

# Budget & Finance Weekly Digest

June 13, 2023 | 125th Edition

## Announcements



### **Oracle Financials Cloud Scheduled Maintenance 06/18/2023**

Oracle production environment will be down for maintenance from **7:00 PM Friday 06/16/2023** through **7:00 PM Sunday 06/18/2023**.

### **Cost Transfer Exceptions Report Not Sending All Errors**

The UCSD BI report that is emailed when approved cost transfers are not processed by Oracle isn't sending out the notifications for all error types. Please continue to review your transfers to ensure they are completed in the Project Cost Transfer Panorama or review your exceptions in the Panorama or the Manage Project Cost Adjustment Exceptions. There is not currently an ETA for a fix.

### **Updated Department Reporting Categories**

The new department reporting category options, **Faculty Portfolio** and **Department Portfolio**, are now in production. Existing projects with populated Department Reporting Categories were updated. Ongoing, departments can update through [PADUA](#). For more background information, see the [Budget and Finance Digest from 6/6/23](#).

### **Updated Research Project Classifications**

The Project classifications for PI and Sponsor Initiated clinical trials have been disabled and existing projects have been updated to Research. For more background information, see the Budget and Finance Digest from 6/6/23.

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

SAVE THE DATES!

# Research Administrator Appreciation + Fund Manager SUMMIT 2023

September  
12<sup>th</sup> & 13<sup>th</sup>

Celebrate + Share + Innovate

@Price Center

UC San Diego

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.

## Training & Support



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.

---

### [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.

---

### [Fund Management Office Hours](#)

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

This week we will be featuring a demo of the newly released Mispasted Miscellaneous Receipts on Sponsored Projects. Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

---

### [Financial Operations Office Hours](#)

Friday, June 16 @ 9:00am - 10:00am

Join the Financial Operations team this Friday for open forum discussions, any updates we might have to share with you and general Q&A session. Bring any questions you might have so you can record your transactions for FY2023 before the year-end close. We look forward to seeing you there!

---

### [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.

---

### 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).

---



## 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**

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!*



# BI & Financial Reporting

## Enhancement Releases

### **Graduate Student Funding Report:**

- In order to prevent alumni employees from showing up on the report, only the following employee class types are included: "Academic: Academic Student", "Academic: Medical Residents", and "Student: Casual/Restricted"
- Two new prompts have been added: Hiring Department (returns payroll data only) and Expenditure Type
- Two additions to Summary Table: Fin Unit Code and Name and Admit Term Year. This table also now sorts by Fiscal Year.

### **Chart of Accounts Panorama:**

- All reports are now able to be searched by all hierarchy levels.

### **New Report:**

- Misposted Miscellaneous Receipts on Sponsored Projects:
- Sponsored Projects should have miscellaneous receipts posted as a credit to expense or applied towards an invoice.
- Sponsored project receipts should most often be posted and applied to an invoice, not as a credit to expense.
- This report highlights any credits to expense as a potential receipt that may need to be applied to an invoice.



# 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
- 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.



## Tips & Tricks

### **PaymentWorks Invitations - Description of Goods and Services field**

When sending an invitation to a new payee with PaymentWorks, our recommended practice is to provide detailed information as to what the payee is being paid for on the 'Description of Goods and Services' field. This will help IPPS teams to streamline the supplier setup. See below for examples of strong supporting information.

*"Reimbursement for travel to UCSD, payee is leading a discussion on cinematography."*

*"Contracting services to repair specialized equipment for Mechanical Engineering lab."*

*"Receiving award for excellent volunteer service in inclusivity project."*

Please note that the maximum amount of characters in the 'Description of Goods and Services' field is 100 characters.



## Invite New Vendor

Company/Individual Name:<sup>\*</sup>  
Test Payee

Contact E-Mail:<sup>\*</sup>  
testpayee@test.com

Verify Contact E-Mail:<sup>\*</sup>  
testpayee@test.com

Description of Goods and Services:<sup>\*</sup>  
Reimbursement for travel to UCSD, payee is leading a discussion on cinematography

Initiator Name (first and last):<sup>\*</sup>  
4

<sup>\*</sup>Required Field

Cancel

Send

### Concur Reports

Reports related to Concur Expenses and Card Transactions are available via the Business Activity Hub (BAH). For detailed information about these reports, refer to the [Concur Reports](#) Blink page for guidance

### Getting ready to submit [Travel Expense](#) Reports?

Review this [checklist](#) to ensure you have everything covered before submitting

### Getting Ready to Travel on University Business?

Review the [Travel Policy Highlights](#) document to ensure that you are on the right track before you travel. Remember to submit a [Travel Request](#) before you get started. A Travel Request is a pre-authorization from your Financial Unit, with estimated expenses, to go on university travel. It is required for most [Travel Expense Reports](#).

### Getting Ready to Hold an Event and Charge Meal Expenses to University Fund Sources?

Familiarize yourself with UC's [Entertainment Policy](#).

### 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.

**TIER 0** **What Can I Do On My Own?**

Applies to you if you:

- Want to find published support information anytime
- Don't want to wait in line for your question to be answered
- Don't know who your department Subject Matter Experts (SME) is/are

**Self-Service Resources:**

- Your Immediate Supervisor
- [Budget & Finance Help Center](#)
- [Faculty & Staff Articles](#)
- [Community of Practice](#)
- [Published Information in Blackboard](#)
- [Training Modules](#)

**TIER 1** **Where Can I Get Help?**

Applies to you if you:

- Have a question that is unable to be answered by your department SME or self-service resources
- Have a question that can be quickly answered by a knowledgeable representative
- Need to process a transaction in Services & Support
  - E.g. "I need you to process/approve/route..."

**Resources:**

- [Attend an Office Hours session](#)
- [Contact the Finance Help Line](#)
- [Submit a support ticket to Services & Support](#)

**TIER 2** **Who Can Help Escalate?**

Applies to you if you:

- Are unsure how to submit your request/ticket
- Have submitted a ticket and are not receiving a response
  - Please try to give agents enough time to process your request before escalating the ticket
- Identify something that does not seem to be working properly

**Resources:**

- Contact the central support team directly at [finance.support@ucsd.edu](mailto:finance.support@ucsd.edu)
- Submit a ticket to [Budget & Finance Services](#)
- Find the form in our [Support Catalog](#) to process your transaction request

**TIER 3** **How Do I Suggest Enhancements?**

Applies to you if you would like to suggest:

- An enhancement to a financial system
- Idea to streamline a financial business process
- Oracle & Concur financial reporting enhancement

**Resources:**

- [Budget & Finance Submission Box](#)
- [Business Process Improvement Center](#)

[View the full Support Framework on Blackboard](#)

UC San Diego  
OFFICE OF BUDGET & FINANCE

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](#).

9500 Gilman Dr, | La Jolla, CA 92093 US

This email was sent to .  
To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.