Budget & Finance Weekly Digest



July 11, 2023 | 129th Edition

Announcements



Oracle Fixed Assets Module Office Hours Monday July 17th
Next **Monday July 17, 2023**, will be the next session of Office Hours. Please join us at **10:05 AM** on Zoom to learn more about the following topics:

- FA Roles/Access
- CAMS vs FA Interaction
- Conversion

Mass Delegate Import Request Process – Concur
Do you have employees that need to be added as a delegate for 10 or more individuals in Concur? Save time and resources by using the new Mass Delegate Import Request process! Manually assigning the same delegate to multiple Concur profiles is a thing of the past. The new Mass Delegate Import Request process will allow a designated individual to be mass-assigned as a delegate in Concur for groups of 10 or more individuals if approved by their department's Financial Unit approver. Refer to the Mass Delegate Import Request Knowledge Base Article (KBA) for detailed guidance.

Introducing Apollo Couriers
A new agreement supplier, Apollo Couriers, has been onboarded to Oracle Procurement. Apollo has over 35 years in the courier space and over 20 years supporting UC Irvine, UC Los Angeles, and hospitals and research institutions in Southern California. Apollo offers courier services seven days a week for all UC San Diego locations county-wide. Find Apollo in Oracle by searching for supplier number *327580*, or *Apollo Couriers, Inc*. Visit the Messenger Services Blink page for additional information about Apollo Couriers - including account setup, rates, and payment options.

UC Travel Supplier Town Hall Series

UCOP's Central Travel Office is pleased to announce what has now become an annual event, the Travel Supplier Town Hall series.

These sessions allow UC to engage with major travel suppliers and learn more about their operations and as always, there will be several giveaways (presence required when winner is announced). Below is the schedule so far and we will update our site with content once confirmed by suppliers:

- July 19 – Southwest Airlines
- August 2 – United Airlines
- August 23 – Alaska Airlines
- August 30 – CQ Hotels
- September 13 – JetBlue Airways
- September 20 – Marriott Hotels
- September 27 – Amtrak
- October 25 – Hertz Car Rentals
- November 1 – Enterprise/National Car Rentals



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

At this week's office hours, Kierstin Sykes and Carla Velasquez from Gift Accounting will demo recently-released changes to the Gift Fund Balances report. New pages enable departments to search for gift fund balances based on the VSE Category and VSE Subcategory. Kierstin and Carla will explain how these fund hierarchies can benefit departmental gift fund management.

If there is time in the second half of the hour, we will address unanswered payroll-related questions from last week's session, including possible problems with Salary Derived Effort Percent on the DOPE Report and a community-based discussion of ECERT experiences and best practices. The latter will be an opportunity to share your own experiences and ask your fellow fund managers about their experiences. For expert advice on navigating the ECERT system, please attend ECERT Effort Reporting Office Hours.

Reporting Workshop: Dashboard of the Week Series

Monday, July 17 @ 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! At the next session, Lindsay Root from Biological Sciences will cover how to prepare for a Research Performance Progress Report (RPPR) using the **Expanded Project Summary** and **DOPE Reports.**

IPPS Hot Topics: Concur Reporting

Wednesday, July 19 @ 11:00am

Have you gotten stuck before trying to get at data coming from Concur or even knowing what's available? Join us for our next session of Hot Topics to learn about the reports that exist for Concur and how best to use them.

Concur: Event Expenses & Other Reimbursements

Thursday, August 17 @ 9:00am - 11:00am

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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UC San Diego Travel: Before You Go

Thursday, August 24 @ 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

UC San Diego Travel: Reporting Expenses

Thursday, August 24 @ 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.

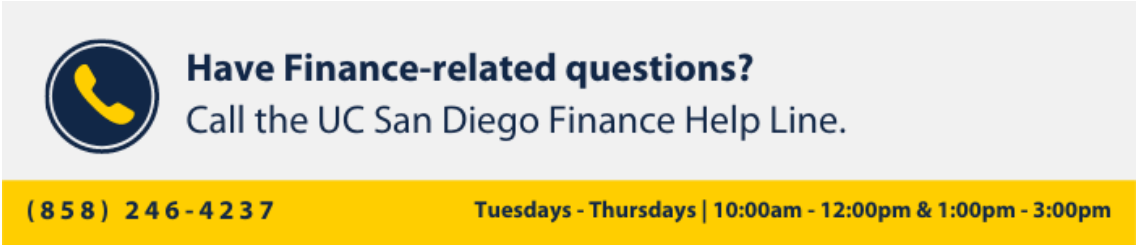
In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs in accordance with Travel Policy G-28.

