Budget & Finance Weekly Digest

November 30, 2021 | 48th Edition

Announcements

2022 UCPath Payroll Calendars Now Available!

The long awaited UCPC 2022 Payroll Calendars are here. Find a link to the 2022 Payroll Processing Schedule on the Transactors Page of our UCPath website, under the countdown clocks. Links to the 2022 Biweekly Payroll Calendar, the 2022 Monthly Payroll Calendar and the 2022 Monthly Working Hours Calendar are found on the Payroll Page of our UCPath website, along with other payroll related information.

Options for Grouping Projects

We have received an influx of inquiries regarding how to group projects, including a specific desire to group projects “arbitrarily” based on the PI or Fund Manager’s knowledge rather than a data element. Unfortunately, that is not an option. Here are the options currently available to help you determine which selection meets your needs:

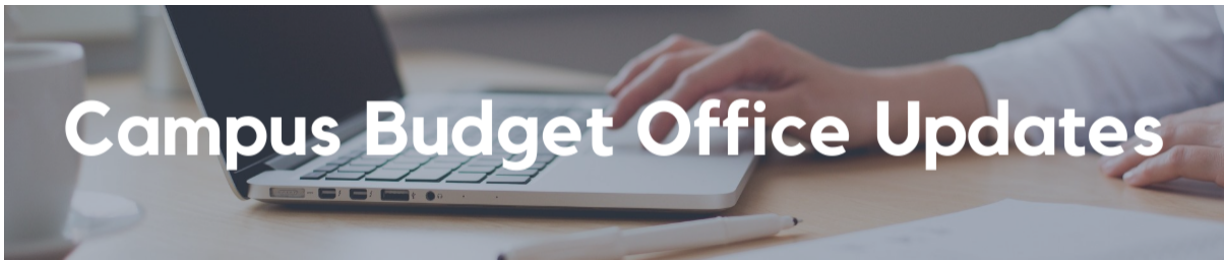
Option	Description	Factors to Consider
Portfolio Based by PI or PM	Group by PI, project manager or task manager name	- This is in line with the current OFC reporting structure - Option does not allow for arbitrary grouping
Project Classifications	Project classifications, available since go live, have been	- Project Classifications allow for a more granular

	expanded and reviewed by BFG View the PPM User Guide (pages 7-10) and the PPM Overview KBA for a full list of classifications	grouping from project type - Available as Project "metadata" and in the Activity Hub - Option does not allow for arbitrary grouping
Oracle Reporting Customizations	Select and then save search criteria as customization for future queries	- Allows the user to set customized report selections in the Oracle OTBI reports - Does not allow you to share this customization across users (but you can share via bookmark links) - Have to maintain/update customization as needed
Custom Reports	Build a custom report out of the Activity Hub (Cognos/Tableau)	- Build a custom report out of the Activity Hub - Requires technical/report writing support
Other Existing Project Data Elements	Group by data elements including: - Project Type - Project Naming conventions - Customer - Contract - Financial segment elements (fund, function, location, etc.) - Department Reporting Category (currently used by VCHS to indicate Faculty Controlled or Department Controlled)	- Broader, less granular

The current Fund Manager Persona workgroup will evaluate adding Project Classifications to reports. Also, we continue to work with Oracle and monitor their product updates for additional solutions.

Want to update your project classifications? Submit an Oracle PPM General Project Request. The template is currently being revised but in the

meantime, please attach and submit your own spreadsheet to include 3 columns: Project number, Category, and Code.



New CBO Reports on Budget & Financial Management Reporting Panorama

In case you missed it, new CBO reports have launched on the Budget & Financial Management Reporting Panorama:

- **GL Project Balances by Fin Unit**
  - The GL Project Summary by Fin Unit Report displays all project balances, also known as Resources Available, for a selected single financial unit or multiple financial units. The project balances are pulled from the General Ledger, not PPM.
  - This report is slightly different from the GL Project Balances report found on the Project Panorama as it groups and subtotals the project balances by three fund categories: Core Funds, Other Unrestricted Funds, and Restricted Funds.
- **Total Budget Summary**
  - The Total Budget Summary (Final Version) Report is a referential EPBCS report showing the consolidated summary output of data finalized during the annual campus budget development process.
  - The report includes the following fund categories: Core, Other Unrestricted, Private Gifts, and Endowment Funds; and is based on Final Version budget data.
- **Core Recurring Target Budget by Year**
  - The Core Recurring Final Budget by Year Report is an EPBCS report and is used to view the multi-year Core Recurring Budget, previously called the permanent budget.
  - The report can only be run for two fiscal years, FY21 and FY22, and can be run by any level of the Financial Unit hierarchy.
  - *Note:* Historical recurring budget data prior to FY21 can be viewed via the Permanent Budget Query.
- **All VC Core Recurring Budget**

- The All VC Core Recurring Expense Budget Report is an EPBCS report and is used to view the breakdown of Core Recurring expense budgets by 4 major expense categories: Academic Salary and Wages, Non-Academic Salary and Wages, Benefits, and Non-Compensation plus Non-Operating. The report also displays Totals.
- This report includes a drillable feature for the Financial Unit hierarchy when run as HTML, enabling users to drill through the Financial Unit hierarchy structure Level A to posting level Financial Units.
- The report is recommended for use to view multiple Financial Units by major expense categories and All funds in one report.

