April 2nd, 2024 | 165th Edition

Announcements

Purchase Order (PO) Closure Process
The Google form for closing POs was launched last week. This serves as a friendly reminder to utilize this process for all future PO finally close requests. Any Services & Support cases submitted asking to close a PO will be redirected to the form.

Journal Import Template
Oracle has released an updated version of the journal import template. Users who previously saved a copy to their local drive will receive a “(500) Internal Server Error” when uploading the journal.
The solution is to download a new journal import template in Oracle. The pathway from the Oracle Homepage: General Accounting > Journals > Task List > Create Journal in Spreadsheet.

Concur 2.0 Webinars - Registration Now Open
Integrated Procure-to-Pay Solutions (IPPS) is hosting three webinars to help campus clients familiarize themselves with the upcoming Concur 2.0 release. These webinars, scheduled before and after the launch, will provide in-depth presentations on the key enhancements and include live demos and Q&A sessions.

Register Today!

- Tuesday, April 2nd: 11:00 a.m. – 12:00 p.m. - Register
- Thursday, April 11th: 10:00 a.m. – 11:00 a.m. - Register
- Thursday, April 18th: 1:00 p.m. – 2:00 p.m. - Register

Registration links have been posted to the Concur 2.0 Blink page. Continue to visit the Concur 2.0 Blink page to learn about upcoming training opportunities and get the latest information about the launch.

Important Reminder for Farmers GroupSelect Policyholders - Action Required
If you have a current home or auto insurance policy through UC with Farmers GroupSelect and want to ensure new coverage upon expiration of that policy, contact Farmers today: 855-246-0285. Refer to the UCnet announcement for details.

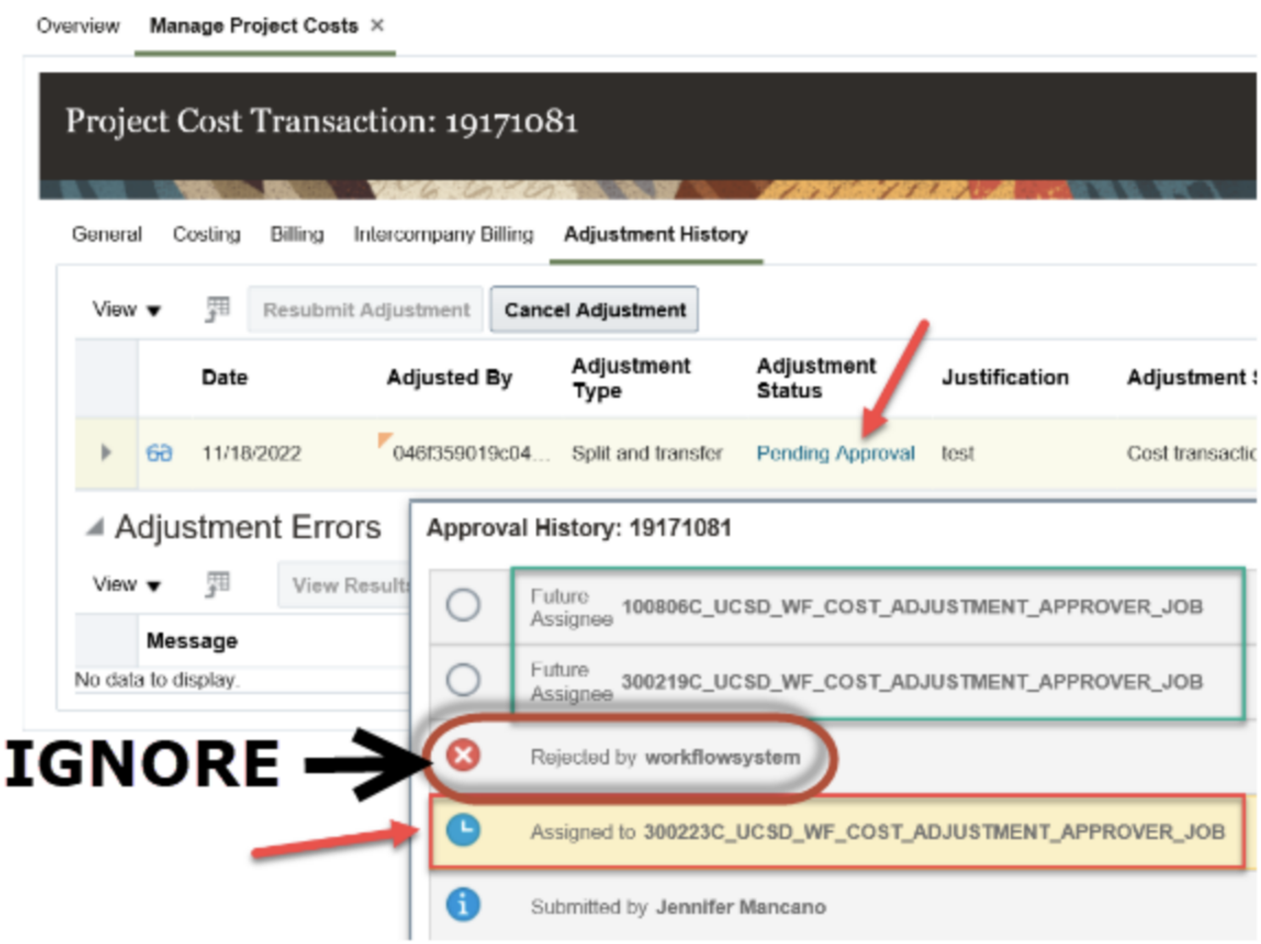
We're thrilled to announce the addition of a "Processing Cost Transfers" page on Blink!

