

November 7th, 2023 | 146th Edition



Issue with Inactive Profiles in Concur
We are currently encountering an issue within Concur that affects delegates of inactive users, specifically users who have been separated from the University. Delegates of inactive profiles are unable to add or remove receipts and attachments from Expense Reports that are pending submission.

If you are a delegate experiencing difficulties in attaching receipts or documents to an inactive user's report, we kindly request that you submit a Services & Support case. This will enable us to assist you in attaching the necessary receipts and documents to the report.

We apologize for the inconvenience, and we will provide an update once Concur has more information available about the current issue.

Reminder: UCPath General Ledger Downtime
As a reminder, all UCPath General Ledger (GL) pages and functionality will be unavailable from Monday, November 6 @ 12:01 am through Monday, November 13 @ 12:01 am to implement the November Release projects.

During this downtime, transactors will not be able to submit any Direct Retro or Funding transactions.

Updates to ISIS Transaction Processing Coming 11/20/2023
Currently, transactions from ISIS are processed using two separate files in PPM and the General Ledger (GL) simultaneously. When various errors occur, such as project violations, accounting violations, or missing Project/COA mapping, etc., one or both files can fail causing variances between PPM and the GL.

What you need to know

- Beginning 11/20, transactions processed from ISIS that are charged to a project will **now just be imported into PPM, and posted to the GL from PPM**, similar to transactions processed from various recharge units/systems and UC Path.
- By eliminating the current two file process, this update will streamline the integration and **reduce the variances between PPM and the GL due to file failures**
- Transactions still subjected to project violations due to project transactions controls, project/award/budget date violations, etc. will **continue to be posted to the default project of the original project and can be corrected via cost transfer in PPM**

Please see ISIS to PPM COMA Enhancement for more information on how this may impact you.

Preferred Payment Method – Travel & Entertainment (T&E) Card

Please be aware that the preferred payment method for travel/entertainment related expenses is the Travel & Entertainment (T&E) Card. If you are going on business travel or hosting an event, avoid paying for expenses by using a University Corporate Card. Requesting a new T&E Card is an easy process that can be done via Concur. Please follow the steps in this Knowledge Base Article (KBA) to request your new card. If you will be traveling soon and need your card to get to you faster, please submit a Services & Support case and provide your home address so that the card can be sent directly to you.

NEW! New/Infrequent Traveler Email Notifications

As the value of connecting with colleagues and collaborators in person resumes after the pandemic, university business travel is on the rise. Many of us are either new to university-related travel or have not traveled for work in a while. To help provide guidance on the steps needed to obtain departmental pre-authorization, book travel without incurring out-of-pocket expenses and facilitate a better reconciliation experience, starting next week, emails will be sent to UCSD travelers who have created no more than a couple of Travel Requests and/or Travel Expense Reports in the prior twelve months. The intention of the Central Office is not to inundate faculty and staff with additional emails but to provide essential information about UC Travel policy and relevant resources to enhance the knowledge of new or infrequent travelers regarding university business travel protocols.