Topics Covered:

- Arranging for prepayment of fees, such as registration
- Making deposits, such as for hotels
- Reporting expenses
- Claiming traveler reimbursement

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).



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!



Introduction of VSE Category and Subcategory

Two new versions of the **Gift Fund Balances** report have been added to the Gift Funds Panorama to enable you to search the report by VSE Category and VSE Subcategory. Voluntary Support of Education (VSE) is a categorization developed by the Council for Advancement and Support of Education for reporting on philanthropic support within higher education institutions in the United States. VSE Category is the broadest classification of gift fund purpose; an example is "Student Financial Aid." VSE Subcategory has two levels that further define a broad gift fund purpose; examples include "Department Support" and "Endowed Chairs."

The **Chart of Accounts Panorama** has also been enhanced to include the entire hierarchies for VSE Category and VSE Subcategory so that you can review how all gift funds are categorized.

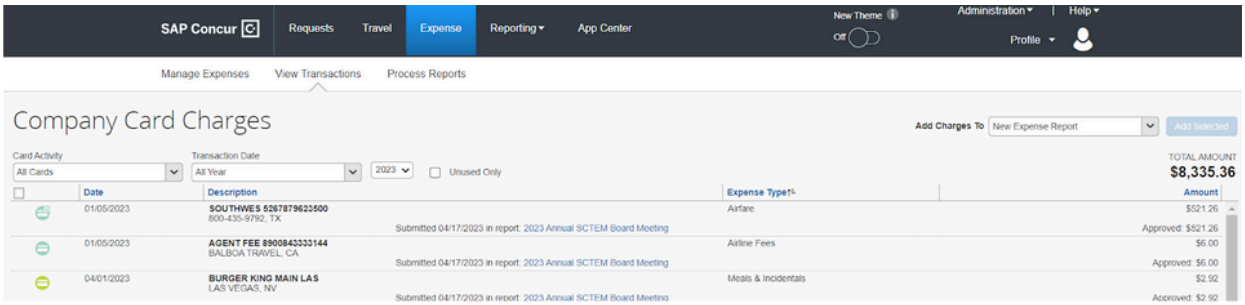
Additional enhancements have also been made to the **Gift Fund Balances** reports:

- Report output has now been limited to include only gift funds.
- The default view now repeats all rows rather than grouping financial unit and fund columns. An alternate view is still available that includes the grouping.
- A prompt for L3 Financial Unit (School level) has been added.
- Financial unit and project numbers have been updated to a number-name format.



Looking for a Card Transaction? Try this Concur feature!
From your Expense Tab, click on View Transactions. You'll be able to see all UCSD payment card transactions with various sorting options. You can see the transaction itself and if it was processed in an Expense Report.

This feature is useful for anyone who manages transactions on P-Cards, T&E Cards, and Concur/Balboa bookings.



Travel Card Per Diem Offset
Please remember that the expense type of "Travel Card Per Diem Offset" should only be used when the Travel Allowance feature is used in an expense report with Travel & Entertainment (T&E) Card charges. This expense type is used to offset the Per Diem added to an expense report. If used incorrectly, it will create a credit memo in the travelers Oracle (OFC) profile which will need to be corrected.

Business Purpose on Expense Reports

Please remember to provide a detailed UCSD business purpose for an Individual/Other to travel on behalf of the University. If the description in the report header does not provide enough information to justify University business travel, the Central Office will reach out for additional information and may delay the reimbursement to the traveler.

Personal/Non-reimbursable Expenses for Guest Travelers

For Guest Travelers (non-employees, students, etc.) who have expenses that are not reimbursable, please do not use the expense type of Personal/Non-reimbursable as it will create a credit memo under the Delegate's profile. In this situation, please reconcile the expense report as normal and add a comment explaining that the Guest Traveler will pay back the University. It will be the department's responsibility to obtain the funds from the Guest Traveler outside of Concur. For more information on how to make a deposit back to your department's chartstring, please check out the Cashiering Services Blink page.

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.



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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