Budget & Finance Weekly Digest

February 2nd, 2021- 5th Edition

Announcements

Concur Request or Expense Report Approver Error Resolved!
As announced yesterday, an important file error caused Financial Unit Approvers, Department Heads, and Special Entertainment Approvers to not be loaded into Concur -- affecting the workflow for submitted Concur documents. This error caused Concur Requests and Expense Reports to bypass department approvals and route directly to the IPPS Procurement Card and Travel and Expense teams.

As of this morning, the Concur Approvers have been successfully loaded into the application. The IPPS teams have returned the impacted Concur Requests and Expense Reports back to faculty and staff. These Requests and/or Expense Reports must be re-submitted to ensure they route through the appropriate approval workflow. You can check the approval workflow/status of your Concur document once submitted. The team is working to identify and resolve the root cause of this issue. Thank you for your patience and understanding.

Oracle Financials Cloud

Supplier Setup Team Turnaround Time
Please keep in mind, once a payee/supplier has successfully submitted their registration in Payment Compass, the registration routes to the Supplier Setup Team for review. This process may take a minimum of 3-5 business days, processing times vary as it is contingent on the number of registrations awaiting review.

NGN Recharges on Awards & Projects

Updates to NGN recharges following mass payroll expense correction on previously expired Awards and Projects in the November accounting period has been completed and posted in the January accounting period.

Be aware that NGN recharges follow payroll activity. If a direct retro (salary cost transfer) is made in UC Path, the recharge will correspondingly follow the FTE associated with the payroll cost being transferred in the following labor ledger accounting period

Users should review their ledgers to ensure their NGN charges are being charged to the correct place. For any further adjustments, users will be advised to utilize the new cost transfer process in Oracle.

SPARCM Department Users

When trying to access SPARCM, you may find that your bookmarked links no longer work. The link has been updated to https://act.ucsd.edu/sparcm/depthome. To request access to SPARCM, use the SPARCM and Award Lookup Tool Access request. For all other SPARCM inquiries, please submit a ticket related to Post Award General Support.

Refresher on Expenditure Types

Expenditure Types represent the type of expense in Project Portfolio Management (PPM). Expenditure Types map to an Account in the Chart of Accounts (CoA), and there can be more than one (1) Expenditure Type per Account.

To be sure you are choosing the most appropriate Expenditure Type for your expense, a full listing of Expenditure Types is available at reports.ucsd.edu > **Budget & Finance** tab > **UCSD-DSH Project Information** > Click on the **Expenditure Type** tab. For example, if you are purchasing Cloud Computing, please make sure to use: 534100 – Cloud Computing. If you are charging federally allowable research repairs/maintenance, use the new Expenditure Type: 532300 - Research Related Maintenance and Repairs. We are regularly reviewing feedback and the need for new Expenditure Types.

Concur Travel & Expense

Search Feature update

Now you can search for your chart string values by number and not by alpha! For form fields with the search functionality, we were able to change the default search filter from Search by Text to Search by Code. In direct response to departments' feedback, this change should help users/delegates save time and effort in locating COA/POET information.

2021 Mileage Rate Updated in Concur

Announced in the 2nd edition: The 2021 reimbursement rate for the use of a private automobile for University business travel is 56 cents a mile. The 2021 reimbursement rate for driving an automobile in connection with a move or relocation is 16 cents a mile.

As of 2/1, all mileage forms in Concur now calculate car mileage based on the 2021 mileage rates. For those who incurred mileage expenses in 2021, you may now claim mileage on your expense reports to be reimbursed appropriately.

Related resources:
How to Process Mileage-Only Reimbursements (KB0032591)

Expense Report: Report Key

In the last digest edition, we announced that the Report Key is no longer visible on the Report Header for the Concur user/delegate.

Users/Delegates are able to view the Report Key number through the Print/Share report feature. To do so:

1. Open your expense report in Concur
2. Select the Print/Share or Print/Email (below the report name
3. Select the available **Report-Detailed option from the drop-down
4. In the next open window, locate the Report Key in the detailed report

Please note that Approvers and IPPS Processors can still view the Report Key on the header.

Click to view all known transitional issues impacting financial processes and reports. This list was curated specifically to support financial review and corrective actions by department fund managers.

Training & Support

Register for an Upcoming Webinar!