Starred Favorites
Starred favorites will function as they did in the previous light blue User Interface (UI). If you have favorites bookmarked in the old UI, it should transfer to the new Redwood UI. If you would like to explore how to create new favorites or revisit old favorites, watch our Oracle Redwood: How To Create Favorites video for a brief demo of the feature. You can play with these new features in the Oracle Test Non-Production Environment (SSO required to view changes launching in production January 2022).

Stay turned for more features from the new Oracle Redwood theme. If you want to browse through all the changes, view the Oracle Redwood Overview eCourse here.

To prepare for the launch of the new Oracle Redwood theme, we encourage you to attend our Oracle Redwood Preview Session held **this Thursday, December 2 @ 9:00am - 9:30am**. The preview session will be recorded and uploaded to our Oracle Redwood UI Blink Page.

Resources for Users - Oracle Redwood Toolkit

- Oracle Redwood UI Blink Page
- Oracle Redwood Overview eCourse

- Oracle Test Non-Production Environment*
  (SSO required to view changes launching in production January 2022)
- Register for the upcoming Preview Session this Thursday, December 2 @ 9:00am - 9:30am

* You can view the upcoming Oracle Redwood UI changes in the Oracle Test Non-Production Environment - VPN and SSO are required. Since this is a test environment, data may not be the same as in production. If you experience issues during login, you can request access support by emailing financesupport@ucsd.edu with Subject line: "Oracle Redwood Preview".

Fund Management Office Hours

Thursdays
@ 11:00am - 12:00pm

In this week's Fund Management Office Hours, representatives from the Campus Budget Office will discuss plans to post the Differential Income and other CBO assessments into PPM.

This is a must-attend if you manage general (non-sponsored) projects with revenue. Your department's default project will thank you for your attendance!

Accounts Receivable, Cash, & PPM Office Hours

Friday, December 3 2021
@ 8:30am - 9:30am

This Friday, we will have a general overview of creating contracts in Oracle along with tips and tricks related to their creation, approval, and day-to-day billing.

Bring your questions, comments and your experiences to share with your colleagues across the Campus.

Office hours are **recorded** and can be found on our UC San Diego Budget & Finance YouTube channel.

Oracle Redwood Preview Session

Thursday, December 2, 2021 @ 9:00am - 9:30am

Register for the Oracle Redwood UI Information Session to get a firsthand glimpse into the new Oracle theme, set to launch January 2022! To prepare for the Oracle Redwood Preview Session, review the Preparation Toolkit and be sure to have your questions ready.

Oracle: Buying and Paying for PO Requisitioners

Thursday, December 2, 2021 @ 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.

University Procurement Card Program

Tuesday, December 7, 2021 @ 1:30pm - 4:00pm

Current and prospective cardholders will learn about updates to the card program, common uses, and the Concur processes for both Procurement Card request and transaction reconciliation. Note that this is not an introductory course. Participants must first complete the associated eCourse available through the UC Learning Center.

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, December 9, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

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!

Expense Reports: Travel Policy Reminders

Travelers must adequately account to UC San Diego for expenses on a Travel Expense Report within a reasonable period of time. Please keep in mind that the Concur User is the traveler or the employee who paid for the incurred expense(s).

Policy Reminders:

- **Travel Expense Claim:** Travelers must report all travel expenses (University Card transactions, out-of-pocket expenses, cash advances and prepayments) on a Travel Expense Report within 45 days after the end of a trip. When a trip lasts more than 90 days, the traveler must submit a quarterly Travel Expense Report.
- **Travel Cash Advances:** If the cash advance is unrecovered or not reconciled within 120 days of the trip end date, the University is obligated under IRS regulations to consider such amounts as income to the employee via the payroll system.
- **Travel & Entertainment Card:** Cardholders should use the T&E Card to pay for their business travel expenses. It must never be used for personal purchases. If any transaction, or portion thereof, includes a personal/non-reimbursable expense, the cardholder is liable and must reimburse UC San Diego Travel at the time of reconciliation. Review the T&E Card FAQ page for instructions on repaying the University for the erroneous charge. Note that departments will have to use a specific IPPS Travel chart string and not their own chart string.

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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