March 5th, 2024 | 161st Edition

Announcements

Internal Controls Policy and Checklist Update
The Internal Controls Policy (PPM 300-15) has been fully approved and published in the Policy & Procedure Manual. The policy formally establishes responsibilities and procedures regarding internal controls for departments and is effective as of February 29, 2024.

Efforts to draft the policy originally started in the calendar year 2019. They continued with the publication of the Best Practices in Internal Controls on Blink in calendar year 2022 and into calendar year 2023. Along the way, there were several ways the document was reviewed and vetted, and updates were shared through the Weekly Digest. Also, the review and approval process involved many levels of campus leadership including the areas of Audit & Management Advisory Services (AMAS), legal, Budget & Finance User Group (BFG), Finance Governance, Controllers, CFOs, and the Chancellor's Office.

Thank you to everyone who made contributions or supported the input process, provided feedback, asked questions, reviewed, and approved the policy.

Additionally, the internal controls checklist has been updated, and you can obtain a copy of the current checklist on Blink: Best Practices in Internal Controls.

For questions on either the policy or the checklist, please submit a ticket via Services & Support [*About*: Financial Accounting, *Related to*: Internal Controls, *More Specifically*: Internal Controls Support]

The First Course in the Finance Training Series Launching Next Week
The Finance Training Series is aimed at empowering staff across UC San Diego with accessible, self-paced training modules available on demand in the UC Learning Center.

The first course in the series, ***Oracle Foundations***, will launch on March 12th in UC Learning and includes four learning modules:

- Welcome: OFC and reporting navigation basics
- General Ledger and Subledgers: How OFC is structured and information flow
- Chart of Accounts and Chartstrings: Basics of transacting in the General Ledger
- Intro to Project Portfolio Management (PPM): POET(AF) and project attributes

More information about the Finance Training Series will be added to the Budget & Finance Training Blink page.

Concur 2.0 Release – Coming Soon!
Integrated Procure-to-Pay Solutions (IPPS) is excited to announce the upcoming release of Concur 2.0! Significant upgrades to Concur will provide a more seamless and efficient experience for all Triton community members who conduct business on behalf of the university.

Concur 2.0 is more than a simple bug fix; it is a strategic reconfiguration of the site to minimize data entry requirements and enhance accounting visibility. This upgrade is the culmination of extensive data analysis collected from Tritons who have traveled or entertained on behalf of UC San Diego. The release of Concur 2.0 effectively addresses many of the pain points since the initial launch of Concur.

Concur 2.0 Highlights
Intuitive Flow

- A more intuitive workflow gives you the ability to group expenses, add allocations, and view allocations (Project or GL string) in one place.

Less Data Entry

- Only provide data that is needed (Project OR GL string – not both!).
- Categorize expenses one time (SAP Concur Expense Types + UCSD Expenditure Types work together!)

More Data Transparency

- The taxable status of expenses is visible on the expense entry screen.
- Account codes are visible on all expenses.
- Verify allocations in a single window.

IPPS is setting up a Blink page with a detailed list of enhancements. Stay tuned for more information as we are nearing the official launch date in April.

Campus Budget Office Updates

EPBCS Support Office Hours Now Available Every Thursday 11:00 AM - 12:00 PM via Zoom
Join us for weekly office hours if you have questions about budgeting in EPBCS.
Zoom: https://ucsd.zoom.us/j/91798780724

The EPBCS system will close at 5:00 PM on Monday, April 1st, 2024.

New! Days Fund Balance Report
A new report has been released in the Business Analytics Hub (BAH) that displays resources available and total expenses at various levels of the Financial Unit hierarchy across campus, with a red/green indicator to show if the unit is within the “Days Range” guidelines. For more information, please visit UC San Diego's Carryforward Fund Balances and Reserve Guidelines. This report displays the estimated number of days that a Department can sustain its operations based on the Department’s total expenses. The report can be run for any Vice Chancellor level of the Financial Unit hierarchy.

