Budget & Finance Weekly Digest



May 2, 2023 | 119th Edition

Announcements



Concur Reports Now Available in BAH
Four reports displaying Concur data are now available from the 'Concur' tab within the Budget & Finance space of BAH! The four reports are:

- Concur Expense Reports: Use this report to view all expenses assigned to a Concur Expense Report.
- Outstanding Card Charges: Use this report to view unreconciled credit card transactions.
- Credit Card Transactions: Use this report to view information on all Concur-related card products (including the Procurement Card, Travel & Expense Card, and CTS air & hotel cards).
- Credit Cardholders: Use this report to view all cardholders that have used their university-issued credit card.

Information about each report can be found on Blink. Stop by IPPS Office Hours every Wednesday in May from 9am-10am to talk to the report developers and get your questions answered.

Capital Project - FF&E (Furniture, Fixtures, and Equipment) Approval Workflow Change
Starting May 1, future projects created for FF&E capital project purchases should be created with the department's Project Owning Organization with the associated Financial Unit. Currently, all capital project FF&E purchases are approved by a centralized department with FinU 9699908. For all newly created FF&E projects, those purchases should be approved by your department financial unit approver.

What transactions will be affected?

- Requisitions.
- Change Orders.

- Invoices.
- Cost Transfers.
- Concur Requests.

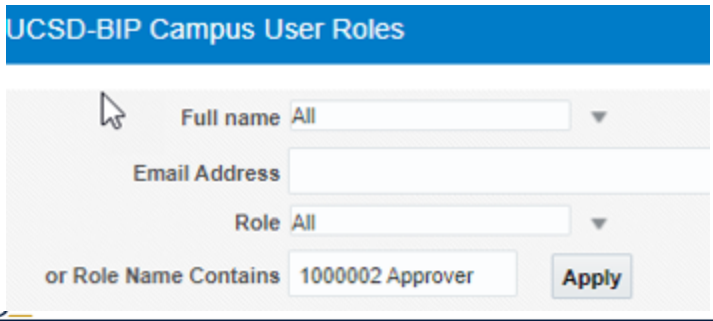
What is not changing? All existing capital projects will continue to be under FinU 9699908 and approved by the centralized department, journals, and Medical Center capital projects.

When requesting for capital project FF&E set-up, the Financial Unit Name and Code will need to be included.

Project Request Type (Select from drop down box)	**Project Type** (Select from drop down box)	**Project Classification** (Select from drop down box)	**Project Name**	**Fin Unit Name**	**Fin Unit Code**
New	Capital				

Task Request Type (Select from drop down box)	**Task Name**	**Task Manager (AD email address)**	**Fin Unit Code**	**Fund Name**	**Fund Code**
New					

To find your financial unit approver, go to: Business Analytics Hub (bah.ucsd.edu) > Budget & Finance > Campus User Roles. Search > Role Name Contains: <Financial Unit> Approver



Campus User Roles Report
Time run: Apr 12, 2023 8:38 AM

Assignment Number	First Name	Last Name	Team	Email Address	OFC Username	Role
10367345	Adam	Diprofio	Academic Affairs Office	adiprofio@ucsd.edu	046f359019bf6a590119bf884fcc07ef@ucsd.edu	UCSD WF 1000002 Approver JR
10365770	Beverly	Randez	Academic Affairs Office	brandez@ucsd.edu	046f35901c5377fd011c53a33d49000a@ucsd.edu	UCSD WF 1000002 Approver JR
10598947	Chad	Lowe	Academic Affairs Office	c1lowe@ucsd.edu	046f345b83376a0f0183376a6bc401c2@ucsd.edu	UCSD WF 1000002 Approver JR
10503876	Carlos	Hernandez	Academic Affairs Office	cah005@ucsd.edu	046f345b7b354914017b354938a900b8@ucsd.edu	UCSD WF 1000002 Approver JR
10373234	Denise	Christensen	Academic Affairs Office	dechristensen@ucsd.edu	046f359019c04e2b0119c073aef10d9e@ucsd.edu	UCSD WF 1000002 Approver JR
10414146	Heide	Trimble	Academic Affairs Office	htrimble@ucsd.edu	046f34b64e307b9a014e3080eac60028@ucsd.edu	UCSD WF 1000002 Approver JR

For any questions regarding the approval or set-up, please create a Service & Support case, Attn: ICA-Capital team.

Financial Accounting Program: Upcoming Information Sessions

The UC San Diego Financial Accounting Program is a complementary professional development opportunity being offered to help you become more effective in your role. This program is currently offered at no cost to eligible career employees through the end of 2023 calendar year!

We invite you to hear more by attending an upcoming **Information Session** for the following dates. Please register using links below:

- Tuesday, May 9, 2023 @ 10:00am - 11:00am

- Thursday, May 11, 2023 @ 1:00pm - 2:00pm

We encourage you to share this information with your teams, colleagues, and those who may be interested in participating in the full program, or Financial Accounting for Non-Accountants (FAFNA) as a standalone course, or taking the assessment.

