Budget & Finance Weekly Digest



May 14th, 2024 | 171st Edition

Announcements

FY25 EPBCS Budget Process Survey

Are you a **staff member** who helped prepare your department's FY25 budget plan in Oracle Planning and Budgeting (EPBCS)? We want to hear from you! Your feedback is critical to CBO's ongoing efforts to improve the campus budget process. Completing this survey should take you less than 10 minutes and will enter you in a chance drawing to win one of four $25 VISA cards that we are giving away to thank you for your partnership and participation. Staff members who complete the evaluation by **Friday June 7, 2024** will qualify for the gift card raffle.

Click here to complete the FY25 EPBCS Budget Process Evaluation Survey!

Updated: Oracle Export Functionality

We have made an update on how files are downloaded in Oracle! If the Excel file has over 1,500 transactions, a job called "Export Data to Excel" is initiated, generating a job ID pop-up. Once completed, a notification appears in your notifications (as indicated by the "bell" icon). Access the exported Excel file from there or from the Oracle Home Page under "Things to Finish." Depending on the row count, download time varies. Alternatively, use the Process Monitor on the Overview page of Costs, search for "Export Data to Excel," and download the file from the Log and Output attachment.

If the file is less than 1,500 records, then the process of exporting to an Excel file is unchanged: a file is downloaded and can be opened in Excel immediately.

Financial Unit Approvers of Procurement Card Expense Reports

UC San Diego and Financial Bulletin BFB-BUS-43 require reviewers **not** to be in a subordinate relationship to the cardholder. In the event that you receive a Procurement expense report from someone whom you report to, it should be returned to the submitter and the cardholder should choose a different Financial Unit Approver.

For additional information regarding the Procurement Card Program, please visit the Procurement Card page on Blink.

Resolved: Concur Invoices Delayed in Oracle
Recently, there was a delay in a limited number of invoices (around 5% of our total volume) from Concur to Oracle. This issue arose from an Oracle system enhancement that no longer requires campus clients to provide a funding source when a project has only one assigned.

Since Oracle's improvement aligns with our recent Concur 2.0 enhancements, we worked quickly to update other processes to accommodate this change. The necessary adjustments have now been made to ensure invoices flow smoothly into Oracle, but some invoices approved in April in Concur will post to the May ledgers. If you find that your Concur expense report was Approved and Sent for payment in April, but reimbursement is still pending, please submit a Services & Support case for assistance.

Reminder: Year-End Approach & Review
To all departments, please review the Accounts Receivable (AR) Aging report located on the BAH for outstanding invoices:
BAH.edu > Budget & Finance > Accounts Receivable Panorama > Receivables Aging Report

Additionally, review the Incoming Payments (Receipts) report to claim payments for application against outstanding invoices:
BAH.edu > Budget & Finance > Accounts Receivable Panorama > Incoming payments (Receipts)

CIPERB Launch & Sign Up: CIPERB has Officially Launched!
CIPERB (Customers, Invoices, Project Expenses Report & Billing) is a new tool that provides full functionality for individuals to manage customers under the Accounts Receivable module in the OFC application. Customer data created and updated via CIPERB will be updated in real-time in Oracle to improve customer experiences and increase operational efficiency. This initial release focuses on Customer Accounts; the following versions will expand upon further applications.

Register for one of the following training sessions (please use your UC campus email for registration):

CIPERB Training 3
Wednesday, 05/15/24 @ 10 AM - 11 AM

CIPERB Training 4
Wednesday, 05/22/24 @ 10 AM - 11 AM

CIPERB Training 5
Wednesday, 06/05/24 @ 10 AM - 11 AM

CIPERB Training 6
Thursday, 06/20/24 @ 10 AM - 11 AM

BI & Financial Reporting

Receivables Aging Report: Bug Fixes and Enhancements

The ***Transaction Type*** filter on the Receivables Aging report has not worked as intended for over a year because the values displayed in this filter were derived from multiple areas in Oracle, making it difficult to streamline into a single field.

