

February 28, 2023 | 110th Edition



UC San Diego Financial Accounting Program

The UC San Diego Financial Accounting Program is a complementary professional development opportunity being offered to help you become more effective in your role. It's flexible, available right now, and at no cost to you. Take the short assessment and APPLY NOW. An application including the assessment and supervisor endorsement is due **March 3, 2023**.

We encourage everyone who wants solid fundamentals in finance and accounting to take the introductory course, **Financial Accounting for Non-Accountants (FAFNA)**, either as a stand-alone or as part of the full program that includes additional courses. Enrollment consideration will be given to staff with fiscal responsibilities (e.g., Research Administrators, Fund Managers, Financial Analysts, Business Officers, etc). This program is a great way to gain critical skills that will benefit your current and future career path. Visit our site for more information.

PerkinElmer Planned Maintenance

Please note that PerkinElmer's global ordering and fulfillment systems will be offline for planned maintenance **Friday February 24 11:00 AM PST – Monday March 6 3:00 AM PST**. Advanced Search orders received after February 24 will be queued until March 6 at 3:00 AM PST when they will be processed and sent to fulfillment. Request form orders will also be held and manually entered into the system by Customer Care starting on March 6. Please order ahead and avoid ordering from February 24 - March 6 if possible.

2023 Annual Refresher Procurement Card Training

UC San Diego and Financial Bulletin BFB-BUS-43 requires mandatory annual refresher Procurement Card training for all cardholders. Active Procurement Card Cardholders will soon receive an email titled "2023 Annual Refresher Procurement Card Training" later this week. Receipt and review of this email fulfills the annual refresher training requirement. All **New**

Procurement Card Cardholders must still complete the Procurement Card Program ECourse initial training via UCLearning. Review of the annual refresher training will not satisfy the initial training requirement for new cardholders. Cardholders are not required to notify the

New PaymentWorks Webinar

Due to overwhelming demand, Integrated Procure to Pay Solutions (IPPS) has opened up a second date for a PaymentWorks Webinar. If you were unable to attend the first session, this is a great opportunity to hear more about our new Payee Management system. The second PaymentWorks webinar will take place Thursday, March 9th at 9am. Please sign up using the registration link here. For updates and a link to the recording, refer to the PaymentWorks Blink page.

Financial Operations Process Improvement: Generate Invoices Job Frequency

Financial Operations is piloting a new launch in Production to improve the frequency in which invoices are created and transferred to Accounts Receivable (AR).

In the spirit of process improvement, the FinOps Team is working to schedule the Generate Invoice/Revenue jobs more frequently. Campus users can and should run the Generate Invoices job on an adhoc basis when needed (see KB0033947 How to run the Generate Invoices job). We are working on increasing the frequency of the automated job, more to come.

- Users may see changes to the frequency of the Generate Invoice/Revenue jobs and how frequently invoices are transferred.
- The changes are grouped in a “suite” and set to run every 4 hours.
- The AR Team will maintain vigilance if there are any reports of job issues/failures.
- Reported issues will be resolved in Production.

Please report any issues to the AR team for review and resolution via Services & Support tickets.

Updated Checklist for Best Practices in Internal Controls

Over the past few months, the checklist for internal controls has been evolving as new reporting is made available to our University community. Please be sure to download the latest version of the checklist from Blink: Best Practices in Internal Controls.

For questions or comments on the checklist, please submit a ticket via Services & Support [About: Financial Accounting, Related to: Internal Controls].

Last Chance: UCPath Voice Survey Closing Soon

Have you completed an online UCPath training course on the UC Learning portal? This is your last chance to share your **honest** opinion. Your feedback is critical for us to develop a better version of our UCPath training. The survey will close **tomorrow, March 1, 2023**.



Click here to complete the UCPath Voice Survey.



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

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 6 @ 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 Advanced Cognos Tips and Tricks.

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.

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 Car.
- Learn how to book travel via Concur Travel.

UC San Diego Travel: Reporting Expenses
Thursday, March 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.

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).

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.

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!