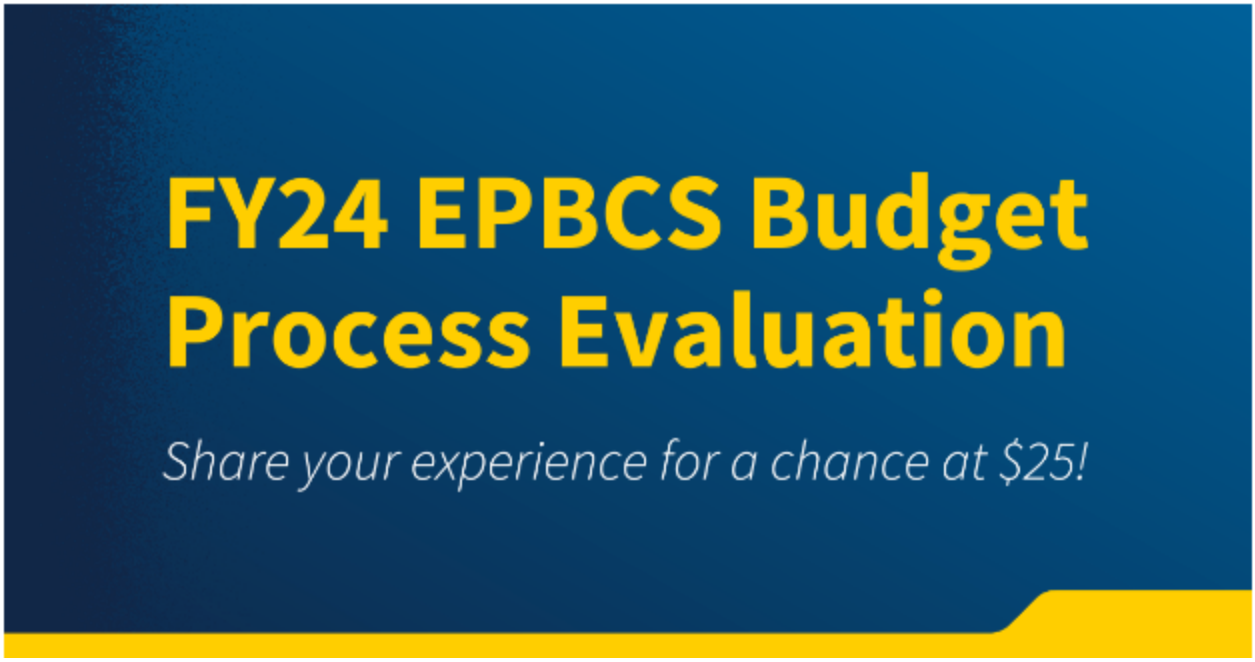
We appreciate the partnership with UC San Diego Division of Extended Studies and the support from supervisors across campus and health sciences.

Uber Email Notifications

It's been reported to UC's Central Travel Office that Uber sent out email notifications to a number of UC employees. The email is legitimate, but it was mistakenly sent out to UC employees and no action is required by any UC recipient. This instance has been discussed with Uber leadership and we do not expect any external distribution by Uber will be circulated. The Central Travel Office apologizes on behalf of Uber for any concern or confusion the notification may have caused.

Extended! FY24 EPBCS Budget Process Survey

Did you help to prepare your department's FY24 budget plan in Oracle Planning and Budgeting (EPBCS)? We want to hear from you! Your feedback is critical to CBO's ongoing efforts to improve the campus budget process. Completing this survey should take you less than 10 minutes and will enter you to win one of four $25 VISA cards that we are giving away to thank you for your partnership and participation. The evaluation closes **Friday May 12, 2023**.



Click here to complete the FY24 EPBCS Budget Process Evaluation Survey



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

Fiscal Close Office Hours

Every Wednesday 10:00am - 10:30am

From now until August 2nd, join the Fiscal Close Office Hours to ask questions and provide feedback regarding fiscal close activities.

Hot Topics: Fiscal Close

Wednesday, May 3 @ 11:00am - 12:00pm

Join Integrated Procure-to-Pay Solutions for its next session of Hot Topics to learn how to best prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel & Expense spaces.

Benefits and Perks in Negotiated Contracts

Wednesday, May 3 @ 11:00am

UC's contracts with major airlines, some hotels and specific car rental companies include discounts, but many also have travel perks and this session will explore how to find and take advantage of them.

Fund Management Office Hours

Every Thursday @ 11:00am - 12:00pm

At this week's office hours we will walk through the Outstanding Card Charges Report. Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

Reporting Workshop: Dashboard of the Week Series

Monday, May 8 @ 11:00am

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include discussions and report demos to help address some of your frequently asked questions. There may also be opportunities to win prizes during the series! Next week's session will feature the **Transaction Details** on How to Do high-risk ledger review!

