Budget & Finance Weekly Digest



April 30th, 2024 | 169th Edition

Announcements

Concur Airfare for March and April

Airfare purchased in Concur or with Balboa Travel during March and April may be missing from your Concur profiles. Airfare purchases, including service fees, have not been loading into Concur properly. We are aware of the issue and are working to correct it as soon as possible. If you are missing airfare and need to submit an Expense Report you have two options:

1. The preferred option is to wait for the airfare to come through and submit all of the trip's expenses on a single Expense Report.
2. Submit the Expense Report without airfare. When the airfare purchase comes through, submit a new Expense Report using the same Request ID. Be sure to reference the original report in the comments.

Please note that airfare will show with UCSD CTS Air Hotel Card as the Payment Type.

CIPERB Launch & Sign Up: Launching Monday, May 6th!

CIPERB (Customers, Invoices, Project Expenses Report & Billing) is a new tool that will provide full functionality for individuals to manage customers under the Accounts Receivable module in the OFC application. Customer data created and updated via CIPERB will be updated in real-time in Oracle to improve customer experiences and increase operational efficiency. The initial release will focus on Customer Accounts only; the following versions will expand upon further applications.

Register for one of the following training sessions (please use your UC campus email for registration):

CIPERB Training 1
Wednesday, 05/01/24 @ 10 AM - 11 AM

CIPERB Training 2
Wednesday, 05/08/24 @ 10 AM - 11 AM

CIPERB Training 3
Wednesday, 05/15/24 @ 10 AM - 11 AM

CIPERB Training 4
Wednesday, 05/22/24 @ 10 AM - 11 AM

CIPERB Training 5
Wednesday, 06/05/24 @ 10 AM - 11 AM

CIPERB Training 6
Thursday, 06/20/24 @ 10 AM - 11 AM

New Oracle Export Functionality
This issue occurred when Oracle recently made a change to how exported Excel files of over 1,500 transactions were handled. If the file is less than 1,500 records, then the process of exporting to an Excel file is unchanged. A file is downloaded and can be opened in Excel immediately.

If the file has over 1,500 transactions, then a job, "Export Data to Excel", is submitted and a pop-up message appears with the job ID number. When the job, "Export Data to Excel", has been completed, there is a new message in your bell Notifications. You can select the notification to access the Excel export file.

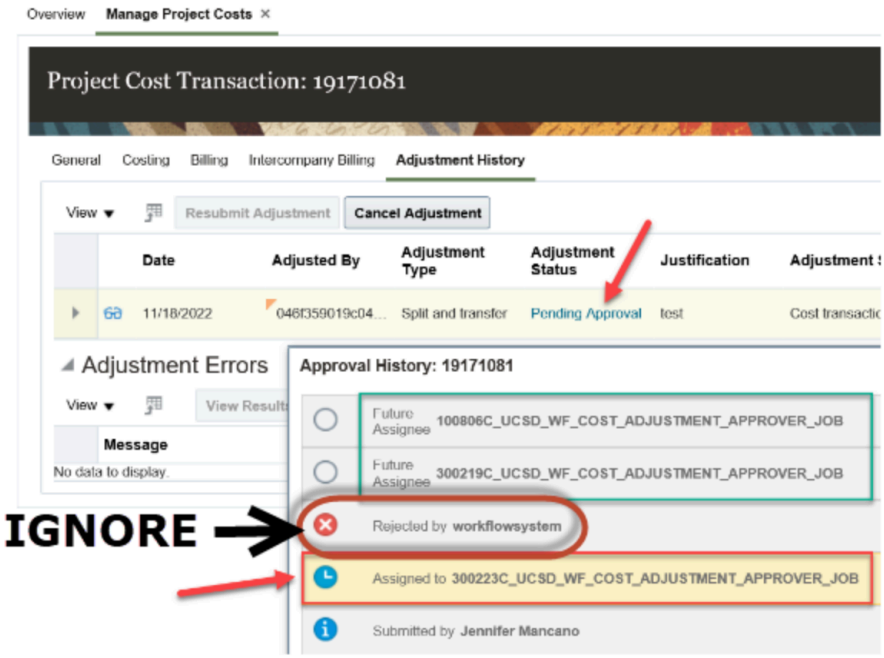
You can also see this message from the Oracle Home Page under *Things to Finish*.

The download will go to your downloads after accessing the export, which could take some time depending on the number of rows.

