Budget & Finance Weekly Digest



November 14th, 2023 | 147th Edition

Announcements



Update to PaymentWorks Payee Invitation Form - Coming Soon!
PaymentWorks is preparing to launch an enhancement to the payee invitation form. The new invitation form will ask campus clients to identify upfront the UC San Diego system that will be used to issue payment to the payee (e.g. Oracle, Concur, Services & Support), which will determine what registration form the payee must complete. This change will reduce payee confusion, mitigate errors in their setup, and get the payee setup faster in the right system.

Training and guidance are in the works. Continue to reference the PaymentWorks Blink page for up-to-date information. The IPPS technology team will join Office Hours post-launch to answer questions. Stay tuned!

Sponsored Projects Federal Financial Reporting Timelines and Current Late FER's
We have a pressing matter at hand regarding several overdue Federal Expenditure Reports (FERs) that require immediate submission. In our commitment to comply with federal regulations, we have diligently reviewed and revised our Sponsored Project Federal Financial Reporting guidelines (linked here). This update is aimed at ensuring that we meet our reporting obligations promptly in the future.

To provide context, we currently have more than 50 outstanding late FERs. To address this issue, we kindly request that fund managers submit their late FERs to Sponsored Projects Finance by December 1st. In cases where we do not receive the FER, we will proceed to submit the report to the federal government based on ledger records. Our award accountants will reach out to the fund managers to extend support where possible.

Departments are encouraged to review and prioritize reconciling awards that have ended. Please use the report that lists all financial reports due that can be found in the SPARCM Dept Portal at https://act.ucsd.edu/sparcm/sparc-dept-home.shtml using the following steps:

1. Click on *Department Dashboard*
2. Select your Department > Click *Select*
3. Show "All" entries
4. Click *Excel*
5. The report can be filtered by column:
6. Waiting: Department
7. Filter by Action: Final FER awaiting departmental approval

Accounts Receivable Updates
Financial Operations has received a notice of bankruptcy from Proterra Inc.
Other company names associated with this bankruptcy filing are: ArcLight Clean Transition Corp.

If your department is owed funds by any of these companies, please contact Accounts Receivable via S&S ticket as soon as possible. The filing deadline is Nov 13, 2023.

Internal Controls Policy Available for Review
The final draft of internal controls policy available for review and comment this month and then it will be sent for publication in the campus Policy and Procedure Manual. The policy will formally establish procedures and standards regarding internal controls for departments. The draft of the internal control policy can be found here.

Currently, the target date for policy implementation is mid-January 2024.

For questions or concerns on the policy, please submit a ticket via Services & Support [*About*: Financial Accounting, *Related to*: Internal Controls, *More Specifically*: Internal Controls Support]



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.

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

Fund Management Office Hours
Every Thursday 11:00am - 12:00pm
Come get your questions answered and solidify your understanding during this information-packed session. Don't miss it!

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

Financial Operations Office Hours
Friday, November 17 @ 9:00am - 10:00am
Join the Financial Operations team this Friday for updates from Accounts Receivable, Strategic Design, Cash & Merchant Services and Equipment Management, Open Q&A. As always, we will have open forum discussions, any updates we might have to share with you, and general Q&A sessions. We look forward to seeing you there**!**

Contract and Invoice Creation Training
Wednesday, November 29 @ 10 a.m.-11 a.m.
Ask questions and receive guidance on the PPM contract and invoice creation process every last Wednesday of the mid-quarter on Zoom 10 a.m. - 11 a.m.
For departments requiring training between the designated courses, we offer one-on-one training sessions with a member of our team who can answer questions about the process. Sign up for a PPM Contract and Invoice Process Session directly on Calendly for teams of 3 or more personnel.

[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!



