Budget & Finance Weekly Digest

March 7, 2023 | 111th Edition

Announcements

PADUA 2.3 Release Coming Soon

The Project and Award Data Update Application (PADUA) will have new features released this month. Release 2.3 will include updates to Award Personnel and request updates to sponsored projects (with final approval through SPF). It will also allow for the ability to update General Project start dates and update the project status (closed/open). Recharge projects and tasks requests will now have workflow to CP&A. These updates are scheduled to be released **March 17, 2023**.

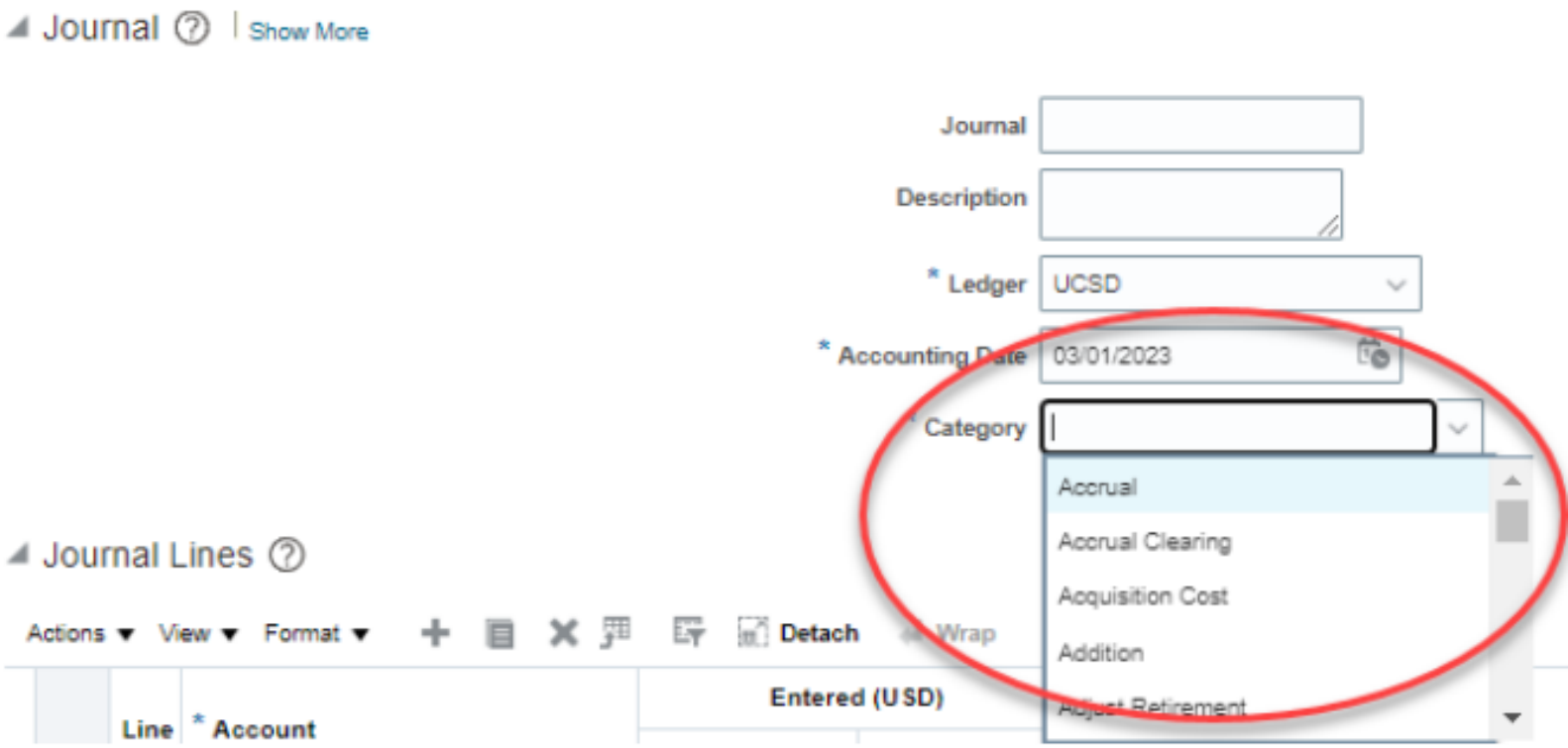
Oracle Project Cost Adjustment Workflow Notification Updates Coming 03/17/2023