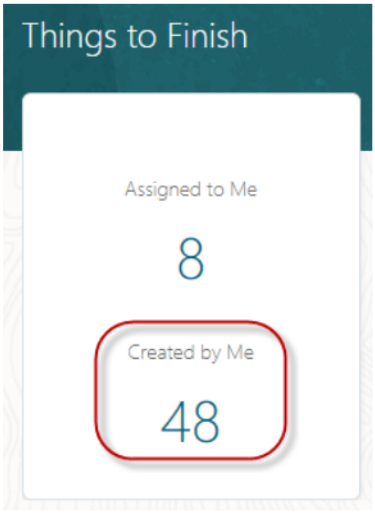
As an alternative, you can use the Process Monitor on the Overview page of Costs to search for the job name, "Export Data to Excel". Select the attachment file under Log and Output. The Excel file will download to your computer and it will open in Excel.

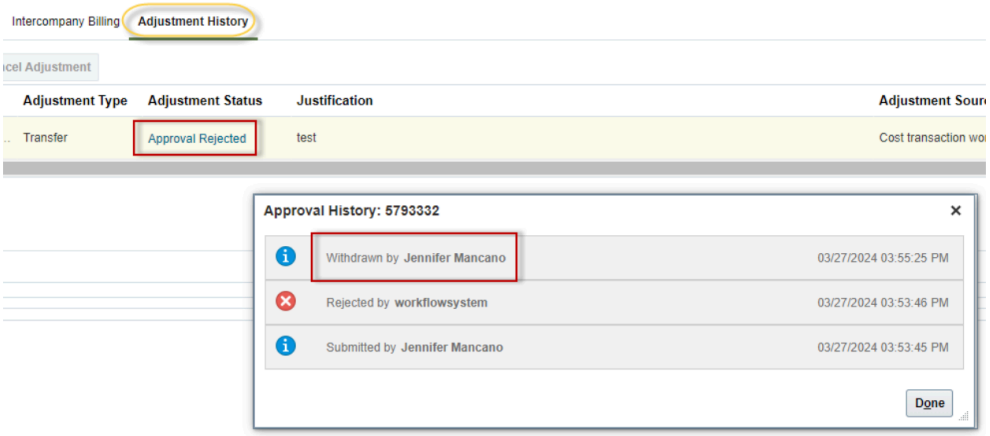
Cost Transfer Workflow Step Updated
A “behind the scenes” step in the Cost Transfer workflow has been updated to prevent transfers from auto-completing when they’re withdrawn from “Created by Me” (See Weekly Digests from 10/10/23 through 10/31/23 for additional details). The workflow step will now show as “Rejected by workflow system”; However, you can **IGNORE** this as it does not reflect the actual status of the transfer. Unfortunately, this step cannot 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 this change, if you withdraw a pending cost transfer 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.”





Tips & Tricks

Proper Payment Methods for Event Expenses

As we prepare for the bustling spring season and upcoming graduation festivities, it's crucial to understand the proper procedures for purchasing and paying for various services on campus.

Whether you're organizing an end-of-year celebration or a retirement party, it's essential to choose the appropriate payment method for each transaction. Below, we've provided a helpful guide to assist you in making informed decisions:

T&E Card or Direct Payment via Concur:

- Food for events and entertainment
- Alcohol services brought to campus
- Miscellaneous expenses such as floral arrangements or centerpieces
- Venue deposits and meeting room rentals

Purchased through a Purchase Order (PO) via Oracle:

- Event rentals (e.g., tables, chairs, linens, setup)
- Non-Food/Beverage Event Services (i.e. staffing for an event, event planners, security, etc.)
- Charter buses for transportation
- Photographers

Payment Request via Services and Support:

- Musicians or other performers
- Payments to guest speakers or honorariums

Please be aware that the T&E card should not be used for non-food/beverage-related payments that could potentially be considered reportable income to the individual or vendor, and may involve insurance risks and liabilities.

Please review our Blink pages for more information:
Events and Entertainment: https://blink.ucsd.edu/travel/entertainment/index.html
PO Payments via Oracle: https://blink.ucsd.edu/buy-pay/ways/index.html
Payment Requests (Non-PO Payments): https://blink.ucsd.edu/buy-pay/payments/non-po/index.html

Training & Support

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

ECERT Effort Reporting Office Hours
Every Wednesday @ 2:30 PM - 3:30 PM
Come get your questions answered, system access setups, or helpful hints on the effort report certification process.

Fund Management Office Hours
Every Thursday @ 11:00 AM - 12:00 PM
Get your questions answered and solidify your understanding during this information-packed session. Don’t miss it!

Concur: Event Expenses & Other Reimbursements

Thursday, May 16 @ 9:00 AM - 10:30 AM

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 to request 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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UC San Diego Travel: Before You Go

Thursday, May 23 @ 9:00 AM - 11:00 AM

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

UC San Diego Travel: Reporting Expenses

Thursday, May 23 @ 1:00 PM - 3:00 PM

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's 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 per 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

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, 1:00 PM - 2:00 PM
  - Wednesdays and Fridays, 9:00 AM - 10:00 AM
- **Procurement Card**
  - Wednesdays, 9:00 AM - 10:00 AM

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.



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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UC San Diego

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