Budget & Finance Weekly Digest



September 5th, 2023 | 137th Edition

Announcements



Procure to Pay Panorama's Supplier Inquiry Information Now Updated on Blink

Blink now offers updated information and campus resources regarding the enhancements made to the Procure to Pay Panorama's Supplier Inquiry Report. The new changes aim to offer an improved user experience and promote efficiency when querying supplier information.

You can now use the Supplier Inquiry Report in the Business Analytics Hub to determine:

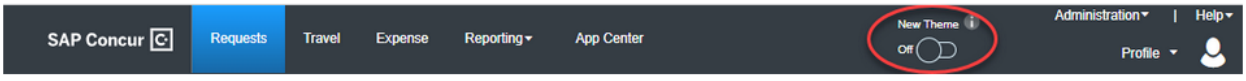
- What system the Payee is currently in (OFC, Concur, or the Payment Request Form)
- What Payees need to re-register in PaymentWorks
- What is the employment status of a Payee
- What are all the business classifications for a Payee
- What kind of payment option is set up for the Payee
- Whether or not suppliers are registered to submit their invoices via Transcepta

Instructions on how to access and run this report can be found in the Procure to Pay Panorama's blink page or on the KBA How to Use the Supplier Inquiry Report.

Have a look at the latest webinar that IPPS has organized, which covers the recent updates. Supplier Inquiry Reporting Webinar - August 8th, 2023

Concur User Interface (UI) Updates Coming Soon

We are one month away from the upcoming User Interface (UI) updates! Starting on October 2nd, this will become the default theme, however, you will still be able to toggle back to the old UI by clicking on the New Theme button:



By January 2024, the old theme will no longer be available. To get a sneak preview of what the new theme will look like, check out this video.



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

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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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:

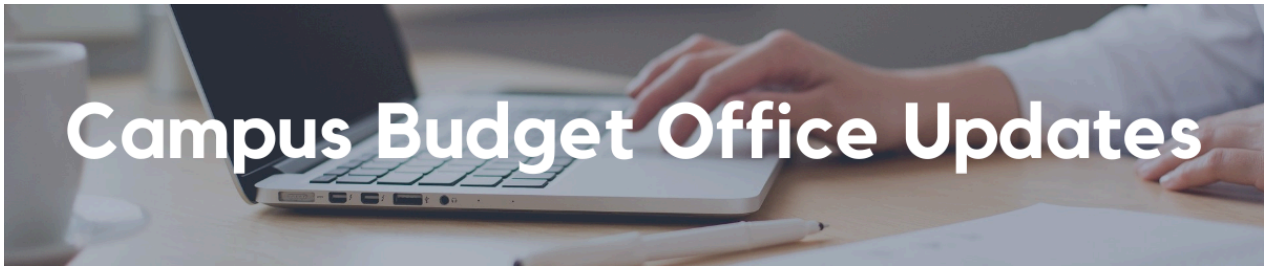
- Review the process to request travel preauthorization via Concur Request
- Be able to request a new University Travel & Entertainment Card
- Learn how to book travel via Concur Travel

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

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!



FY24 Oracle Budget is Final and has been loaded to OFC and The Activity Hubs
You can visit the **Planning and Budgeting Dashboard** in the Business Activity Hub to find common reports such as the Budget vs Actual Report to view your budget.

Core Funds Allocations Update
Core resource allocations are targeted for the August period close with some important changes from prior years to note. In response to feedback to facilitate reporting and tracking of funding from

the Campus Budget Office, this year's allocations will include 5 separate journals that will be posted to the General Ledger.

A key change this year includes the use of different account codes to isolate the Core recurring base budget allocation for compensation and non-compensation. Additionally, a separate journal will be transacted to facilitate transparency of the compensation inflation backout from the Target and base budget plans. Lastly, new incremental allocations for approved budget process funding and the mid-year compensation program will be processed separately.

Please refer to the table below for the journal descriptions and account codes.

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	Non-FTE: 774900: CBO Recurring Allocation Filled FTE Breakdown: • Salary/Benefits – 774905: CBO Recurring Compensation Support • $5k Non-Comp Support – 774900: CBO Recurring Allocation
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.



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.

Visit Our Website | Subscribe to our YouTube | Contact Us

UC San Diego

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