Budget & Finance Weekly Digest



December 19th, 2023 | 152nd Edition

Season's Greetings!!!
This is the last edition of the Weekly Digest in 2023. It will resume on January 9th, 2024. We wish everyone a safe and enjoyable time away over the winter closure.

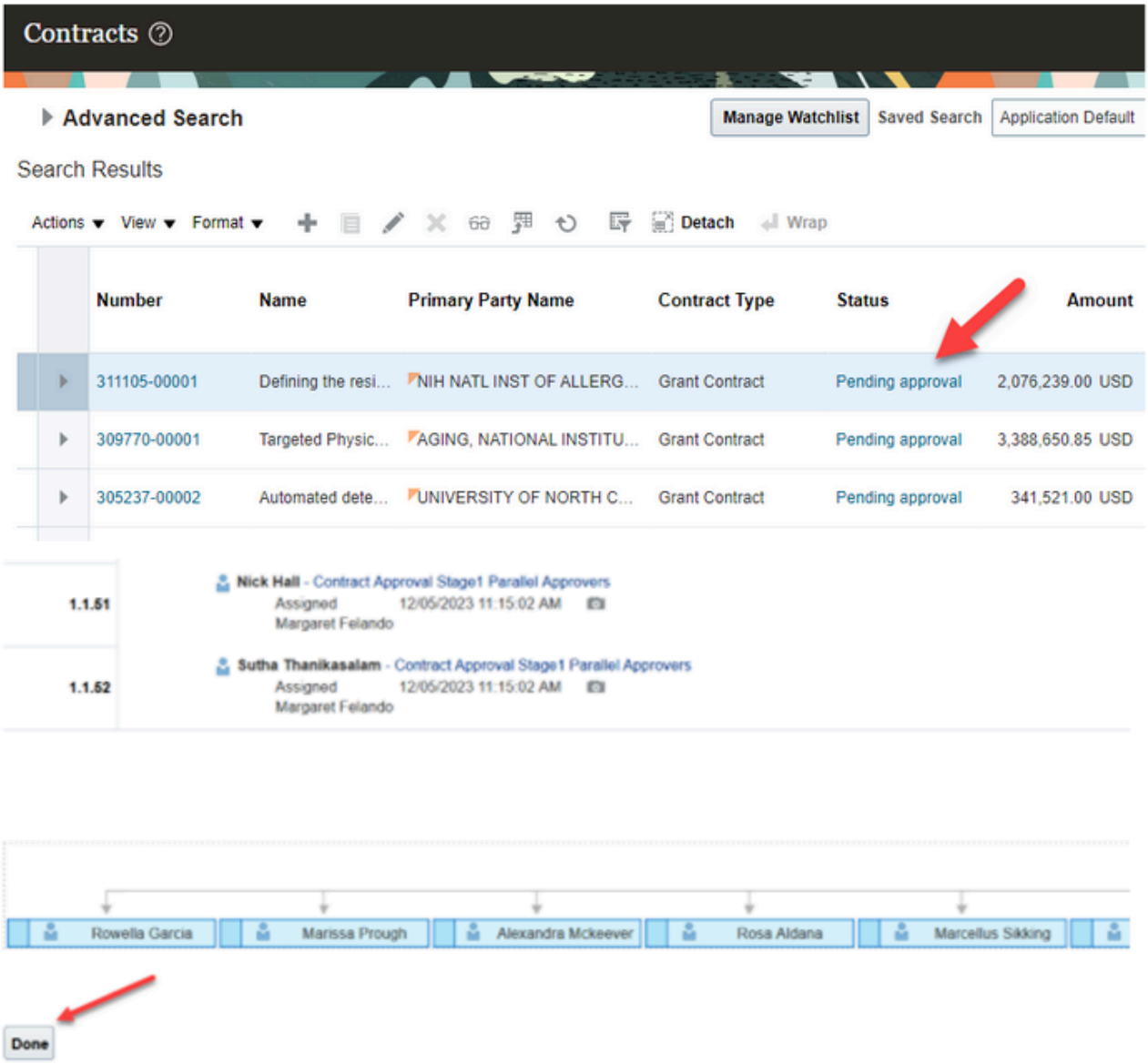
Announcements



Updated Oracle ADF Desktop Integration Add-In
Beginning 12/18/2023 you can now download the latest version of the Oracle ADF Desktop Integration add-in, version 5.1.4.26262. Upon your next login to one of these spreadsheets, you will be prompted to download the latest version if you have not done so already.

Display Approval History from Contract Search
Beginning 12/18/2023 you can now check a contract's approval status directly in the Manage Contracts search results. Contracts with status Pending Approval will be hyperlinked, allowing you to see the list of approver names.

Note: Clicking the hyperlink opens in a new page, with the Done button at the bottom left side of the page.

