

# Budget & Finance Weekly Digest

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.

The screenshot shows the 'Project Cost Transaction: 19171081' interface. At the top, there are tabs for 'General', 'Costing', 'Billing', 'Intercompany Billing', and 'Adjustment History'. Below the tabs, there are buttons for 'Resubmit Adjustment' and 'Cancel Adjustment'. A table lists adjustment history with columns: Date, Adjusted By, Adjustment Type, Adjustment Status, Justification, and Adjustment ID. One entry is highlighted with a red arrow pointing to the 'Pending Approval' status.

| Date       | Adjusted By      | Adjustment Type    | Adjustment Status | Justification | Adjustment ID  |
|------------|------------------|--------------------|-------------------|---------------|----------------|
| 11/18/2022 | 046f359019c04... | Split and transfer | Pending Approval  | test          | Cost transacti |

Below the table, there are two sections: 'Adjustment Errors' and 'Approval History: 19171081'. The 'Approval History' section contains a list of items with status icons:

- Future Assignee: 100806C\_UCSD\_WF\_COST\_ADJUSTMENT\_APPROVER\_JOB
- Future Assignee: 300219C\_UCSD\_WF\_COST\_ADJUSTMENT\_APPROVER\_JOB
- Rejected by workflowsystem (circled in red with a red 'X' icon)
- Assigned to 300223C\_UCSD\_WF\_COST\_ADJUSTMENT\_APPROVER\_JOB (circled in red with a blue 'L' icon)
- Submitted by Jennifer Mancano (with an information icon)

A large black arrow labeled 'IGNORE' points to the 'Rejected by workflowsystem' entry. A red arrow also points to the 'Assigned to 300223C...' entry.

ancel Adjustment

| Adjustment Type | Adjustment Status | Justification | Adjustment Source         |
|-----------------|-------------------|---------------|---------------------------|
| Transfer        | Completed         | test          | Cost transaction work are |

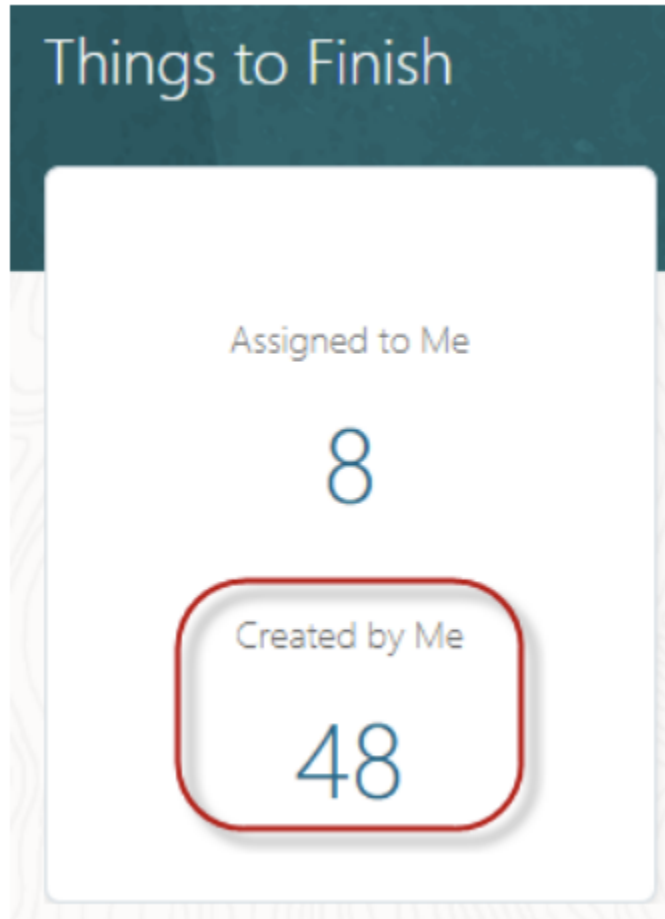
**Approval History: 22020137**

|   |                               |                        |
|---|-------------------------------|------------------------|
| ✓ | Approved by Leticia Hu        | 03/27/2024 03:48:01 PM |
| ✗ | Rejected by workflowsystem    | 03/27/2024 03:47:18 PM |
| i | Submitted by Jennifer Mancano | 03/27/2024 03:47:17 PM |

← IGNORE

Done

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.”



Local Adjustment

| Adjustment Type | Adjustment Status | Justification | Adjustment Source   |
|-----------------|-------------------|---------------|---------------------|
| Transfer        | Approval Rejected | test          | Cost transaction wo |

**Approval History: 5793332**

|          |                               |                        |
|----------|-------------------------------|------------------------|
| <b>i</b> | Withdrawn by Jennifer Mancano | 03/27/2024 03:55:25 PM |
| <b>x</b> | Rejected by workflowsystem    | 03/27/2024 03:53:46 PM |
| <b>i</b> | Submitted by Jennifer Mancano | 03/27/2024 03:53:45 PM |

Done

## 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 questions to be answered
- Don't know who your department Subject Matter Experts (SME's) are

**Self-Service Resources:**

- Your Immediate Supervisor
- [Budget & Finance Hot Topics](#)
- [Accounts Payable Articles](#)
- [Community Self-Service](#)
- [Published Information on 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 my purchase..."

**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 [finance@ucsd.edu](#)
- Submit a ticket to [Budget & Finance Services](#)
- 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 Support Box](#)
- [Business Analytics Hub Help Page](#)

View the full Support Framework on Blink. UC San Diego OFFICE OF FINANCIAL SERVICES



**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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