

July 25, 2023 | 131st Edition



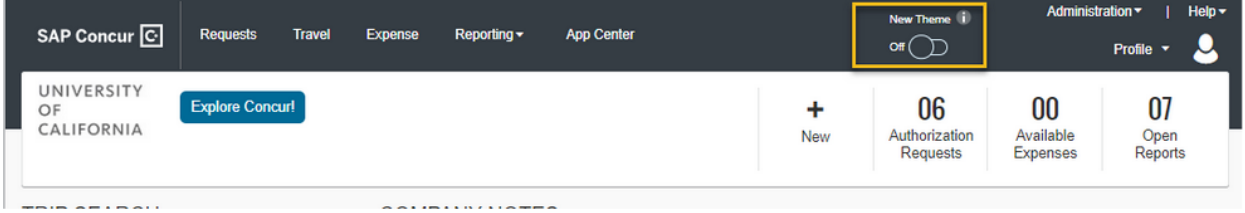
Travel Perks for University of California Employees - Alaska Airlines
Alaska Airlines is offering a generous opportunity for **University of California** to gain MVP premier status through the end of 2023 and will require registration with your official UC email address. Once registered, travelers will automatically get MVP status and those already with status will advance one level (up to MVP Gold 75K).

The UC and MVP benefits can be combined, but only if tickets are booked with any of UC's preferred agencies (Balboa Travel).

While UC's contract with Alaska offers priority boarding, access to free preferred seats and potential for premium class upgrades at the airport (based on availability), MVP status provides at least TWO free checked bags and express security line at select airports. This may present a significant cost savings benefit for those traveling on longer flights across the country where luggage and seating are of importance. This program could be especially useful, and we encourage you to register today.

Concur User Interface (UI) New Theme
Back in May, we shared with you some information about the upcoming Concur change through this Weekly Digest where users will have the ability to switch over to Concur's newest User Interface (UI). Changes to the new UI are relatively subtle; key differences are collapsing of the menu items in the Navigation bar into a vertical view as well as color theme changes. Here is a video of what the new UI looks like.

This week, you might have noticed a new toggle button in the Navigation Bar for this New Theme. Starting in October, Concur will make this the default theme so we encourage everyone to give the new interface a try and get familiarized with it.



Procurement Card Reminders

Do you have questions about the UCSD Procurement Card? Be sure to visit our Blink page! You'll find a comprehensive list of helpful information including:

- Procurement Card roles for your department, including Cardholder, Delegate, & Department Administrator
- Common purchases & restrictions
- Commonly requested forms, including the most current version of the Procurement Card Cardholder Agreement
- A thorough FAQ section, with answers to many questions fielded from Cardholders & Departments

Do you still have questions after reviewing our Blink page? Stop by our Virtual Office Hours from 9:00-10:00 AM every Wednesday! This is a great opportunity to get one-on-one assistance with any questions or concerns you may have.

Oracle Fixed Assets Module Office Hours Monday July 31st

Next **Monday July 31, 2023**, will be the next session of Office Hours. Please join us at **10:05 AM** on Zoom to learn more about the following topics:

- Asset Accounting
- Fixed Assets Panorama

Cost Transfer Known Issues

There are a couple ongoing issues with some cost transfers which have been reported to Oracle. Please see the description of each issue below and the suggested workarounds while we await a fix from Oracle.

- Some cost transfers are stuck in “Pending Approval” after being approved
    - Cancel and resubmit the transfer
        - Use the Transfer Workflow Details report on the Project Cost Transfer panorama to identify the stuck transfers (workflow line will show status as Approve but adjustment history line will show status Pending Approval)
- When a user submits a cost transfer but then withdraws it, in some cases the transfer is still completed.
    - If the transfer was completed to the correct project or task, no action needed. Be aware that the status in Adjustment History may show Withdrawn instead of Completed.
    - If the transfer was completed to an incorrect project or task, transfer the NEW transaction to the correct project or task.

- Use the reports available on the Project Cost Transfer panorama to identify where it was completed to and the new transaction number (Transfers Summary is suggested).

Accounts Receivable: Departmental Requests for Clinic Meetings and Reminders
Departments can now request 'clinics' via S&S from the Central Accounts Receivable Team; in addition, the AR Team will be hosting scheduled clinics.

- Objective - dedicated portfolio review, comprehensive analysis
- Department Role - highlight discrepancies, offer functional knowledge
- Central Office Role - provide guidance and how-to
- Example activities during deep dives:
  - Billing - check for accuracy
  - Revenue - ensure it matches billing
  - Contract set up - drives accounting
  - Impact of amendment effective date
  - How OFC can meet functional requirements
- Reports that help check health status
  - Business Analytics Hub
  - AR Pano, Contract Mgt Dash, Dept Exception Pano, GL Pano

Friendly Reminders

- All departments should request detailed remittance notices from customers, including invoice number to the AR inbox
- Monthly cash reconciliation template rollout occurring soon (training session to be held next month)

Cash/Merchant Services: LOC Updates
Letter of Credit (LOC) Draws/Refund requests have been moved to S&S Ticketing.

