Budget & Finance Weekly Digest



May 30, 2023 | 123rd Edition

Announcements



Oracle Fixed Assets Module Office Hours Monday June 5th
Next **Monday June 5, 2023**, we will be kicking off the first session of Office Hours. Please join us at **10:05 AM** on Zoom to learn more about the following topics:

- FA Roles/Access
- CAMS vs FA Interaction
- Conversion

Improvements to Concur Commitments
Significant improvements to the Concur commitment process will go into effect on May 31st and we would like to thank those of you that submitted feedback, as we have incorporated several of the proposed ideas. No changes or adjustments need to be made on your part to receive the benefits of these improvements.

What is changing:

- When a Concur commitment is lifted, it will be removed from the project commitments view in Oracle, instead of creating a negative reversal.
- Travel and Event Requests will only create a commitment for *future* travel or events, instead of creating commitments for all approved requests.
- You can now see trip or event names on the commitment when viewing the Transaction Details Report (PPM Commitment View) in the Original Transaction Reference field.
- Concur commitments will lift when an attached expense report is fully approved in Concur
    - Requests will remain open until a corresponding expense report is approved.
    - You no longer need to manually close your request or wait 120 days for your request to auto-close unless a corresponding expense report is never created.

Next Steps:

- IPPS will proactively identify and correct commitments in Oracle.
    - Please only submit a Services & Support case if a commitment needs to be corrected urgently.
- Reconcile your travel and events by submitting an expense report. Commitments created prior to May 31st will lift once the expense report is approved.

Thank you for your ongoing engagement, feedback, and patience.

SAP Concur for Mobile App Blink Page

The SAP Concur for Mobile App Blink page is now Live! Learn more about the app and how to keep track of your receipts and expenses while on the go! Scan this QR code to take you directly to the page from your phone OR checkout the Blink page directly from your browser.

Foundation Transfers, PPM 410-5 and PPM 410-6

Advancement Services is reviewing balances of gift funds and will ask your business unit for help to comply with the following:

- Gift and Foundation Accounting will be transferring balances from the Foundation to campus ledger for Foundation funds where the campus expendable is in deficit or the Foundation expendable is less than $500 with no recent transfer activity. These transfers will post on May 31, 2023.
- A notice of gift funds non-compliant with PPM 410-5 will be sent to fund holders and business officers in August 2023 to help prepare a carryforward request or spending plan, due **September 30, 2023**. More information can be found on the Policy on Expenditure of Gift Funds webpage.
- All units with gift funds are responsible for developing and providing timely and impactful stewardship reports to donors on the use of and expenditure of their gifts. The Office of Gift Policy and Donor/Fund Stewardship will be asking for a narrative of the use of endowed gifts for the period July 1, 2022 to June 30, 2023 to be submitted by **July 28, 2023**. If you have any questions, please email fundstewardship@ucsd.edu.
    - Endowment Guide



Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

Fiscal Close Office Hours

Every Wednesday @ 10:00am - 10:30am

From now until August 2nd, join the Fiscal Close Office Hours to ask questions and provide feedback regarding fiscal close activities.

Contract and Invoice Creation Training Relaunch

Wednesday, May 31 @ 10:00am - 11:00am

Find out about the PPM contract and invoice process. These resources and training are for individuals new to UC San Diego or those interested in refreshing their knowledge of the PPM contract and invoice process.

Fund Management Office Hours

Every Thursday @ 11:00am - 12:00pm

Stephanie Chernau will discuss the significant improvements to the Concur PPM Commitment Process effective 5/31 and how to manage your commitments going forward. She originally presented these changes on Feb. 9. 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, June 5 @ 11:00am

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include discussions and report demos to help address some of your frequently asked questions. There may also be opportunities to win prizes during the series! The next session will feature the **Transactions on No Project report** on How to identify and resolve GL transactions on no project.

Mixing Business with Personal Travel

Wednesday, June 7 @ 11:00am

Mixing business with personal can be a sustainable way to travel, so we will share some tips on how to do so without using any UC funds.