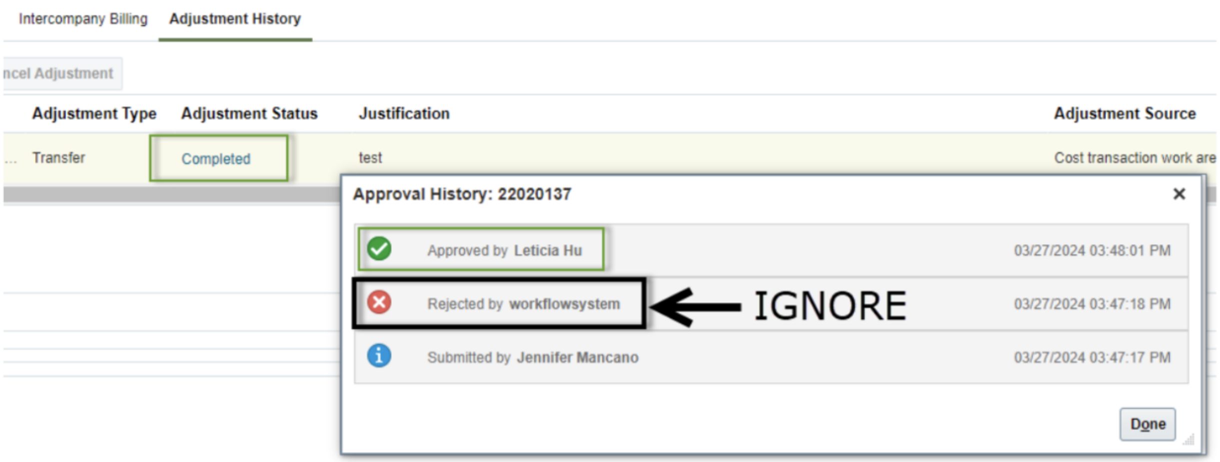
This page includes detailed information about cost transfers on payroll-related expenses, clarification on costs that move *via* or *based on* SCTs and Direct Retros with timelines, step-by-step guides, expenditure item type lists, and more! There are also links and related pages that serve as a comprehensive resource for all things related to cost transfers.

A big thank you to everyone who contributed to this effort!

