Budget & Finance Weekly Digest



April 4, 2023 | 115th Edition

Announcements



Financial Information System (FIS) Baseline to Baseline Event - Volunteers Wanted!
Research Administrators (RA), Fund Managers, Business Officers, Departmental Business Officers (DBO) – the FIS Baseline 2 Baseline event is a unique opportunity to drive process improvement. At your own pace, arrive at Torrey Pines Center South (TPCS) and go through your normal processes that involve FIS systems– and the office of Operational Strategic Initiatives (OSI) staff will be on hand to capture process information. Not only will you be supporting continuous improvement on campus, but you will also become eligible for prizes! Did we mention free food and parking also? Register now and we'll see you anytime during the day you sign up for - between April 3 and April 7th.

PaymentWorks is now live!
PaymentWorks, the new payee registration platform, is now available at: https://paymentworks.ucsd.edu. PaymentWorks provides the necessary security measures to protect the university against increasingly complex fraud schemes, status tracking of payee registrations, and opens up ACH as a payment option for PO suppliers. Visit the PaymentWorks Blink page for more information including training resources and join a dedicated PaymentWorks room in Office Hours this week.

Note: As of **April 8th**, issuing new payee invitations or modifying existing registration information will no longer be available in Payment Compass. Payees will need to be invited to PaymentWorks to complete or update their registration. Payment Compass will continue to be available to do the following until a new solution can be identified:

- Proxy registration for non-PO payees.
- Invoice submission (including subaward invoices).
- Viewing invoice and payment status, although Oracle provides the most up-to-date payment status information for campus.

Oracle Scheduled Maintenance 04/07/2023
Oracle production environment will be down for maintenance on **Friday 04/07/2023** from **7:00 PM** through **12:00 AM**.

Project Portfolio Management Generate Invoices Job
The PPM Generate Invoices job is experiencing a bug and failing to create “draft” invoices. A Service Request of the highest severity has been issued to Oracle to escalate this.

Accounts Receivable Update
The category filter on the Aging report is currently not working; this is a known issue we are working to resolve.

Chart Of Accounts (COA) Update
A new cross validation rule has been added that salary accounts (50000A) should not be used with function code 780 - Financial Aid.



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

Fund Management Office Hours
Every Thursday @ 11:00am - 12:00pm
At this week’s office hours we will walk through our newly released Graduate Student Funding Report. Use this report to verify funding sources for payroll, tuition, fees, and stipends across multiple terms/years by graduate student, department, fin unit, and project. Don’t miss it!

Reporting Workshop: Dashboard of the Week Series
Monday, April 10 @ 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 - Advanced Topics.

Concur: Event Expenses & Other Reimbursements
Thursday, April 13 @ 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.

UC San Diego Travel: Before You Go
Thursday, April 20 @ 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, April 20 @ 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.

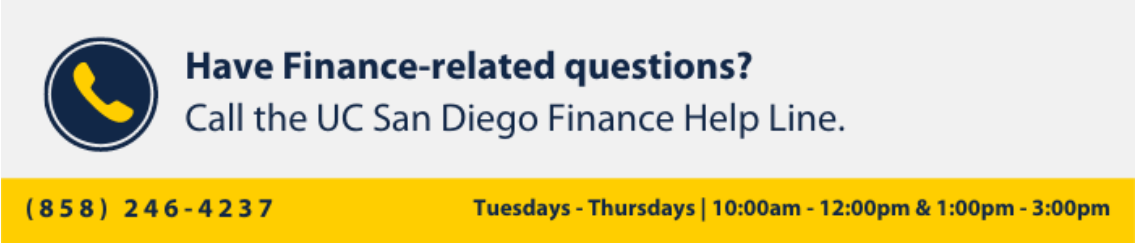
Hot Topics: Fiscal Close

Wednesday, May 3 @ 11:00am - 12:00pm
Join Integrated Procure-to-Pay Solutions for its next session of Hot Topics to learn how to best prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel & Expense spaces.

Contract and Invoice Creation Training
Returning Soon
Contract and Invoice Creation Training will be returning soon. Stay posted for updates and upcoming Training dates to ask questions and receive guidance on the PPM contract and invoice creation process.

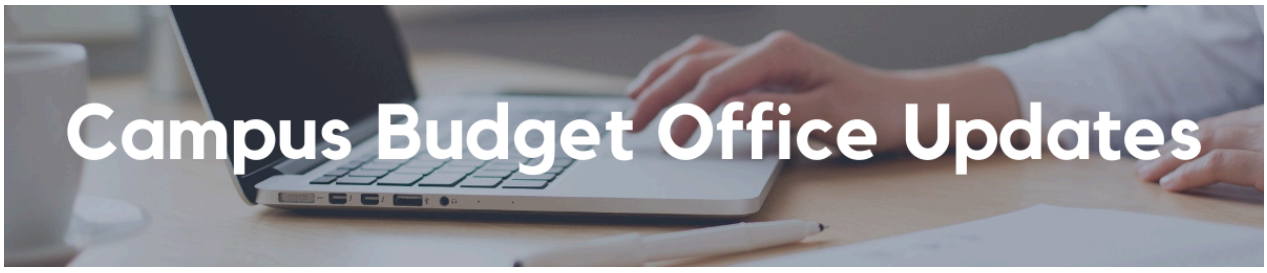
For departments requiring training between the designated courses, training sessions can be requested directly soon.

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!



The 2023-24 EPBCS Budget Entry Is Now Closed
On behalf of the Campus Budget Office, thank you to everyone who participated in completing their 2023-24 budget. Access to the Oracle Planning and Budgeting system (EPBCS) production environment remains open to VC Offices for the review period through April 9th.



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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