

# 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!

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### **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.

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### **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.
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### **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.
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### **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.
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### **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.

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### [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.

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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).

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**Have Finance-related questions?**  
Call the UC San Diego Finance Help Line.

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**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](#).

*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!*



# Campus Budget Office Updates

#### 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.

# Tips & Tricks

## 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.



The infographic titled "Support Framework" provides a structured approach to finding help. It is divided into four tiers, each with specific criteria and resources. Tier 0 focuses on self-service, Tier 1 on getting help from knowledgeable representatives, Tier 2 on escalating to the central support team, and Tier 3 on suggesting enhancements. Each tier includes a list of "Applies to you if you:" conditions and a list of "Resources" to consult.

**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 Center](#)
- [Knowledge Base Articles](#)
- [Community of Practice](#)
- [Published Information in Blackboard](#)
- [Finance Website](#)

**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 support ticket to 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 [finance.support@ucsd.edu](mailto:finance.support@ucsd.edu)
- Submit a ticket to [Budget & Finance Services](#)
- Find the form in our [Support 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 Improvement Box](#)
- [Business Improvement Ideas Page](#)

[View the full Support Framework on Blackboard](#)

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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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