# Budget & Finance Weekly Digest



**June 20, 2023** | 126th Edition

## Announcements



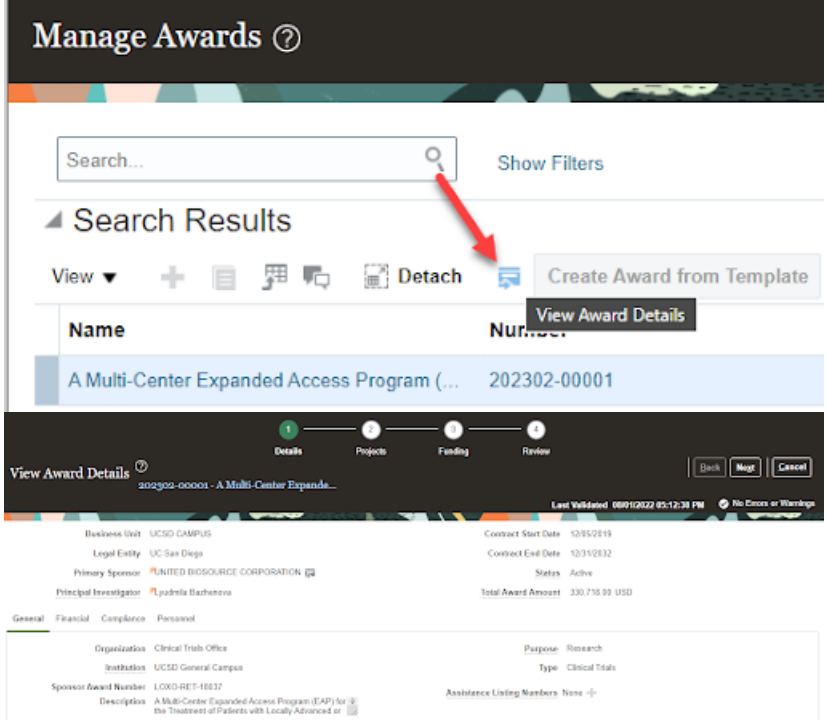
**UCPath June Release Now Live!**
This Tuesday, June 20, 2023 marks the release of three highly anticipated projects to the UCPath system. Review the June Release projects and how they impact you here.

**Oracle Fixed Assets Module Office Hours**
Please join us next **Monday June 26, 2023** at **10:05 AM** on Zoom to learn more about the following topics:

- Asset Accounting
- Fixed Assets Panorama

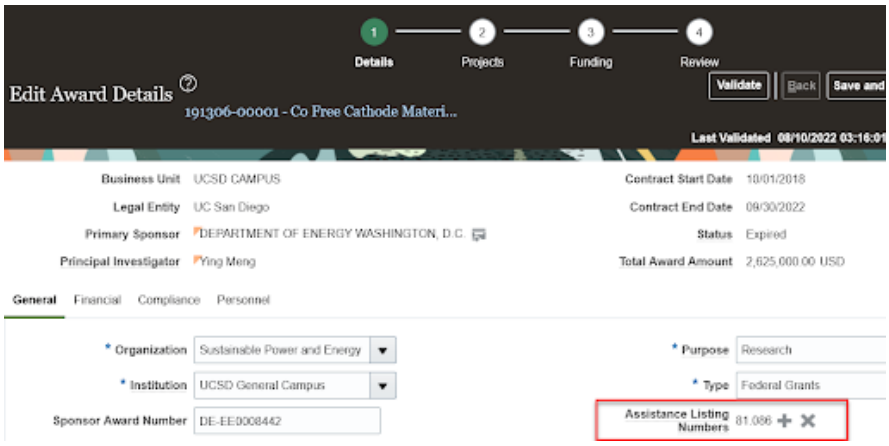
**Updated Oracle ADF Desktop Integration Add-On**
When using one of Oracle's excel integration add on, you may be prompted to update the add on beginning Monday June 19, 2023**.**

**Oracle Award 'View Details' Icon Added**
On the Manage Awards page, you can now highlight the desired Award and click a new 'View Award Details' icon that will take you directly to the Award Details UI for that Award.




**Oracle Award 'CFDA Numbers' Name Change**

On the Award Details page, references to Catalog of Federal Domestic Assistance (CFDA) have been updated to Assistance Listing Numbers (ALN) to conform with US federal government standards.




**AP & Concur Accruals or Fiscal Close**

If you missed the recent Fiscal Close Bulletins, take a look at the AP & Concur Accruals for Fiscal Close Blink page for information on how accruals will be processed this year.

**NEW:** Click here for a preview of the Concur Accruals data which represents a snapshot as of 6/15/2023. This file will be updated once a week through July 7, 2023. We are offering this special report because it joins the data from the Concur Expense Report and the Outstanding Card Charges report. This report can also be found in the AP & Concur Accruals for Fiscal Close Blink page under the Concur section. We hope to offer this as a report in the BAH in the future.

**Tip**: for Concur, move all card transactions from Available Expenses to expense reports with the Report Header fields populated, even if the travel/event will not take place until after June 30th. This will ensure that the transactions will not get accrued for this fiscal year. If the Travel/Event will take place prior to June 30th, assigning the transactions to an expense report will ensure that the accrual will post against the desired chart string.

