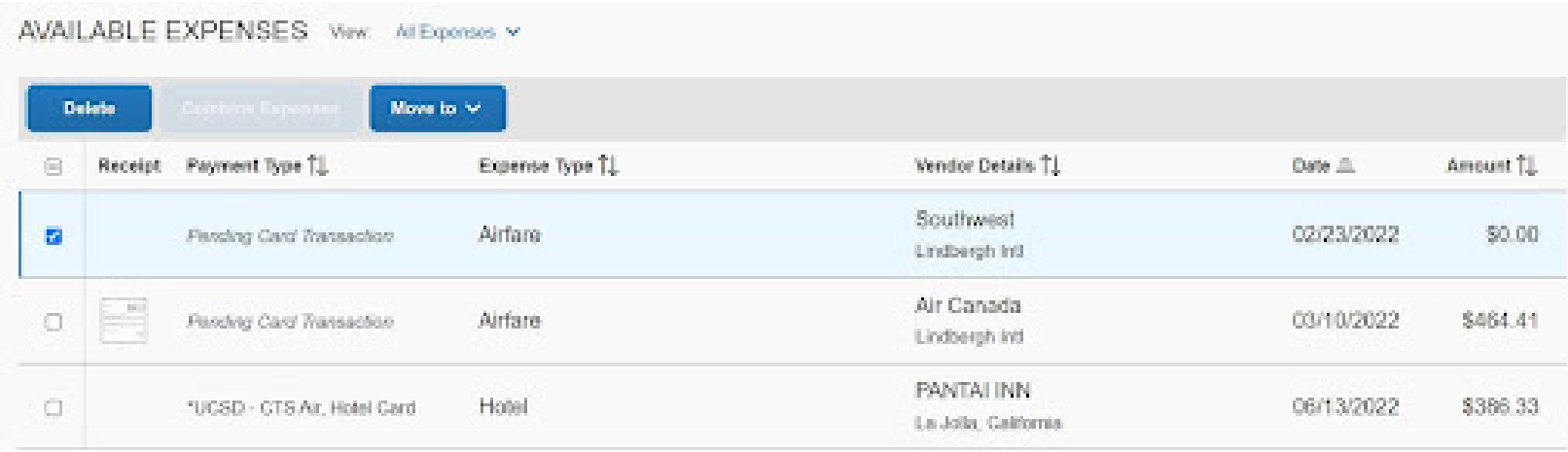
Journal Entry Supporting Documentation
To stay in compliance with UC policy, all Journal submissions are required to have supporting documentation attached to the entry. Journals will be rejected without supporting documentation including chartstring transactions with account 774009 - Fund Balance Transfer (Debit/Credit).

General Ledger (GL) COA Segments Needs VC Approval
For any new GL segment requests or changes to existing GL segments, VC approval with justification is required to be attached to the Services & Support ticket. GL segments include: Account, Financial Unit, Fund, Activity and Location. Internal Controls & Accounting (ICA) will have final review and assessment of the submitted requests. For GL segment Account, new Accounts will be limited because it is recommended to use Expenditure Types for reporting and tracking. VC approval is not required for Expenditure Type requests because it is not a GL COA segment.

Concur Lag Update
Concur is investigating a lag in their service across North American customers. You may experience slowness, errors, or see documents taking a little longer to pass through COA/POETAF validation. We appreciate your patience as we work with SAP Concur to get this resolved.

Pending Card Transaction lines in Concur
A Pending Card Transaction line under your **Available Expenses** section means that a reservation or travel booking was made in Concur or through Balboa Travel. These expense lines with the Payment Type of *Pending Card Transactions* are placeholders for the actual expense and do not represent charges to a UCSD Card product. These expense lines should not be added to an Expense Report, and should be deleted to avoid any confusion. To delete those expenses select the box next to the expense line, and then click on the **Delete** button. Please make sure to only move expenses with the Payment Type of UCSD CTS Air Hotel Card or T&E Card to an Expense Report.

In the example below, the first two expense lines would need to be deleted, and the third expense would need to be moved to an Expense Report to reconcile the charge.



Cost Transfer Workflow Enhancements to Launch on 11/28/2022!
New enhancements to Cost Transfer workflow for departments include:

- The ability to change the billable status: no need to submit a ticket anymore.
- The ability to split and transfer a cost in a single action: no need to do in 2 steps anymore!
- Please refer to ID#20 on the Chancellor's ESR FIS Advisory Committee Main Issues List for tracking purposes.

For more information, read the How to Initiate a Partial or Full Cost Transfer in Oracle PPM KBA.

IPPS Office Hours Canceled on 11/23/2022

Due to the Thanksgiving holiday, IPPS will not be hosting office hours on Wednesday, November 23. Please feel free to instead attend on Monday, November 21 or the following week. Enjoy the holiday break!