The filter and column are now working and display receivables items from the following areas: *General Contracts, KR Service Agreement, Receivables Module, Sponsored Projects - Sponsor Initiated, and Sponsored Research.* The field has also been renamed to ***Business Type*** to eliminate confusion, as ***Transaction Type*** is a native Receivables subledger field that displays different information.

The report has also been enhanced to add three additional aging buckets, further breaking out receivables between six months and two years past due.

Transaction Details Report: Enhancements
The following updates have been made to the High-Risk Ledger Review. For some departments, these changes will result in over a 50% decrease in the number of transactions that need to be reviewed each month:

- The following transactions will no longer be flagged as questionable expenditure types on sponsored projects:
    - Expenditure type '535100 – Human Subjects' on awards with an approved Human Subjects protocol
    - Animal-related expenditure types on awards with an approved Animal Subjects protocol
    - Expenditure types '511003 - Graduate Tuition and Fees' and '511002 - Graduate and Postdoc Aid/Fellowship' on T32, F30 and F31 awards
- Expenditure type '531100 - Tax Expense - Bookstore' will no longer be flagged as a Recharge to be reviewed.
- New expenditure types have been added to the Questionable Expenditure Types on Sponsored Projects list. The newly added expenditure types were primarily new entertainment-related expenditure types that were created with the release of Concur 2.0. Check out the full list here.

In addition, the following enhancements have also been made to this report:

- Added Project Manager and Fund Manager to the PPM Commitments and High Risk Ledger Review pages
- Added KR Award Human Subject Flag and KR Award Animal Subject Flag to High Risk Ledger Review page
- Added Fiscal Year to the PPM Full and GL Transactions pages
- Added PO Requisition Number to PPM Full page

Default Project Payroll Report: Enhancements
The following enhancements have been made to this report:

- Added prompts for **Employee Name** and **Home Department**.

- Removed the DrPat page from the report, since this tool is no longer in use.

Incorrect PPM Budget Resources Report: Bug Fix
The Incorrect PPM Budget Resources report on the Department Exceptions Panorama previously excluded projects with no assigned Project Fund Manager due to its design. The design has been adjusted so that projects appear even when no Project Fund Manager has been assigned. We recommend reviewing the report for your department to identify projects that are using inappropriate budget categories. The use of inappropriate budget categories can have adverse impacts on PPM balance reports.

Campus Budget Office Updates

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
- 19931-Application Fees
- 19933-Federal ICR (General Fund Portion)
- 19940-Interest on General Fund Balances
- 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

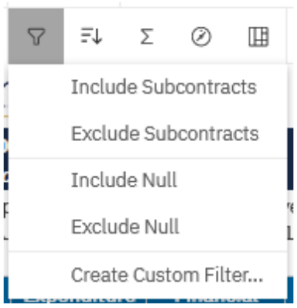
Note: If there are current year expenses posting to the Project/Task linked to the legacy fund #, please process Cost Transfers prior to requesting a fund swap for the remaining balance. This may also include updating payroll, recharges and other transactions that are pointing to the legacy Project/Task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

Tips & Tricks

Cognos and Oracle Tips & Tricks
After running a Cognos report, you can filter and sort the data within the report. Click on the column you wish to filter or sort, and a control panel will appear at the top of the page:

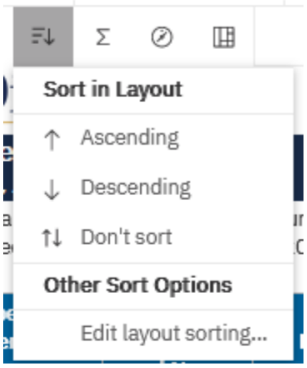


Filtering:



Include/Exclude <value> allows you to filter on the specific value you clicked on.
Include/Exclude Null allows you to filter for or filter out rows that do not have a value.
Create Custom Filter… allows you to select the specific values you want to include.

Sorting:



Sort the selected column in "Ascending or Descending" order.
Choose "Edit layout sorting"… to specify a sort priority for multiple columns.

You can find more Cognos and Oracle Tips & Tricks here.