Concur: Event Expenses & Other Reimbursements

Thursday, May 11 @ 9:00am - 11:00am

The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and would like to learn about more advanced meetings and entertainment terminology and concepts.

Topics Covered:

- Learn how to submit event payment requests and employee reimbursements via Concur.
- Review the process to submit event vendor payments.
- Be able to view and reconcile Travel & Entertainment card transactions.

Navigating Hotel Rates

Wednesday, May 17 @ 11:00am

While UC has a global contract with Marriott and other localized hotel agreements, UC's needs are varied from individual travel to conferences and group travel. We will share how to navigate these various options, including understanding government rates and analyzing rate rules and restrictions.

UC San Diego Travel: Before You Go

Thursday, May 18 @ 9:00am - 11:00am

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel preauthorization and UC San Diego's instance of Concur Travel booking tool. Intended for travel arrangers, delegates, travelers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced Concur Travel terminology and concepts.

Topics Covered:

- Review the process to request travel preauthorization via Concur Request.
- Be able to request a new University Travel & Entertainment Card.
- Learn how to book travel via Concur Travel.

UC San Diego Travel: Reporting Expenses

Thursday, May 18 @ 1:00pm - 3:00pm

Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers (Concur Delegates) and approvers.
The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and information about online tools.
In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs in accordance to Travel Policy G-28.

Topics Covered:

- Arranging for prepayment of fees, such as registration.
- Making deposits, such as for hotels.
- Reporting expenses.
- Claiming traveler reimbursement.

Understanding UC's Car Rental Rates

Wednesday, May 24 @ 11:00am

This session will go over our car rental program, what that means and how to take advantage of it for personal travel. Melissa Burley (UC Risk Services) will join us to share information on insurance coverage for business rentals.

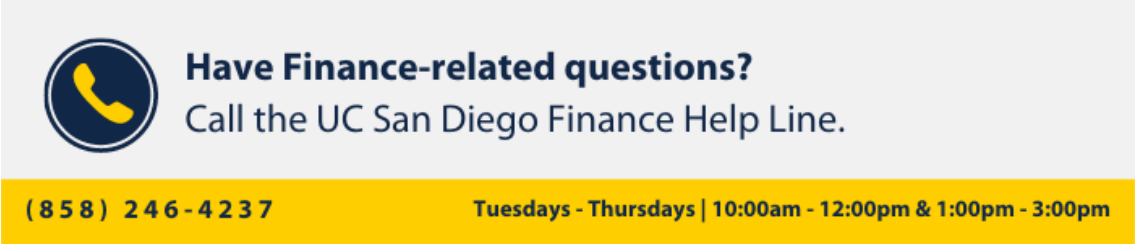
Contract and Invoice Creation Training Relaunch

Wednesday, May 31 @ 10:00am - 11:00am

Find out about the PPM contract and invoice process. These resources and training are for individuals new to UC San Diego or those interested in refreshing their knowledge of the PPM contract and invoice process.

Reporting 1:1 Sessions

Sign up for a 1:1 Zoom session to meet with a member of the BI & Financial Reporting team who can answer your specific questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH).



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!



Resolving Alerts in Concur On Your Own!

Did you know that we have two Knowledge Base Articles (KBAs) that provide guidance on how to resolve alerts in Concur? The first KBA is the How to Resolve Alerts in Concur and it will assist you with troubleshooting common system messages in Concur when submitting Request and/or Expense Reports. It includes a table with Alert Text and the Steps to Take to resolve the issue in order to successfully submit your Request or Expense Report.

The second KBA is the How to Resolve COA/POETAF Failed Validation Errors in Concur. This article also has a table that breaks down the various CoA and POETAF errors, what they mean and how you can resolve it. Both of these KBAs are a great resource to review before submitting a

case about an alert that you do not know how to resolve in Concur. This will save you time and empower you to become a Concur super-user!

When does the Use of Per Diem Apply to your Trip?
For travel Inside of the Continental United States, Per Diem applies for 30 days or more of travel. You can also claim Per Diem for travel Outside of the Continental United States (including Alaska, Hawaii, and US territories like Puerto Rico or Guam) and all foreign destinations.

There are two ways you can claim per diem on your trip:

- Travel Allowance Feature: Concur has a built-in feature to help you claim Per Diem called the Travel Allowance Feature. When this feature is used and the dates and locations of travel have been inputted, the system will automatically calculate the appropriate Per Diem rates for the location traveled.
- Attaching the Published Per Diem Rates: We understand that there are more complex travel scenarios, so if you do not use the Travel Allowance feature, you will be required to attach a copy of the Published Per Diem rates sheet. This can be obtained from the State Department website as your supporting documentation. At time of audit at the Central Office we will reference this document when reviewing your meals and lodging expenses. The Central Office does not have visibility to the published rates when the travel allowance feature is not used.

When claiming Per Diem, please note that per UCOP Travel Policy G-28, the expense report should reflect the traveler's actual costs up to the allowable amount. Claiming actual expenses is the best use of the University's funds.

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 **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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