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:

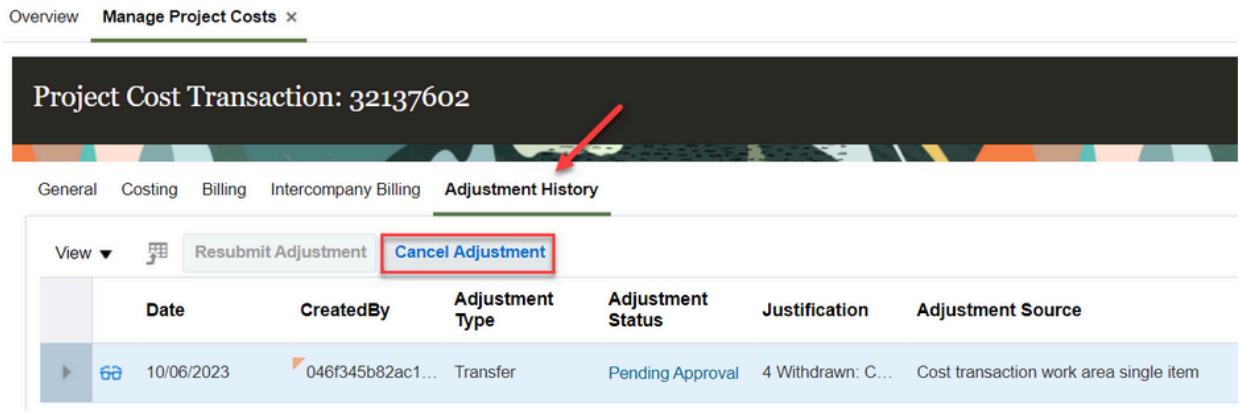
1. GSR positions now project into the future. GSR-NO REM positions will be projected in future summers through the budget period end date, and GSR-TUIT REM positions are projected in future academic years, even if currently on short work break. If a GSR on short work break has an active TA position at 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

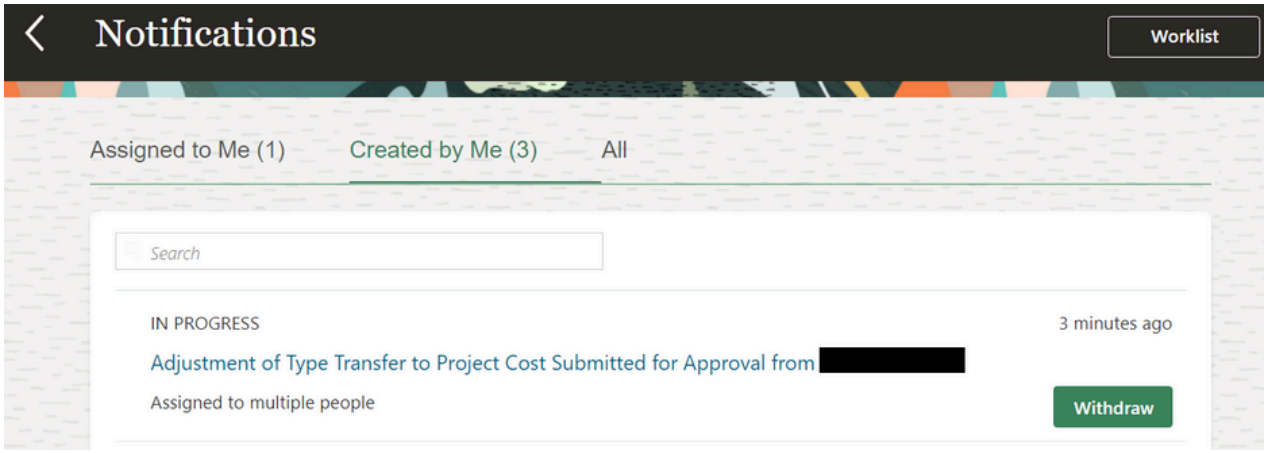
We have identified an issue where withdrawn cost transfers are still being processed or completed. It appears to be happening when withdrawn from the Things to Finish > Created by Me list. Oracle is already working on the issue and we will provide more information as soon as it's known.

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:



Do not withdraw pending cost transfers from this page:





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 | Connexxus (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 Lekovish.

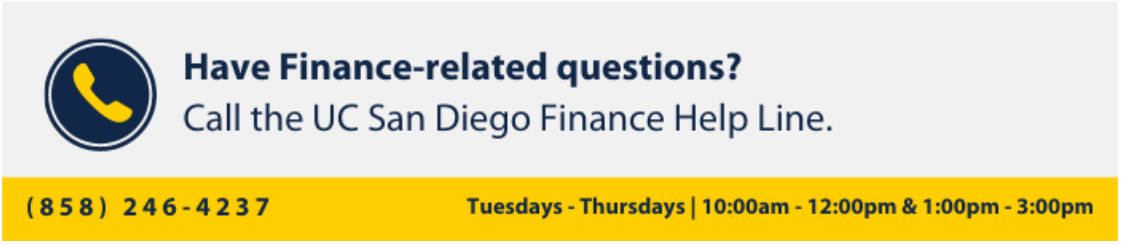
The Support Framework: Your Guide to Finding Help
Learning all there is to know about budget & finance can feel daunting.

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.

Visit Our Website | Subscribe to our YouTube | Contact Us

UC San Diego

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