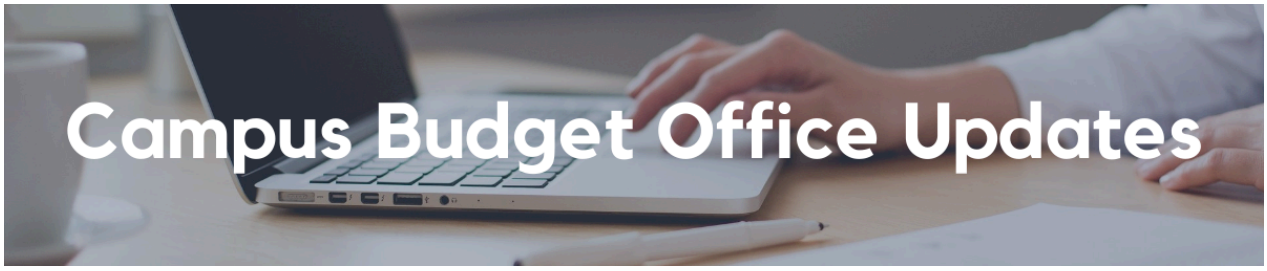
Reporting 1:1 Sessions
Sign up for a 1:1 Zoom session to meet with a member of the BI & Financial Reporting team who can answer your specific questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH).

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!



Clear Legacy Fund Balances With a SOFI Swap
With the implementation of the Simplified Operating Funds Initiative (SOFI) in FY2016, most departments across campus now operate with SOFI as their main Core Operating Fund (13991). However, in the Oracle transition, some legacy index balances were inadvertently carried over in fund numbers such as:

- 19900-State General Fund
- 14000-Tuition
- 10950-Federal Contracts and Grants ICR
- 13050-Opportunity Fund
- 19933-Federal ICR (General Fund Portion)
- 19942-Nonresident Supplemental Tuition

The Campus Budget Office can assist with clearing these fund balances (whether positive or negative) via a SOFI swap journal. Please submit a ticket to CBO by selecting Budget & Planning > Fund Transfers/Allocations > CBO Resource Allocations and include **SOFI Swap** in the Subject Line. Please provide the following:

- Full **Legacy Fund** chart string and $ balance to be transferred
- Full **SOFI-13991** chart string to send/receive the fund swap

Note - If there are current year expenses posting to the Project/Task linked to the legacy fund #, please process Cost Transfers prior to requesting a fund swap for the remaining balance. This

may also include updating payroll, recharges and other transactions that are pointing to the legacy Project/Task so that additional expenses don't continue to post in the future.



Resolve Your Accounts Payable Invoice Holds Before Fiscal Year End
Invoice holds are routed to the Requester indicated on the Purchase Order for approval when there is a discrepancy in price or quantity between the invoice and the PO. Requesters are responsible for approving invoices to indicate goods have been received undamaged and/or services have been rendered satisfactorily, separate from financial approval.

To view invoices pending your approval,
Click on your Watchlist on the top right corner in Oracle.



Under the invoices section, click on the link "Requiring my approval" to view invoices pending action.



Act Upon the Invoice Hold

1. Compare the invoice details shown in the notification with the PO in Oracle
2. If the invoice charges accurately reflect goods that were received or services that were performed, Release the invoice for payment
3. If the invoice is inaccurate, Acknowledge the invoice
    a. Add a comment explaining why it should not be paid and including the next steps (e.g. cancel the invoice, process against a different PO line, etc.)
    b. Contact the supplier informing them that the invoice will not be paid and potentially requesting a revised invoice with the appropriate charges

Useful Links
How to Resolve an Accounts Payable Invoice Hold
https://support.ucsd.edu/services?id=kb_article_view&sys_kb_id=727f5a321b6bdd5448e9cae5604bcb8e

Common Invoice Holds

https://support.ucsd.edu/services?id=kb_article_view&sys_kb_id=f45573671bfb5550d1b0a935604bcb43

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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