



# Budget & Finance Weekly Digest \*

December 13, 2022 | 101st Edition

## Announcements



### Change in Timing of Allocation of Regents Gift Revenue

There will be a change in the frequency for some gift related entries.

- Currently, gifts made to the campus (Regents gifts) are recorded into the campus ledger weekly. Beginning with December gift receipts, the Regents gifts will be allocated to the fund on the 4th or 5th business day of the following month during month end close.
- While we understand this is a change from our current timing, you will continue to receive the Daily Gift Report detailing any gifts received to your fund during the month for use in planning expenditures. The revenue will be reflected in the same month in most cases (gifts requiring conflict of interest review may cross months). This will allow us to streamline our accounting processes and reconciliation, and reduce error correction.
- There will be no change to the processes or timing for gifts to the Foundation.

If you have questions please submit a services and support ticket to About: Gift Funds; Related to: Gift Fund Inquiries; More Specifically: Gift Funds Questions

### New Common Chart of Accounts Display Order in UCPATH

UCPATH is implementing a New Common Chart of Accounts (CCoA) Display Order. This project will update UCPATH chartfield ordering adhering to the new UC systemwide standard, **beginning today, December 13, 2022.**

### Who will be impacted?

- The new CCoA Display Order will only impact UCPATH users.
- Oracle Financial Cloud (OFC) users will not be impacted. There will be no change to data entry in OFC.

## Resources:

- [New CCoA Display Order Micro Learning Video](#)
- [Current UCPath Order vs. New UCPath Order Diagram](#)
- [UCPath New CCoA Chartfield Definitions Diagram](#)

For a complete description of this project along with the list of UCPath pages impacted by this change, please refer to [UCPath's New CCoA Display Order Project Space](#).



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 review the differences and when to review PPM vs GL reporting. Come and get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

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### **[Oracle: Buying and Paying for PO Requisitioners](#)**

**Thursday, December 15, 2022 @ 9:00am - 11:00am**

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Please note the [Introduction to Oracle Procurement & Payables eCourse](#) is a required prerequisite for registration.

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### **Sign up for a Reporting One-on-One Session**

Have a very specific question about navigating a report? Want to learn more about a dashboard? Meet with a member of the BI & Financial Reporting team one-on-one over Zoom to get your reporting-related questions answered. [Sign up here](#) and provide as much information as possible in the request so we can best support you.

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## Have Finance-related questions?

### Call the UC San Diego Finance Help Line.

( 8 5 8 ) 2 4 6 - 4 2 3 7

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!

# BI & Financial Reporting

## New Enhancement Release: Contract Management Dashboard

Multiple enhancements have been released on the Contract Management Dashboard, including:

- **Award Contract and Project Summary:** This report now includes PI name, sponsor award number, sponsor name, and commitment amounts. You can also search the report by PI name.
- **General Contract and Project Summary:** Enhanced to enable search by project manager.
- **Receipt Details:** A new column has been added called *Accounted Net Amount*. This value shows the net amount that has been posted to the indicated chartstring in the general ledger. If amounts were entered and reversed on the indicated chartstring, the *Accounted Net Amount* will show as zero.

## New Enhancement Release: Department Exceptions - Project Setup to GL Match Errors

The Project Setup to GL Match Errors Report now includes Fund mismatches, comparing how the project was set up in PPM and what funds are included in the COA for GL transactions. For example, the report would highlight the following error: a project is set up with only task 1 on fund 13991 in PPM, but a transaction posts on the GL with a gift fund.

## Reporting Workshop: Dashboard of the Week Series

Thank you to everyone that attended the Reporting Workshop series this year. Recordings of the series can be found on the [Reporting Workshop Blink page](#), along with a schedule of next year's topics. We're looking forward to seeing you next year!

# Tips & Tricks

## Local Hotel Charges in Concur

Are you missing a charge from one of our [local partner hotels](#)? Please submit the final hotel receipt (folio) to [Services & Support](#) using the following categories and we will research it for you.

\* I want to...

Ask a Question or Make a Request

\* About

Travel

\* Related to...

Concur Bookings

\* More Specifically...

How-To Book Travel

## 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](mailto: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  
BUDGET 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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