Budget & Finance Weekly Digest

June 14, 2022 | 75th Edition

Announcements

Oracle Scheduled Maintenance
Oracle production environment will be down for maintenance from **7:00 PM Friday, 06/17/22** through **7:00 PM Sunday, 06/19/22**.

Deactivated Suppliers in Oracle
900 supplier sites were deactivated in Oracle as the emails to which POs were being sent were no longer valid. A full list of those who were deactivated has been published for your reference. If you are attempting to order with a supplier who has recently been deactivated, please ask them to update their registration in Payment Compass. Specifically, they should edit their **Fulfillment Address** and ensure the email to which POs are sent is correct. Refer to our Update a Supplier's Registration in Payment Compass KBA for more instructions to provide your supplier on updating their information.

PADUA 2.0 is Live!
As of **June 1, 2022**, Project and Award Data Update Application (PADUA) 2.0 is live for campus users. Departments now have the ability to create their own General Projects with a single task and allow updates to Project elements such as Project Personnel, Name, Classification, and Reporting Category. Please use PADUA 2.0 to process these requests on individual projects.

Previously, users that are affiliates or have alias emails were encountering access issues – this has now been resolved. Review the How to Use PADUA 2.0 KBA for more information.

Access requests submitted through Services & Support will continue to be processed through **June 30, 2022**, but the turnaround time may be delayed. We thank you for your patience.

Enhancement: GL-PPM Reconciliation Report

Major enhancements to the GL-PPM Reconciliation report have been released. Read more about the changes in the BI & Financial Reporting section **below**.

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 to this week's Fund Management Office Hours to see a live demo of and ask questions about the newly enhanced GL-PPM Reconciliation report.

Financial Operations Office Hours

Friday, May 20, 2022 @ 9:00am - 10:00am

This week's office hours will provide updates on Equipment Asset Management, PADUA 2.0 and the Generate Invoices report, cost transfers, contract and invoice training, followed by an open Q&A. We look forward to seeing you there!

New Southwest Airlines "Wanna Get Away+" Fares

Thursday, June 23, 2022 @ 1:00pm - 2:00pm

As you may have heard, Southwest Airlines has launched Wanna Get Away Plus. This new fare gives business travelers more flexibility while still being at a low price point and there will also be some discounts based on UC's Southwest contract. Join UCoP for a webinar specific to this new fare class.

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!

Enhancement: GL-PPM Reconciliation
Major enhancements to the GL-PPM Reconciliation report have been released:

- **Prompt page enhancements:**
  - **L4 Financial Unit:** Search for all of the financial units in your department without having to enter each financial unit number
  - **Project Type:** Limit your results to GL-PPM variances on sponsored projects
  - **Accounting Period Status:** Limit your results to transactions in closed accounting periods without selecting the accounting periods
  - Project Manager, Fund Manager, Financial Unit, and Project prompts allow you to simultaneously search for multiple items
- **Report enhancements:**
  - The drillthrough report has been completely rebuilt to identify the specific transaction(s) causing a variance between GL and PPM
  - A Payables Invoices tab on the drillthrough report identifies invoices posted to GL only and provides all of the information needed to complete a Posted Payables Cost Transfer Request spreadsheet
- **Resources:**
  - Visit GL-PPM Reconciliation on Blink to understand how to use the data and to view answers to frequently asked questions
  - See a live demo of the enhanced report at this week's Fund Management Office Hours

New Report Release: Unprocessed Transactions With Errors Report
For Recharge Facilities and Auxiliaries that process PPM Costs, there is now a **new** Unprocessed Cost Report available on bah.ucsd.edu, under the Projects and Awards tab. This report now has updated formatting, additional fields, and filters from the prior version created at go-live. One of the new filters is to separate new Unprocessed Costs vs. Adjustments (cost transfers) in Exception status.

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
- 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 BUSINESS 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.

Visit Our Website | Subscribe to our YouTube | Contact Us

UC San Diego

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