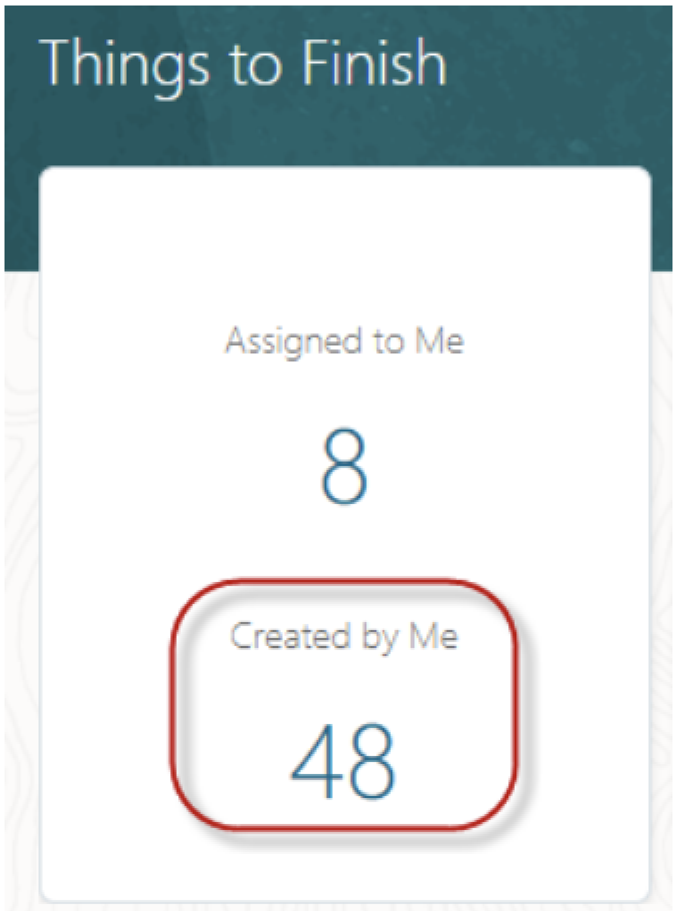
Cost Transfer Workflow Step Updated - IGNORE "Rejected by workflowsystem"
A "behind the scenes" step in the Cost Transfer workflow has been updated to prevent transfers auto-completing if they're withdrawn from the "Created by Me" area (See Weekly Digests from 10/10/23 through 10/31/23 for details on the issue). The step will now show as "Rejected by workflowsystem" however you can **IGNORE** this, it does not reflect the actual status of the transfer. Unfortunately, it can not be hidden from view.

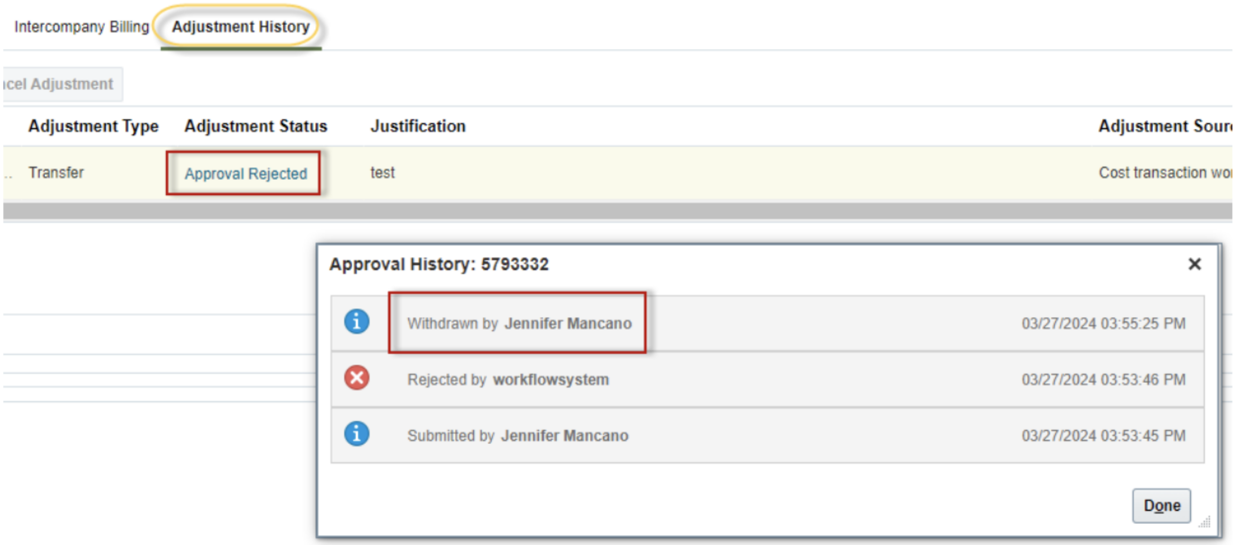
To confirm the status of your transfers, please use the [Transfers by Status] report on the Project Cost Transfer panorama.