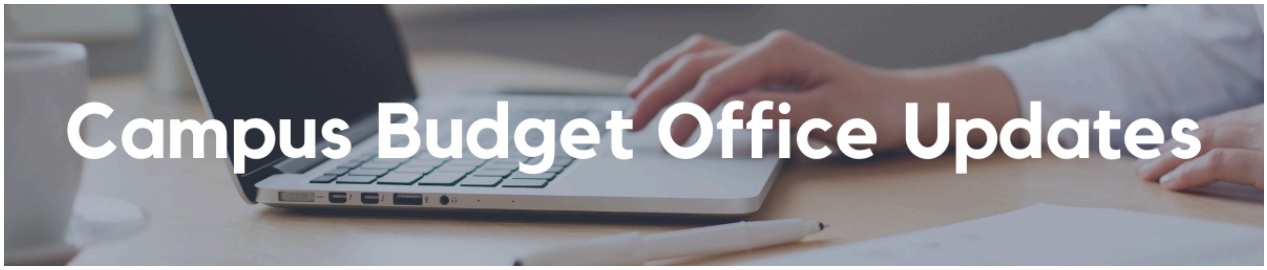
COMING SOON! New and Improved Deficit Reports
The Campus Budget Office will be releasing updated versions of the two existing deficit reports: **Financial Deficit Report – Operating Funds**, which displays deficit balances by accounting period for all campus funds, except Contracts & Grants and **Financial Deficit Report – Sponsored Projects**, which displays budget balances for open and ended projects in deficit

Enhancements include:

- Shift to Cognos-based reports for faster load time.
- Operating Funds report streamlined to only display negative balances (previously displayed both positive and negative balances).
- Ability to select any level of the Financial Unit Hierarchy.
- Ability to view only deficits greater than $25,000.
- Ability to download report to Excel for analysis and distribution (be sure to use 'Run Excel' as the other download options are not compatible with this report).

Launching New Emailed Reports
Starting this week five new emailed reports will be triggered based on a set of criteria related to either cost transfers or PPM Contract Invoices. Examples of the emails and the corresponding reports are linked below.

- Cost Transfers Not Processed Due to Validation Errors.
- Cost Transfers Canceled.
- PPM Contract Invoices Transfer Accepted.
- PPM Contract Invoices Transfer Rejected.
- PPM Contract Invoices Emailed.



The 2023-24 Campus Budget Development Cycle is Underway
Access the EPBCS production environment to complete your FY24 operating budget at https://planning-ekgs.pbcs.us2.oraclecloud.com/HyperionPlanning.

This year's budget entry deadline is **March 30th**. If you missed our Oracle Budget training sessions, the recordings and slide decks from those sessions are now available.

Join CBO Office Hours Every 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).

Registration is Open for Smart View Data Analysis Training
Oracle Budget Data: Smart View Ad Hoc Tips and Tricks (Beginner).
Oracle Budget Data: Smart View Ad Hoc Querying (Intermediate/Advanced).

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. Just select **Budget & Planning > Oracle Planning & Budgeting (EPBCS)**.



Hotel Tips for Incoming Guest Travelers
Did you know that our local partner hotels regularly offer specials and promotions? Be sure to check out the Local Hotel page's Specials and Promotions section to see each property's current options.

UC San Diego is the Company of the Month at La Jolla Shores! Book your guest travelers or a staycation for yourself to receive perks and benefits in March 2023. Specials and promotions change often so be sure to check back regularly.

Getting Ready to Travel on Behalf of the University?

- Do you have your Travel & Entertainment (T&E) Card? Is it activated?
- Did you submit your Travel Request in Concur?
- Have you taken a look at the university's Travel Policies? Here is the Travel Policy Highlights quick guide.
- Did you complete your Profile in Concur? Including your loyalty program numbers will allow you to accrue your points/miles with every Concur booking.
- Did you book your Airfare in Concur?
- Did you download the TripIt Pro app and the Concur Mobile App?
- For more information on what to keep in mind during your trip and how to reconcile expenses, check out the complete Travel Process.

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.

Visit Our Website | Subscribe to our YouTube | Contact Us

UC San Diego

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