Changes to Payroll Projections
Major changes have been made to payroll projections. Here's a summary of these changes:

- GSR positions now project into the future. GSR-NO REM positions will be projected in future summers through the budget period end date, and GSR-TUIT REM positions are projected in future academic years, even if currently on short work break. If a GSR on short work break has an active TA position at 0.49 FTE or higher, the GSR positions will not be projected
- Postdoc positions now ignore the job end date and project through the funding end date or budget period end date
- TA positions now project tuition and fees on a quarterly basis
- Vacation accruals are now included in benefit projections

Enhancements: Project Overview Report

A new Task Source Reference prompt has been added, enabling you to search for a legacy index number and find the project-task that the index was converted to in Oracle. Search by one or multiple reference numbers.
As mentioned in the article below, this report offers a sneak peak of the upcoming Cognos report prompt page redesign changes coming December 12th. The layout and design have been updated with an improved user interface and standardized sections and prompts.
The report is now available from the Business Analytics Hub (bah.ucsd.edu) under the Information Lookup tab.

Enhancements: Default Project Payroll Report
Previously, Employee Name and UCPath Project, Task, and Funding Source were only populated for UCPath-source transactions. We have now extracted those values from the Expenditure Comment for NGN and HSIT transactions where available. As a result, NGN and HSIT transactions will now appear together with the corresponding payroll transactions in all parts of the report.
On the Oracle + LL Details page, new columns have been added for Position Number and Fund Manager. The columns have also been reordered to bring employee information together, followed by information about responsible individuals, followed by UCPath chartstring information.

Cognos Report & Dashboard - Prompt Page Redesign Coming Soon
We heard you! Thanks to your feedback, the layout and design of all financial Cognos report prompt pages will be getting a refresh. Changes are being made to standardize your user experience when selecting prompts across all financial Cognos reports, as well as offer an improved, modern feel.
These changes will be applied to the following reports on December 12th:

- Project Management Dashboard
- Transaction Details
- Expanded Project Summary
- GL Project Balances
- GL Fund Balances
- GL-PPM Reconciliation
- Department Operations
- Default Project Payroll

For all other financial Cognos reports not listed above, these changes will go into effect in the following months. Check out Project Overview now for a preview of the changes.

Special thanks to those who requested these enhancements: Caitlin Bartlett, Becky Uhl, Ana Aldana, Jordan Wright, and Elizabeth Kelly.

Uncleared (Concur) Credit Memos
Reminder to departments to run the Uncleared Credit Memos report that is available via the Department Exceptions Panorama or the Procure-to-Pay Panorama on a regular basis.
This report displays outstanding Credit Memo details from Oracle Financials Cloud (OFC), created by Concur Expense Reports with a net amount owed by the employee as a result of

Personal/Non-Reimbursable Card Charges, Cash Advance Returns or Travel Card Per Diem Offset.
For outstanding Credit Memos as a result of Personal/Non-Reimbursable Card Charges and Travel Card Per Diem Offset, filter by Employee Name, Invoice Number or (Accounted) Financial Unit.
For outstanding Credit Memos resulting from (Travel) Cash Advance Returns, filter by Financial Unit 5000051 and locate employees who fall under your unit.
Refer to this Blink page for guidance. Attend the weekly Travel and Expense Office Hours for assistance or submit a Services and Support case.

Concur Reports
Department administrators: would you like visibility to your cardholders' spend activities and outstanding card charges that have not been posted to your departmental funding sources? There are several reports available via the Business Activity Hub (bah.ucsd.edu).
Take a moment to review this Blink page for the reports that are currently available:

- *Concur Expense Reports* displays details that have been approved as well as pending submissions
- *Outstanding Card Charges* lists unreconciled T&E, CTS and P-card expenses by age and status
- *Credit Card Transactions* provides information on both reconciled and unreconciled card charges
- *Credit Cardholders* displays a list of cardholders by Home Department or Financial Unit (cardholders who have never used their cards will not be listed in this report)

Attend the weekly Travel and Expense Office Hours for guidance or submit a Services and Support case.

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.

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