With that change, now if you withdraw from the “Created by Me” area on the OFC dashboard, the adjustment status will show as “Approval Rejected” but if you click on the status, the approval history will show “Withdrawn by.”





Training & Support

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!

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, 1:00pm - 2:00pm, Wednesdays and Fridays 9:00am - 10:00am
- **Procurement Card**
  - Wednesdays, 9:00am - 10:00am

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.

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's) are

Self-Service Resources:
- Your immediate Supervisor
- Budget & Finance User Group
- Knowledge Base Articles
- Community of Practice
- Published Information in Blink
- Training Videos

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 request ticket in 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 requests before escalating the ticket
- Identify something that does not seem to be working properly

Resources:
- Contact the central support team directly at financesupport@ucsd.edu
- Submit a ticket to Budget & Finance Support
- Find the form in our Request Catalog to process your transaction request

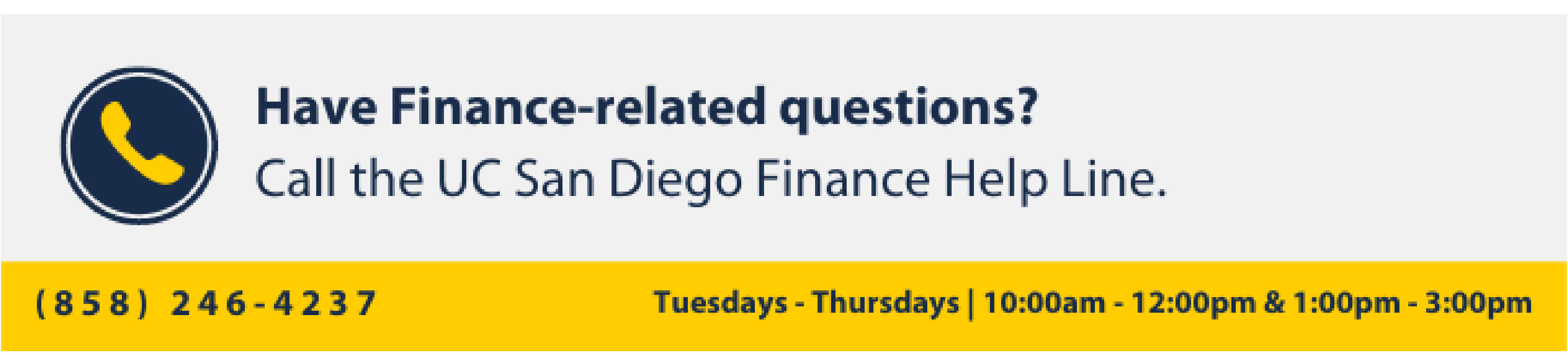
TIER 3 — **How Do I Suggest Enhancements?**

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 Suggestion Box
- Business Analytics Hub Help Page

View the full Support Framework on Blink.

UC San Diego
BUSINESS AND FINANCIAL SERVICES



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