**Save the Dates! Sept 12th & 13th Research Administrator Appreciation + Fund Manager Summit 2023**




Save the Dates for our upcoming Research Administrator Appreciation and Fund Manager Summit event! This two-day celebration, hosted by the Vice Chancellor of Research Affairs and Vice Chancellor Chief Financial Officer, is open to research administrators and fund managers from across the university. It's our way of thanking you for your valuable contributions and focusing on sharing best practices and problem-solving to make research administration and fund management easier in support of the UC San Diego mission. We encourage all departments to send their RAs and FMs, including remote employees. Stay tuned for more information, including registration details and specific content topics.




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**.**

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**ECERT Effort Reporting Office Hours**

**Every Wednesday 2:30am - 3:30pm**

Come get your questions answered, system access setups, or helpful hints on the effort report certification process.

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**Fund Management Office Hours**

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

Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

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**Reporting Workshop: Dashboard of the Week Series**

**Monday, June 26 @ 11:00am**

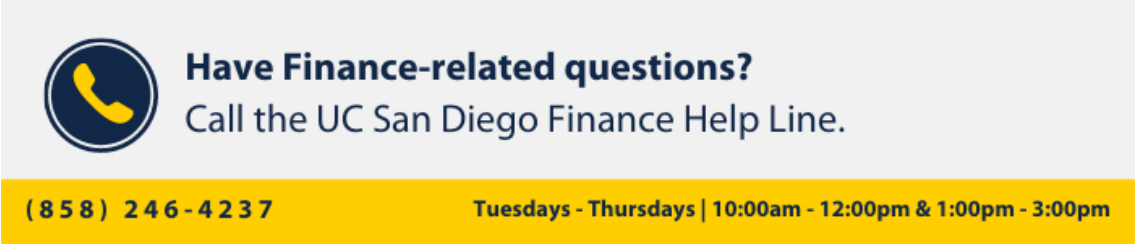
Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include discussions and report demos to help address some of your frequently asked questions. There may also be opportunities to win prizes during the series! The next session will feature the **Project Management Dashboard and the Oracle Award Module** on how to review and correct sponsored project budgets.

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**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).

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Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer Finance-related questions.

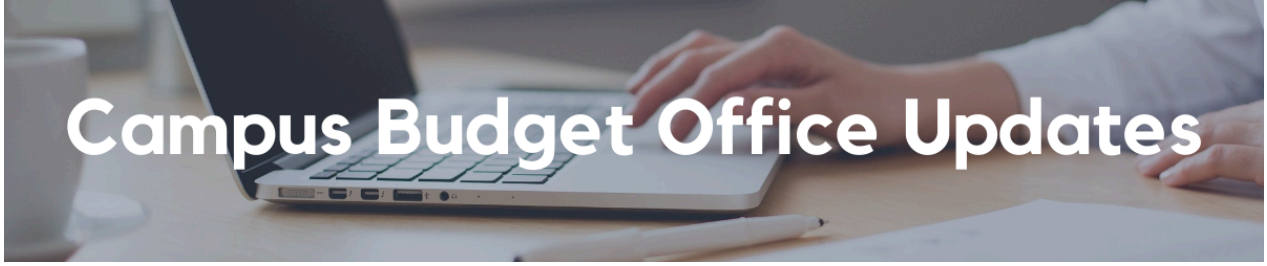
*Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics.*
*Be sure to try out the different calendar views in the upper right corner!*




**Cognos Report Development Training**

Are you interested in learning how to create your own queries and reports in Cognos using financial data? Does live training best suit your learning style? Complete this form to express your interest and availability for a training course by July 14. Training session invitations will only be made available to individuals who express interest on this form.

Can't spare three whole days for training? PDF manuals for self-paced training are available here under Online FINAH BI Tools Training.




**Clear Legacy Fund Balances with a SOFI Swap**
With the implementation of the Simplified Operating Funds Initiative (SOFI) in FY2016, most departments across campus now operate with SOFI as their main Core Operating Fund (13991). However, in the Oracle transition, some legacy index balances were inadvertently carried over in fund numbers such as:

- 19900-State General Fund
- 14000-Tuition
- 10950-Federal Contracts and Grants ICR
- 13050-Opportunity Fund
- 19933-Federal ICR (General Fund Portion)
- 19942-Nonresident Supplemental Tuition

The Campus Budget Office can assist with clearing these fund balances (whether positive or negative) via a SOFI swap journal. Please submit a ticket to CBO by selecting Budget & Planning > Fund Transfers/Allocations > CBO Resource Allocations and include **SOFI Swap** in the Subject Line. Please provide the following:

- Full **Legacy Fund** chart string and $ balance to be transferred
- Full **SOFI-13991** chart string to send/receive the fund swap

**Note** - If there are current year expenses posting to the Project/Task linked to the legacy fund #, please process Cost Transfers prior to requesting a fund swap for the remaining balance. This may also include updating payroll, recharges and other transactions that are pointing to the legacy Project/Task so that additional expenses don't continue to post in the future.




**New Video Alert!**
Check out the step-by-step video on How to Add Attendees to an Event Expense Report. This video can also be located on this Knowledge Base Article (KBA). Please share this new resource with your teams.

Reminder: If you are going to use the Expense Type of List of Attendees, and you're using a Project/Task, please Allocate the expense line to include an Expenditure Type.

**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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