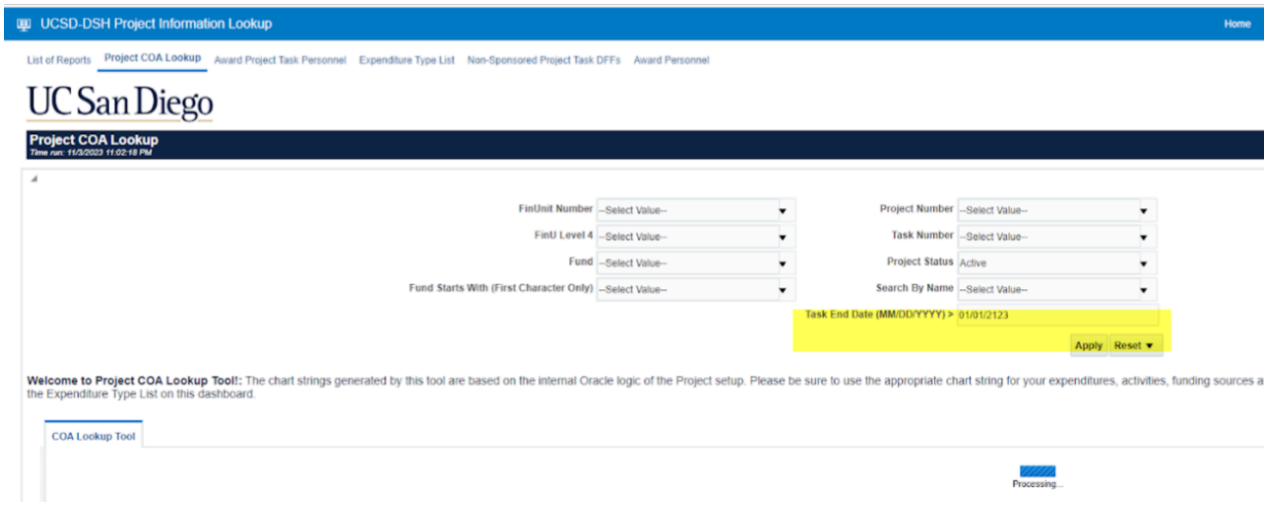
Note: Please be aware that Travel Requests are pre-authorizations from your departmental Financial Units that must be submitted prior to booking travel.

Questions? Please join our weekly Office Hours or submit a Services & Support case.

Project & Award Data Update Application (PADUA) - Date Issue

For Project-Task end dates greater than 100 years in the future, PADUA will automatically default the end date to today's date if you make any changes to the record (name changes, personnel, etc). Because of this, please be aware when editing tasks with end dates very far into the future as you may unknowingly change the end date.

You can use the Project COA Lookup report found on Business Analytics Hub to find your project-tasks that have end dates far into the future by utilizing the last dropdown "Task End Date >".



Delayed Posting of Graduate Tuition Remission

The posting of October tuition remission will be delayed. Tuition remission for October & November (including corrections and retroactive changes that would post with the October run) will post with the close of the November Ledger.

Delays caused by UAW BR/BX contract implementation pushed out critical software development work to remediate tuition remission posting, which pushed back configuration updates required for the current process. This is a one-time exception; configuration changes to the reports required to calculate remission totals for distribution in the current process will be in place before the close of the November ledger. Future remediation of the current-state process will flow through enterprise payroll software, reducing the manual process and coupling benefits posting with gross payroll.

For assistance with tuition remission, please [submit a ticket to Services & Support] using the drop-down options below. Please include the EID (Employee ID) and PID (Personal Identification Number - i.e. student ID), as well as any screen shots or financial reports, when submitting a ticket.

*I want to...

Ask a Question or Make a Request

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

Travel Program Webinars

Join us to learn about the benefits of booking travel within our system-wide travel program! Hear from supplier partners and industry experts during these engaging sessions. You may even win a prize! Use this link for the schedule, session descriptions, and registration information.
Travel Webinars | Connexxus (ucop.edu)

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

At this week's session, hosted by Eva Thiveos, two of our central office partners will share important announcements. Daniel Perdew, Assistant Director of the Health Sciences Team at Sponsored Projects Finance, will discuss Federal Financial Reporting Timelines, and Kirt Mitchell, Senior Director of Campus Accounting, will discuss a change to the interface if ISIS transaction into Oracle GL and PPM that will go into effect Nov 17th. Come get your questions answered and solidify your understanding during this information-packed session. Don't miss it!

UC San Diego Travel: Before You Go

Thursday, November 16 @ 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, November 16 @ 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

[RESCHEDULED] Concur: Event Expenses & Other Reimbursements - Previously on November 9th
NEW DATE: Thursday, November 30 @ 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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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.

Visit Our Website | Subscribe to our YouTube | Contact Us

UC San Diego

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