The report can be accessed from the Financial Resource Management Dashboard. A Blink page with additional information on this report has been published and can be accessed here.

Training & Support

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

ECERT Effort Reporting Office Hours
Every Wednesday @ 2:30pm - 3:30pm
Come get your questions answered, system access setups, or helpful hints on the effort report certification process.

Fund Management Office Hours
Every Thursday @ 11:00am - 12:00pm
Come get your questions answered and solidify your understanding during this information-packed session. Don't miss it!

IPPS Office Hours
IPPS holds **weekly** Office Hours to help with all of your questions related to Procurement, Accounts Payable, Travel and Entertainment, Procurement Card and Tax & Account/Supplier Setup. This is our schedule:

- **Procure-to-Pay, Travel & Entertainment, Tax & Accounting/Supplier Setup**
  Mondays @ 1:00pm -2:00pm, Wednesdays and Fridays @ 9:00am -10:00am
- **Procurement Card**
  Wednesdays @ 9:00am -10:00am

ICA 1:1 Sessions
Sign up for 1:1 zoom session with ICA team members

- ***Payroll Financial Management team*** 1:1 sessions have moved from UCPath to ICA.
  Register here for help with Salary Cost Transfers, Direct Retros, Payroll Reconciliations, UCPath Funding Transactions, Composite Benefit Rates (CBR), General Liability (GAEL) & Vacation Leave Assessment (VLA).
- ***General Ledger Financial Management team***
  Register here for help with General Ledger, Capital/ Fixed Assets, Detail Code setup, ITFs, Internal Controls, Oracle Role questions and more.

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).

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!

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.

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:

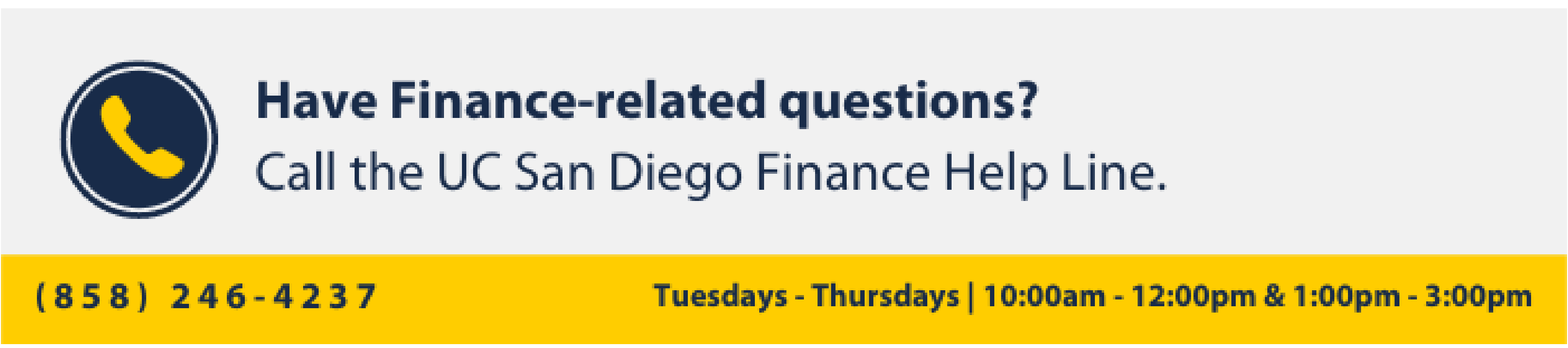
- An enhancement to a financial system
- Idea to streamline a financial business process
- Oracle & Concur financial reporting enhancement

Resources:

- Budget & Finance Suggestion Box
- Business Analytics Hub Help Page

View the full Support Framework on Blink.

UC San Diego
BUSINESS AND FINANCIAL SERVICES



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.

Visit Our Website | Subscribe to our YouTube | Contact Us

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