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

2022 Year End Review

Wednesday, November 30, 2022

10:00am - 11:00am

There were a lot of enhancements in Travel & Expense and Procure-to-Pay which came out of 2022. Join us in reviewing those enhancements and looking forward to the year 2023 by registering today!

Travel Perks

Wednesday, November 30, 2022

11:00am

Explore the many benefits provided in UC's contracts with the major airlines, hotels and car rental companies and learn how to take advantage of them when booking travel.

Travel for Students on Study Abroad Programs

Wednesday, December 7, 2022

11:00am

UC's contract with Student Universe provides a variety of benefits to our students and we will highlight those along with the exciting Airfare Deposit Program.

Oracle: Buying and Paying for PO Requisitioners

Thursday, December 1, 2022

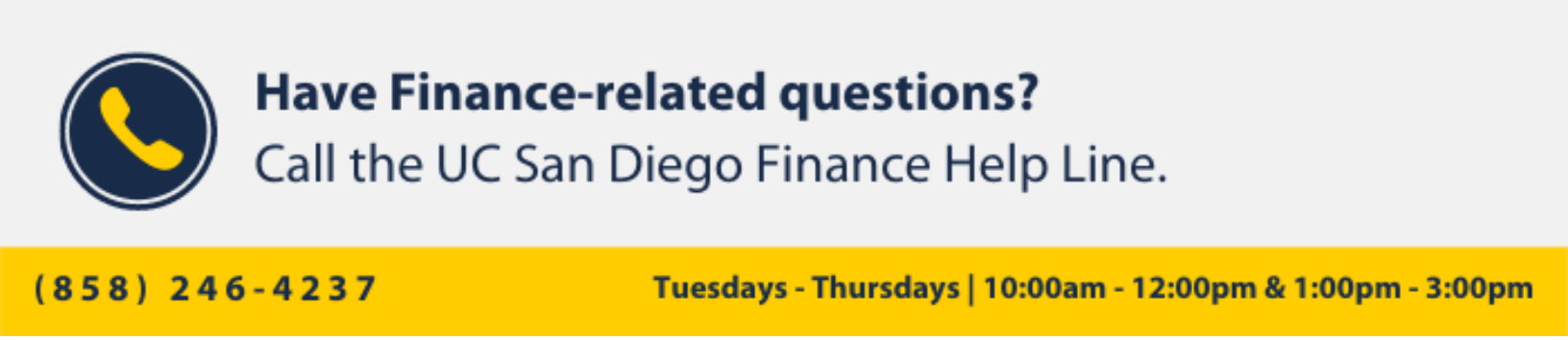
9:00am - 11:00am

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.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

Reporting Workshop: Dashboard of the Week Series
Monday, December 14, 2022
11:00am - 12:00pm
Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include an interactive report demo, discussion of what questions the report can answer, opportunities to ask questions and walk through your use cases, and hear how others are using the dashboard or report. Next week's session will feature the **Default Project Payroll: Advanced Topics**. This will be our last session of the year and the series will resume in January 2023!



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!

Closing Purchase Orders
You can request that any legacy or Oracle PO be closed via Services & Support ticket! If you need to close any POs to lift their commitments, please first confirm all goods and services have been fully paid for on this PO, and no further invoices are expected. Then, you can submit a case via Services & Support (Buying Goods & Services – Oracle Procurement – Revising or Canceling an Order) with a list of POs and a confirmation of the latter statement. All POs submitted before the last week of the month will now be closed and have their commitments lifted in the following month.

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 Group
- Knowledge Base Articles
- Community of Practice
- Published Information in Blink
- Training Videos

TIER 1 — Where Can I Get Help?

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
- Need to process a transaction in Services & Support
  - E.g. "I need you to process/approve/route…"

Resources:
- Attend an Office Hours session
- Contact the Finance Help Line
- Submit a request ticket in Services & Support

TIER 2 — Who Can Help Escalate?

Applies to you if you:
- Are unsure how to submit your request/ticket
- Have submitted a ticket and are not receiving a response
  - Please try to give agents enough time to process your requests before escalating the ticket
- Identify something that does not seem to be working properly

Resources:
- Contact the central support team directly at financesupport@ucsd.edu
- Submit a ticket to Budget & Finance Support
- Find the form in our Request Catalog to process your transaction request

TIER 3 — How Do I Suggest Enhancements?

Applies to you if you would like to suggest:
- An enhancement to a financial system
- Idea to streamline a financial business process
- Oracle & Concur financial reporting enhancement

Resources:
- Budget & Finance Suggestion Box
- 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 **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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UC San Diego

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