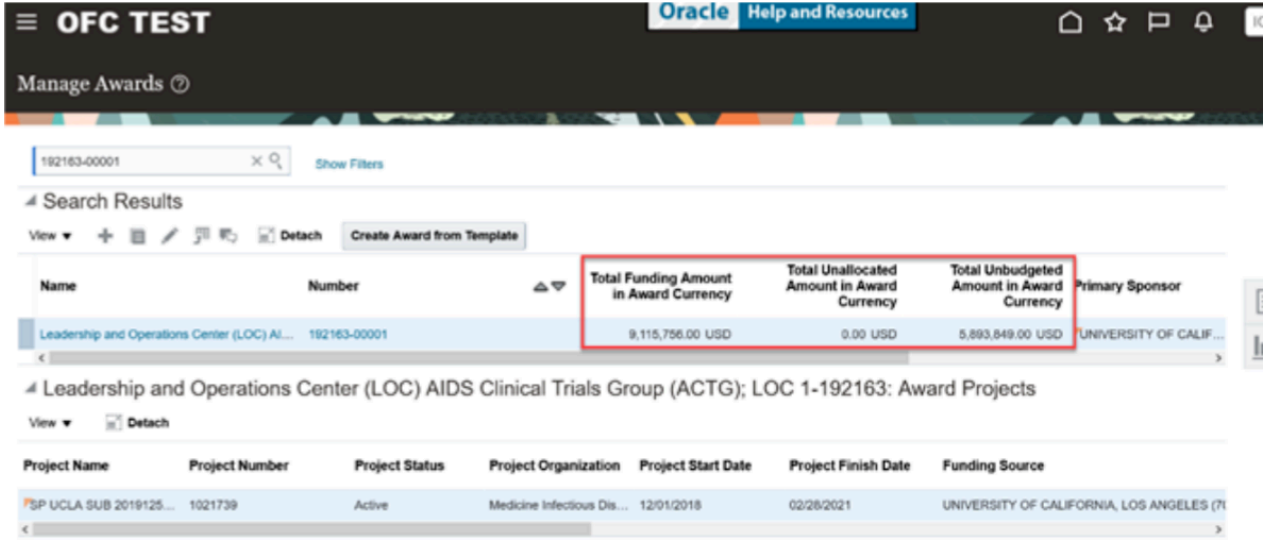


Additional Financial Measures in Manage Awards

Beginning 12/18/2023 the Manage Awards page now includes additional measures for multiple time dimensions such as the entire award duration or Inception to Date (ITD) instead of just period to date amounts.

On the Manage Awards page, click View > Columns to add these new measures.

- Funding Amount in Project Currency
- Budget Amount in Project Currency
- Unbudgeted in Project Currency
- Actuals in Project Currency
- Commitment in Project Currency
- Budget in Ledger Currency
- Actuals in Ledger Currency
- Commitment in Ledger Currency



Foundation Recurring Transfers

You are encouraged to set up a recurring transfer for your Foundation funds (fund number begins A-L). The available full balance will be transferred to your specified chart string monthly, reducing your administrative burden to submit individual requests. Any unspent balance will carry forward year to year, so there is no need to wait to transfer funds. This will also make seeing your full balances on existing BAH reports easier.

To make this request, complete a Foundation request for funds form leaving the amount field blank and checking the recurring box. Submit your completed form to UC San Diego Services & Support Portal, About: Gift Funds; Related to: Gift Fund Setup & Transfer; More Specifically: Foundation Requests for Funds Transfer.

Central Cashier's Office: Holiday Closure & Deposit Deadline

The Cashier's Office will be closing at 2:00 p.m. on Friday, December 22nd. If your departmental deposit needs to be processed before the end of the calendar year, please deliver the deposit no later than noon on 12/22.

The payment & deposit drop-box will remain available for use throughout the campus holiday closure.



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

ECERT Effort Reporting Office Hours

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

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

Fund Management Office Hours

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

Come get your questions answered and solidify your understanding during this information-packed session. Don't miss it!

Internal Controls & Accounting Office Hours

Canceled session Wednesday, December 27th due to campus closure

Internal Controls & Accounting office hours are held the last Wednesday of each month, but will be canceled for December 2023 and will resume in January 2024. In addition, we will be offering 1:1 zoom sessions with ICA team members in the new year. Happy Holidays!

Reporting 1:1 Sessions

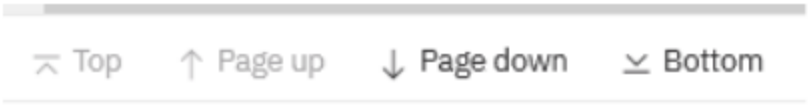
Sign up for a 1:1 Zoom session to meet with a member of the BI & Financial Reporting team who can answer your specific questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH).

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!

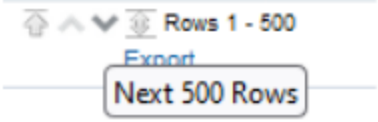


Cognos and Oracle Tips & Tricks

After you run a report, do you not see all the rows you think you should see? On Cognos reports, check for a Page down button below the results:



On Oracle reports, click the down arrow below the results to see the next 500 rows:



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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