In August 2022, the Oracle Workflow Notifications were updated to include more detailed information to allow you to take advantage of the ability to approve pending transactions via email. We're happy to announce that Project Cost Adjustments (Cost Transfers) has also been updated. This is an additional enhancement from the Oracle updates to Project Cost Notifications in late December 2022. Upcoming release date of March 17, 2023.

Oracle Journal Categories

In an effort to streamline the journal entry process, we analyzed the number of unused categories and have reduced the dropdown list from 124 to 39 values.

For more information about processing journal entries, see KB0032759 How to Process a Journal Entry.



Separation of Duties Between Procurement Cardholder and Reviewer

This is a reminder that the duties of individuals who are authorized to make purchases with a Procurement Card and Reviewers shall be separated to ensure that the items ordered were received and that the purchases are appropriate. A Reviewer (Financial Unit Approver) other than the person placing an order shall certify that the items ordered were received. Financial Unit Approvers shall perform an administrative review of purchase documents to verify that the expenditures listed within the Concur Expense Report are supported by the required documentation and a detailed business purpose.

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

PaymentWorks Webinar

Thursday, March 9 @ 9:00am - 10:00am

Learn more about our new Payee Management system which will be replacing Payment Compass. For updates and a link to the recording, refer to the PaymentWorks Blink page.

Concur: Event Expenses & Other Reimbursements

Thursday, March 9 @ 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.

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 fun information packed session. Don't miss it!

Reporting Workshop: Dashboard of the Week Series

Monday, March 13 @ 11:00am - 12:00pm

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include an interactive report demo, discussion of what questions the report can answer, opportunities to ask questions and walk through your use cases, and hear how others are using the dashboard or report. Next week's session will feature the Default Project Payroll and Funding Issues Report.

UC San Diego Travel: Before You Go

Thursday, March 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

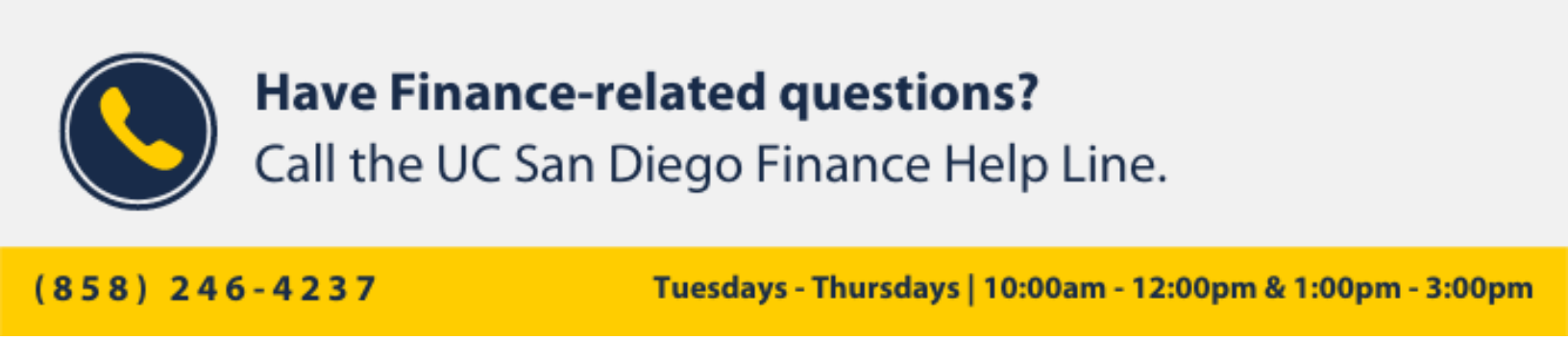
Thursday, March 16 @ 1:00pm - 3:00pm

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. Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers (Concur Delegates) and approvers.