Moves/Relocation Best Practices

For guidance on which policy applies to your new employee, the Move/Relocation Expenses Overview Blink Page provides a breakdown of the different move policies and guidance on how to look-up which one applies to you. Also, please visit the Reimbursable Move/Relocation Expenses for Employees Blink page for guidance on what the allowable expenses are per policy. **Note**: Please make sure to expand each section to see which classification of employee is eligible to claim that expense.

Here are a couple of reminders:

- Employees who are claiming move expenses still need to follow G-28 Travel policy, such as only claiming $79 for Meals & Incidentals and not exceeding the $333 (before taxes & fees) lodging maximum when traveling within the continental U.S.
    - Not everyone is allowed to claim meals & lodging, so make sure to review the Reimbursable Move/Relocation Expenses for Employees Blink page.
- Furniture for your new residence is not a reimbursable expense as it is considered personal in nature.

- You can only claim the Move Mileage rate (21 cents per mile) if you decide to drive your personal vehicle when you relocate to San Diego
    - Fuel expenses cannot be claimed for your personal vehicle
- If you are claiming a U-Haul expense, additional insurance to protect the vehicle (ex: SafeMove) is not a reimbursable expense.

For information on the process to submit a Request and Expense Report in Concur, please review the How to Manage a Move Trip KBA.

Training & Support



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

NEW! Upcoming Travel Webinars

The Central Travel Office continues efforts to provide meaningful, travel-related guidance for UC travelers. Register to learn more about UC's Managed Travel Program by clicking the links below.

May 15: Results of Annual Travel Survey: Reporting on the annual survey results with year-over-year comparisons and highlights on all the valuable feedback received.

May 22: Deconstructing the UC Travel Ecosystem: Review of the entire travel program, from the ConnexUC portal to the agencies, to campus responsibilities and more. This will not be a "how to" training, but rather an exploration of the program's many layers, which can be a great refresher for those coming back to travel or those who are new to travel and is open to anyone interested.

June 5: Benefits & Perks of UC-Negotiated Contracts: From preferred seats to potential upgrades, UC contracts offer travelers a variety of benefits. This session will highlight some key perks and how to identify them.

June 12: Booking and Managing Airline Tickets: Understanding various options surrounding searches and seating, managing cancellations and schedule changes and rebooking with credits will be covered in this session.

Concur: Event Expenses & Other Reimbursements

Thursday, May 16 @ 9:00 AM - 10:30 AM

The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments to request employee reimbursements for business expenses may attend this course. Intended for preparers, meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and would like to learn about more advanced meetings and entertainment terminology and concepts.

Topics Covered:

- Learn how to submit event payment requests and employee reimbursements via Concur

- Review the process to submit event vendor payments
- Be able to view and reconcile Travel & Entertainment card transactions

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Financial Operations Office Hours

Friday, May 17 @ 9:00 AM - 10:00 AM

Join the Financial Operations team on Friday the 17th 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!

UC San Diego Travel: Before You Go

Thursday, May 23 @ 9:00 AM - 11:00 AM

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 pre-authorization 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, May 23 @ 1:00 PM - 3:00 PM

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's 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 per Travel Policy G-28.

Topics Covered:

- Arranging for prepayment of fees, such as registration
- Making deposits, such as for hotels
- Reporting expenses
- Claiming travel reimbursement

Fund Management Office Hours

Every Thursday @ 11:00 AM - 12:00 PM

At this week's office hours, we will demo the enhancements made to Transaction Details, Receivables Aging, and Default Project Payroll Reports, which will go live on May 14.

At office hours on May 23, Alison Kibble Koshi, Assistant Director of Travel and Entertainment, will discuss and answer questions about the state of outstanding card charges, as well as why it's important to get expense reports submitted before fiscal year end.

ECERT Effort Reporting Office Hours

Every Wednesday @ 2:30 PM - 3:30 PM

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

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, 1:00 PM - 2:00 PM
  - Wednesdays and Fridays, 9:00 AM - 10:00 AM
- **Procurement Card**
  - Wednesdays, 9:00 AM - 10:00 AM

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.



Have Finance-related questions?
Call the UC San Diego Finance Help Line.

(858) 246-4237 **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.

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UC San Diego

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