

# Budget & Finance Weekly Digest

October 17th, 2023 | 143rd Edition

## Announcements



### UCPath Projects: November Release

This November will mark the release of a few highly anticipated projects in the UCPath system:

1. [Salary Cost Transfer Redesign](#)
2. [Hire Pilot](#)
3. [Chartstring Web-Service Validation](#)

For a summary of the new features, along with links to the upcoming training sessions, review the November Release project space [here](#). Be sure to add the upcoming [UCPath November Release Office Hours](#) to your calendars.

Read the full UCPath project status alert [here](#).

### Testers Wanted for Changes to Payroll Projections

There will be major changes made to payroll projections that will go into effect on November 9th. These changes need to be thoroughly tested, so we are asking anyone who can commit to rigorous testing, to please do so in UAT.

To see the changes, reports must be run in the Cognos QA environment with the HANA-QA connection. Use these links for these reports: [Expanded Project Summary](#), [Faculty & Researcher Dashboard](#), [Project Management Dashboard](#). If you do not have access, please submit a [Services & Support case](#) indicating your interest in testing. Submit testing feedback by ticket as well, with 'Payroll Projection Testing' as your subject line.

Summary of changes:

1. GSR positions now project into the future. GSR-NO REM positions will be projected in future summers through the budget period end date, and GSR-TUIT REM positions are projected in future academic years, even if currently on short work break. If a GSR on short work break has an active TA position at 0.49 FTE or higher, the GSR positions will not be projected.

- 2. Postdoc positions now ignore the job end date and project through the funding end date or budget period end date.
- 3. TA positions now project tuition and fees on a quarterly basis, not tuition remission.

### Cost Transfer Withdraw Issue

We have identified an issue where withdrawn cost transfers are still being processed or completed. It appears to be happening when withdrawn from the Things to Finish > Created by Me list. Oracle is already working on the issue and we will provide more information as soon as it's known.

If you need to withdraw a pending cost transfer, **do not** do so from the Things to Finish list. Instead navigate to Projects & Awards > Costs > Tasklist (paper icon) > Manage Project Costs> search for the transaction number(s)> navigate to the Adjustment History tab and highlight the pending row before selecting "Cancel Adjustment" .

Navigate to the Adjustment History tab to cancel pending adjustments:

Overview **Manage Project Costs** x

Project Cost Transaction: 32137602

General Costing Billing Intercompany Billing **Adjustment History**

View  Resubmit Adjustment **Cancel Adjustment**

	Date	CreatedBy	Adjustment Type	Adjustment Status	Justification	Adjustment Source
▶	10/06/2023	046f345b82ac1...	Transfer	Pending Approval	4 Withdrawn: C...	Cost transaction work area single item

**Do not** withdraw pending cost transfers from this page:

< Notifications Worklist

Assigned to Me (1) **Created by Me (3)** All

Search

IN PROGRESS 3 minutes ago

Adjustment of Type Transfer to Project Cost Submitted for Approval from [REDACTED]

Assigned to multiple people Withdraw



Watch recorded office hours and more on our [UC San Diego Budget & Finance YouTube channel](#).

## **Travel Program Webinars**

Join us to learn about the benefits of booking travel within our system-wide travel program! Hear from supplier partners and industry experts during these engaging sessions. You may even win a prize! Use this link for the schedule, session descriptions, and registration information.

[Travel Webinars | Connexus \(ucop.edu\)](#)

---

## **Additional ECERT Training**

**Wednesday, October 18 @ 1:30pm - 2:30pm**

The discussion will include the following topics:

- Understanding effort reporting
- How to evaluate the accuracy of salary information
- What to do if salary information is inaccurate
- How corrective action DR's and SCT's are processed and reflected into Ecert
- Follow-up actions and recertification if needed for salary adjustments
- What to do if information changes or permissions are needed.

We will record the training which will be made available on our blink page following the meeting.

---

## **Fund Management Office Hours**

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

At this week's office hours we will demo two sets of reports: General Ledger Panorama Financial Pivot Tools and Fixed Assets Dashboard. See BI & Financial Reporting below for more information about the reports. Come get your questions answered and solidify your knowledge and understanding from a useful and information packed session. Don't miss it!

---

## **UC San Diego Travel: Before You Go**

**Thursday, October 19 @ 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, October 19 @ 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
- 

### **Financial Operations Office Hours**

**Friday, October 20 @ 9:00am - 10:00am**

Join the Financial Operations team this Friday for updates from Accounts Receivable, Strategic Design, Cash & Merchant Services and Equipment Management, Open Q&A. As always we will have open forum discussions, any updates we might have to share with you, and general Q&A sessions. We look forward to seeing you there!

---

### **IPPS Hot Topics: Sourcing The Right Suppliers**

**Wednesday, October 25 @ 11:00am**

During this month's Hot Topics session, we will discuss how to successfully source suppliers, what it means to go through the competitive bid process, how to find valuable agreements, and share resources to support local and small diverse businesses.

---

### **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!*



### **New Report Release: Fixed Assets Dashboard**

The Fixed Assets Dashboard is a comprehensive tool that offers a range of reports with information from the new Fixed Assets Module. This dashboard includes:

- Fixed Assets Inventory Report
  - Identify assets by department, custodian, or location and track custodial responsibility
  - Review value and useful life of assets, summarized by specific departments
- Fixed Assets Purchasing Report
  - Review purchase-related details, including invoices and purchase orders linked to assets, and gain information into purchasing history
  - Track costs and expenditures related to specific assets
- Fixed Assets Depreciation Report
  - Tracks monthly depreciation calculations and evaluates accumulated depreciation for financial assessment

- Determine asset useful life and remaining life for effective financial planning, forecasting, and compliance with accounting standards
- Fixed Assets Retirements and Disposals Report
  - Review and track the value and retirement dates for assets that have been disposed of
  - Assess the financial impact of retired assets through cost and net book value details

### **General Ledger Panorama: Financial Pivot Tools**

Financial Pivot Tools, a set of reports previously only available to Internal Controls & Accounting, are now available on the General Ledger Panorama. You can use these tools to view summarized general ledger transactions over time, customized to your preference, for any combination of chartstring values, at any level of the chart of account hierarchies. A strong understanding of general ledger accounting is recommended when using these tools.