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!

Update! Budget & Financial Management Reports Panorama Split
The Campus Budget Office has split the previously named Budget and Financial Management Reports Panorama into two separate dashboards as follows:

Financial Resource Management Dashboard
This dashboard delivers a full suite of financial management reports intended to support campus business officers. They are designed to support internal financial management of the university finances, and as such use Managerial Reporting hierarchies.
Reports Included:

- Net Operating Results and Fund Balance (NOR).
- Updated! Financial Deficit Report – Operating Funds.
- Updated! Financial Deficit Report – Sponsored Projects.
- Updated! Fund Summary.
- GL Project Summary by Fin Unit.
- New! Fund Balance Scorecard.
- Managerial Reporting Account Hierarchy.
- Managerial Reporting Fund Hierarchy.

Planning and Budgeting Dashboard
This dashboard delivers an initial suite of planning and budgeting reports intended to support campus business officers. They are designed to support internal variance analysis against the university budget plans captured in the Oracle Planning and Budgeting tool, and as such use Managerial Reporting hierarchies.
Reports Included:

- Budget vs. Actual
- Total Budget Summary (Final Version)
- Core Recurring Final Budget by Year
- MORE UPDATES COMING SOON!

Please refer to the relevant Blink Assist page to help guide you through these recent updates.

New! Enhancement Releases:

GL Project Balances
The following enhancements have been made to the GL Project Balances report:

- New Project Organization prompt
- New Project Manager prompt
- Report excludes rows where all measures (e.g. beginning balances, YTD resources, YTD expenses, etc.) are $0

UCPath-PPM-GL Salary Reconciliation
The UCPath-PPM-GL Salary Reconciliation report has been modified to account for Pay for Family Care and Bonding (PFCB). PFCB salary is charged as normal salary in both the Labor Ledger (UCPath) and in Oracle, but is subsequently refunded to the Project in Oracle only. This was creating artificial discrepancies on the Salary Reconciliation report.

The PFCB salary amount from UCPath is now broken out into a separate column and is not included in the Variance calculation. In cases where the refund occurred in a different month from the original salary, you will see a variance in the month of the salary and the opposite variance in the month of the refund.

GL-PPM Reconciliation Report
The following prompt has been added to this report: Project Manager Home Department.

Thank you to the following individuals for submitting the requests that led to all of this week's enhancements: Angie Robles, Ariel Tam, Chester Yao, & Kathryn Smith.

The 2023-24 Budget Entry Deadline is March 30th
Access the EPBCS production environment to complete your FY24 operating budget at https://planning-ekgs.pbcs.us2.oraclecloud.com/HyperionPlanning

If you missed our Oracle Budget training sessions, the recordings and slide decks from those sessions are now available.

CBO Office Hours
Thursday 10:00am – 11:00am
Bring your budget and EPBCS questions to CBO Office Hours every Thursday through March 30th. We will address proposed topics each week but also invite you to make suggestions in our Community of Practice.

Take our Self-Paced Training Course on UCLC
Oracle Budget: Budgeting at UCSD is a new self-paced training course that covers the use of both the web application and Smart View to build your budget in EPBCS.

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).

Need EPBCS Support? Use the Services and Support Ticket Portal
For technical issues or questions about any of the Task Lists, please submit a ticket via the Services and Support ticket portal. Select **Budget & Planning > Oracle Planning & Budgeting (EPBCS)**.

The Support Framework: Your Guide to Finding Help
Learning all there is to know about budget & finance can feel daunting.

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's) are

Self-Service Resources:

- Your immediate Supervisor
- Budget & Finance User Group
- Knowledge Base Articles
- Community of Practice
- Published Information in Blink
- Training Videos

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 requests before escalating the ticket
- Identify something that does not seem to be working properly

Resources:

- Contact the central support team directly at financesupport@ucsd.edu
- Submit a ticket to Budget & Finance Support
- 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 Suggestion Box
- Business Analytics Hub Help Page

View the full Support Framework on Blink.

UC San Diego
BUSINESS AND FINANCIAL SERVICES

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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