2/11/21: Payables Best Practices to Minimize Cost Transfers
2/18/21: BI & Financial Reporting: Project Cost Transfers & Updates
2/25/21: BI & Financial Reporting: Transaction/Reconciliation Dashboard

Payment Compass Webinar

IPPS is continuing its recurring webinar series on Payment Compass into 2021. The Payment Compass webinar is a series that covers navigation of the platform as well as the invitation and Payee registration process. The next iteration of the webinar will be held on **February 9th at 1:30 pm**.
Sign up via UC Learning

Miss the Hot Topics: POET in Oracle Procurement and Concur session?
This session featured guidance on how to accurately populate POET information in Oracle Procurement and Concur.
Watch the webinar now!

BI & Financial Reporting

Project Panorama Webinar
Watch as the Oracle BI team demonstrates the new Project Panorama dashboard, offering a full look at project financials and designed to support the PI, Project Manager, and Fund Manager.

Related resources:
UCSD-DSH Project Panorama
Projects & Awards Panorama - understanding the data (Blink)

Project Panorama Enhancements
The following enhancements have been implemented in the Project Panorama dashboard:

1. Secure the search against Organization Name to limit the values instead of just highlighting the search term
2. The headers have been locked to allow scrolling of the data only
3. FUNCT will now be a prompt for GL Project Balances & GL + Subledger Transactions

Next up Reporting Enhancements

The following report enhancements will be implemented in production on Friday night, February 5, per our enhancement cycle:

1. PPM Monthly Project Costs Tab: Option to group project and task columns.
2. PPM Project Balances Tab: Adding project start and end dates as hidden columns.
3. Changing the name format for PIs to be “Last Name, First Name” so that they’re the same as PM and TM.
4. For anything that requires an Accounting Period, choose by Fiscal Year instead of clicking on every month when running a report over a longer period of time.

Oracle Financial Reporting: New or Enhancement Requests

To request a new Oracle Financial Report or an Enhancement to an Existing Oracle Financial Report, please submit a ticket, and our developers will check the feasibility of the request.

Tips & Tricks

Chart String and POET Terminology

Depending on where you’re looking in Oracle, you may see a chart string referred to as a COA or charge account. You may also see POET referred to as project information, POET(AF), or any of its individual parts (e.g. Project, Organization, Expenditure or Task).

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How to Add Comments and Attachments to Requisitions

Take a look at our new KBA to learn more about adding comments and attachments during checkout to your requisitions in Oracle Procurement.

How to Add a New Non-Personal Deliver-to Address to Oracle Procurement

Take a look at our new KBA to learn more about requesting the addition of a new address for Purchase Order delivery in Oracle Procurement. Although this specifically pertains to business addresses, you may also refer to our How to Ship to a Personal Address KBA for instructions on adding a home or personal address instead.

Concur Travel & Expense

How to Resolve Concur Alerts

Check out our new KBA displaying common Concur alerts and resolution steps to assist you in submitting your Request or Expense Report for processes such as Travel, Events, Procurement Card, and other Payment Products.

Financial Units Without Approvers

If you have searched for your Financial Unit by text/code and cannot locate it, it is possible that there are no approvers associated with the Financial Unit. Financial Units will not appear in Concur if they do not have any assigned approvers. If that is the case, consult this guide to add approvers. To look up current approvers, check out the Roles Report.

Gift Cards

Departments can purchase **Vanilla Visa Gift Cards** to use as part of an employee recognition award, a retirement gift, an allowable gift/award, or human subject compensation by submitting a Gift Card Request via Concur.

Exceptions for purchasing merchant-specific gift cards with the Travel & Entertainment Card (T&E Card) are approved on a case by case basis. To request an exception, submit a Services & Support ticket. Include the business purpose, the merchant from whom you would like to purchase the card [Target, Home Depot, Amazon], the amount of each card, the number of recipients, who the recipients are (such as faculty/staff, students), and the name of the cardholder. Should the business purpose fall within university policy, IPPS can open up the merchant code on the T&E card for a limited time.

Related resources:
How to Create a Gift Card Request - step by step instructions (KBA)
Vanilla Visa Gift Card Program - program overview (Blink)
Gifts and Awards - policy on allowable gifts/awards (Blink)
Travel & Entertainment Card - use and benefits (Blink)

About the Weekly Digest

Each Tuesday important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense, are delivered to your inbox. Our goal is to deliver timely information that matters to you.

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial information system and support departments' success in managing their fiscal responsibilities.
Find answers, request services, or get help from our team at the UC San Diego Services & Support portal.

Click here to subscribe to our mailing list.

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