- Use the **Balance Report** to view account ending balances by month.
- Use the **Period Activity Report** to view activity by account for a specific period.
- Use the **Comparative Balance Report** to view account balances and activity by month.

For more information on the reports, including screenshots of the outputs, visit [General Ledger Panorama](#) on Blink. These reports run very slowly, so we recommend [customizing and saving](#) the reports for the way you want them to appear.

### **Enhancement Release: General Ledger Panorama - General Ledger Transaction Details**

The General Ledger Balances table on the General Ledger Transaction Details page now includes a column for Accounting Period End Date, enabling users to pivot and sort downloaded results chronologically.

### **Enhancement Release: GL Fund Balances report**

A Project Reporting Category multi-select prompt has been added with values of “Department Portfolio” and “Faculty Portfolio”. Use this prompt to view balances summarized by fund but including only underlying projects that have been marked as Department Portfolio or Faculty Portfolio. Using this prompt will exclude any transactions on the fund on no project as well as on projects without a Project Reporting Category. Use [PADUA 2.0](#) to update the Project Reporting Category.

### **Enhancement Release: Campus User Roles report**

Prompts on the Campus User Roles report are now multi-select, enabling users to select more than one name, department, role, or purchasing authority. In addition, two new columns have been added to identify the Financial Unit and Financial Unit L4 from any workflow approver roles (i.e. Financial Unit Approver, Cost Adjustment Approver).

Special thanks to everyone who submitted enhancement requests: Douglas Carlone, Jeffrey Woods, Natalie Wolfe, Cheryl Kettnich, and Nickolaus Lekovich.

---

### **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.

<p><b>TIER 0</b></p> <p><b>What Can I Do On My Own?</b></p> <p>Applies to you if you:</p> <ul style="list-style-type: none"> <li>• Want to find published support information anytime</li> <li>• Don't want to wait in line for your question to be answered</li> <li>• Don't know who your department Subject Matter Experts (SME's) are</li> </ul>	<p><b>Self-Service Resources:</b></p> <ul style="list-style-type: none"> <li>• Your Immediate Supervisor</li> <li>• <a href="#">Budget &amp; Finance Help Line</a></li> <li>• <a href="#">Resource &amp; Best Practices</a></li> <li>• <a href="#">Community of Practice</a></li> <li>• <a href="#">Published Information on Intra</a></li> <li>• <a href="#">Transaction Videos</a></li> </ul>
<p><b>TIER 1</b></p> <p><b>Where Can I Get Help?</b></p> <p>Applies to you if you:</p> <ul style="list-style-type: none"> <li>• Have a question that is unable to be answered by your department SME or self-service resources</li> <li>• Have a question that can be quickly answered by a knowledgeable representative</li> <li>• Need to process a transaction in Services &amp; Support             <ul style="list-style-type: none"> <li>• E.g. "I need you to process my request..."</li> </ul> </li> </ul>	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Attend an Office Hours session</a></li> <li>• <a href="#">Contact the Finance Help Line</a></li> <li>• <a href="#">Submit a request ticket to Services &amp; Support</a></li> </ul>
<p><b>TIER 2</b></p> <p><b>Who Can Help Escalate?</b></p> <p>Applies to you if you:</p> <ul style="list-style-type: none"> <li>• Are unsure how to submit your request/ticket</li> <li>• Have submitted a ticket and are not receiving a response             <ul style="list-style-type: none"> <li>• Please try to give agents enough time to process your requests before escalating the ticket</li> </ul> </li> <li>• Identify something that does not seem to be working properly</li> </ul>	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• Contact the central support team directly at <a href="#">finance.support@ucsd.edu</a></li> <li>• Submit a ticket to <a href="#">Budget &amp; Finance Support</a></li> <li>• Find the form in our <a href="#">Request Catalog</a> to process your transaction request</li> </ul>
<p><b>TIER 3</b></p> <p><b>How Do I Suggest Enhancements?</b></p> <p>Applies to you if you would like to suggest:</p> <ul style="list-style-type: none"> <li>• An enhancement to a financial system</li> <li>• Idea to streamline a financial business process</li> <li>• Oracle &amp; Concur financial reporting enhancement</li> </ul>	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Budget &amp; Finance Suggestion Box</a></li> <li>• <a href="#">Business Analysis Help Desk Page</a></li> </ul>

[View the full Support Framework on Intra.](#)

UC San Diego  
RESOURCES AND SERVICES



## Have Finance-related questions?

### Call the UC San Diego Finance Help Line.

**( 8 5 8 ) 2 4 6 - 4 2 3 7**

**Tuesdays - Thursdays | 10:00am - 12:00pm & 1:00pm - 3:00pm**

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](#)

UC San Diego

[Manage](#) your preferences | [Opt Out](#) using TrueRemove™  
 Got this as a forward? [Sign up](#) to receive our future emails.  
 View this email [online](#).

This email was sent to .

*To continue receiving our emails, add us to your address book.*

[Subscribe](#) to our email list.