

# Budget & Finance Weekly Digest

September 12th, 2023 | 138th Edition

## Announcements



### Oracle Financials Cloud Scheduled Maintenance 9/15/2023

Oracle production environment will be down for maintenance from **7:00 PM Friday 09/15/2023 through 7:00 PM Sunday 09/17/2023**.

### JetBlue Special Promo Fares

JetBlue is running a special promo specifically for University of California through mid-November and all prices are available through any of UC's preferred agencies, including: Anthony Travel, Balboa Travel, BCD Travel and UCLA Travel Center.

Key highlights of this promotion:

- Valid for travel between September 6th through November 15th
- Tickets are nonrefundable
- No advance purchase required (if the promo fare is available, it's yours even at the last minute)

Take advantage of these fares where some destination points, such as Los Angeles to San Francisco, could be as low as \$39 (based on availability). Please note it is the responsibility of the traveler and/or arranger to understand UC travel policy and the funds they spend on all booking sites.

JetBlue will be presenting at the Supplier Town Hall next week on September 13 and we encourage you to [register today](#).

### REMINDER: Oracle and Concur Roles and Access Monitoring

Please be aware that Oracle and Concur user roles and access need to be reviewed by department managers and administrators across the University community periodically (i.e., more frequently than annually, or when an employee transfers or changes job responsibilities, whichever occurs first).

**Who will be impacted?**

- Department managers and administrators
- Employees transferring to another department
- Employees that change job responsibilities

## Resources

To support the review process, we have developed some resources available to you:

- Review the article on [How to Manage Oracle Access for Employees that Transfer Departments](#)
- Review the article on [How to Look Up User Roles in Oracle](#)
- Use the [Oracle and Concur Role Removal form](#) to request role removals
- If you are not familiar with the roles for departmental users, then please read the article on [How to Determine the Oracle & Concur Roles Departmental Preparers Need](#)

## Sponsored Project Award Document Moving to Oracle PPM Awards Space

As of August 1, 2023, new award documents related to executed awards and amendments processed by Sponsored Projects Finance are accessible through the OFC PPM Manage Award space.

The Award Document Lookup Tool will continue to be available for viewing award documents that were processed through July 30, 2023

## Who will be impacted?

- Research Administrators

## Resources

For further information about access and steps on how to navigate the Oracle PPM Awards Space, please review [Managing Sponsored Project Funds: How to View Award Documents Blink Page](#).



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.

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## [Fund Management Office Hours](#)

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

A new version of the Faculty and Researcher Dashboard was released today. See a demo of the substantial changes that have been made to both the main report and the drillthroughs at this office hours. Come get your questions answered and

solidify your knowledge and understanding from a useful and information packed session. Don't miss it!

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### **Concur: Event Expenses & Other Reimbursements**

**Thursday, September 14 @ 9:00am - 10:30am**

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 for requesting 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, September 15 @ 9:00am - 10:00am**

Join the Financial Operations team this Friday 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!

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### **UC San Diego Travel: Before You Go**

**Thursday, September 28 @ 9:00am - 11:00am**

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 preauthorization via Concur Request
  - Be able to request a new University Travel & Entertainment Card
  - Learn how to book travel via Concur Travel
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### **UC San Diego Travel: Reporting Expenses**

**Thursday, September 28 @ 1:00pm - 3:00pm**

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 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 in accordance to Travel Policy G-28.

Topics Covered:

- Arranging for prepayment of fees, such as registration

- Making deposits, such as for hotels
- Reporting expenses
- Claiming traveler reimbursement

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## 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).

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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!



## Enhancement Release: Faculty and Researcher Dashboard

Significant changes have been made to the Faculty and Researcher Dashboard based on faculty feedback:

- The dashboard will now display carryforward amount, budget, and costs for the current budget period only, with a balance for the task calculated as carryforward + current period budget - current period costs..
- Clinical trials are now on a separate table that calculates a revenue-based balance and a cash balance rather than a budget-based balance.
- A new column for Project Class Code has been added to Non-Sponsored Projects
- Drillthrough reports that show detail for a given project or task have been broken into four pages to minimize scrolling and improve navigation.
- Cost Details can now be filtered by Expenditure Category and/or Expenditure Type right on the page.
- A new page for Subaward Details has been added on the drillthrough report showing the original subaward amount, how much has been billed, how much remains, and information about each subaward invoice received.
- Fund Managers can now enter project notes in Oracle. A box on the upper right corner of the drillthrough reports displays the most recent note entered. Learn more information about how to add Project Notes [here](#).

A copy of the announcement that was sent to faculty can be found [here](#).

Many of the changes that have been made to the Faculty and Researcher Dashboard will be mimicked on the Project Management Dashboard and Expanded Project Summary in coming months.



## FY24 Core Funds Allocations Were Completed for the August Ledger

FY24 core resource allocations include some important changes from prior years to note. In response to feedback to facilitate reporting and tracking of funding from the Campus Budget Office, allocations include 5 separate journals. Journals #1 - #4

described in the table below were posted for the August ledger. Journal #5 for the mid-year compensation program are targeted to post for by the November ledger.

Please take note of the different account codes to isolate the core recurring base budget allocation for compensation and non-compensation in addition to the journal name below.

Journal Purpose	Journal Name Prefix	Account Code Used
Core Recurring Base: Compensation (Journal #1)	CBO CRA COMP FY24	774905: CBO Recurring Compensation Support
Core Recurring Base: Non-Compensation (Journal #2)	CBO CRA NON COMP FY24	774900: CBO Recurring Allocation
Core Recurring Base: Compensation Back-Out (Journal #3)	CBO CRA COMP BACKOUT FY24	774905: CBO Recurring Compensation Support
Approved New Requests (Journal #4)	CBO RCTT AUG23*  *This journal will include other Campuswide Resource Commitments, and is not limited to FY24 Approved New Requests	<u>Non-FTE:</u> 774900: CBO Recurring Allocation <u>Filled FTE Breakdown:</u> <ul style="list-style-type: none"> <li>• Salary/Benefits – 774905: CBO Recurring Compensation Support</li> <li>• \$5k Non-Comp Support – 774900: CBO Recurring Allocation</li> </ul>
Mid-Year Compensation Program Increases (Journal #5)	CBO COMP FY24	774905: CBO Recurring Compensation Support

As a reminder, to move allocations after the initial transfer, please coordinate with your VC office or fiscal contact.

To stay up to date on budget communications from the CBO team, please [join our Community of Practice \(COP\)](#). The Budget and Planning COP channel audience includes Budget Preparers identified by each Vice Chancellor Office with responsibility to create Financial Unit budgets within the Oracle Planning and Budgeting system (EPBCS).

### 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](#)
- [Knowledge Base Articles](#)
- [Community of Practice](#)
- [Published Information in Blackboard 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 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 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 [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 Submission Box](#)
- [Business Analytics Help Page](#)

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

UC San Diego  
BUDGET AND FINANCE 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

Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer [Finance-related questions](#).

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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