About: Banking, Cash & Card Products
Related to: Student Loans Draws
More Specifically: (pick one)

- Drawdown Request on a Student Loan
- Student loan payment application inquiry
- Student loan available balance inquiry
- Student loan reconciliation inquiry

OR

About: Banking, Cash & Card Products
Related to: Letter of Credit Draws
More Specifically: (pick one)

- Letter of credit drawdown request
- Letter of credit payment application inquiry

- Letter of credit available balance inquiry
- Letter of credit Reconciliation inquiry

UPS Strike Updates
With the potential for a UPS strike still on the horizon, the following language has been added to all POs being issued to suppliers to help prevent orders in transit from being impacted should a strike happen at the beginning of August: ***If this order includes the shipment of goods, please ship via a non-UPS carrier until further notice.***

We are continuing to work with suppliers to understand their mitigation strategies, and we are also encouraging them to use alternate delivery services. If you are using your Procurement Card to place orders, please select a non-UPS carrier whenever possible. We will continue to provide updates as we learn them, and we appreciate your understanding as we try to minimize any impacts or delays.

UPS and the International Brotherhood of Teamsters have reached a tentative collective bargaining agreement. Thank you to those that adjusted your buying habits and courier of choice in preparation for the potential impact. We will continue to monitor the situation and should anything change we will provide updates as needed.

RESCHEDULED Supplier Inquiry Report Webinar now at Tuesday, August 8th
If you have registered for the Procure-to-Pay Supplier Inquiry Report Webinar that was scheduled to take place this Thursday, July 27th, please note that the webinar has been moved to Tuesday, August 8th at 1pm to ensure that as many of our campus clients can attend as possible. We apologize for the inconvenience and hope that those who have already registered can still attend at this new time. The webinar will be recorded and the slides will be distributed to everyone on the registration list in those that cannot attend.

If you have already registered for the webinar, there is no action required on your part to maintain your registration for the webinar - the Zoom link and the registration link are exactly the same.

For those of you who have not yet registered, this webinar will provide an in-depth look at the enhancements made to the Procure-to-Pay Supplier Inquiry Report, as well as highlight the benefits that the report provides. The registration link can be found here.



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**.**

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.

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 information packed session. Don't miss it!

Reporting Workshop: Dashboard of the Week Series
Monday, July 31 @ 11:00am
Join us virtually for our final reporting workshop next week. 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! At the next session we will cover how to manage non-sponsored projects with PPM Budgets using the **GL-PPM Reconciliation report and the Project Management Dashboard.**
Recordings of previous sessions are available here. If you missed a session in the series, we encourage you to watch the recording. We will be taking a break from conducting new Reporting Workshops as we put our effort into developing a formalized finance training program with self-paced modules in UC Learning and regularly scheduled live trainings.

Concur: Event Expenses & Other Reimbursements
Thursday, August 17 @ 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

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UC San Diego Travel: Before You Go
Thursday, August 24 @ 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

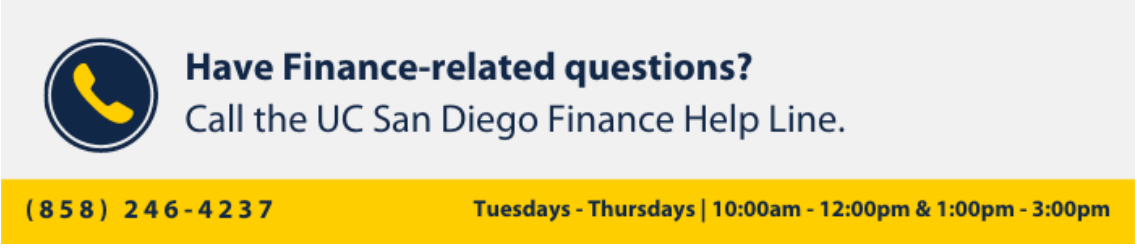
UC San Diego Travel: Reporting Expenses
Thursday, August 24 @ 1:00pm - 3:00pm
Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers (Concur Delegates) and approvers.
The course provides an overview of UC San Diego travel 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 with 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

IPPS Hot Topics: Move/Relocation Policy & Procedures
Wednesday, August 30 @ 10:00am
This Hot Topics Training is great for department Move Coordinators who are in charge of assisting new employees with their Move/Relocation expenses. You will learn about the different move policies, how to find out which policy applies to your employee, reimbursable expenses versus non-reimbursable, the process in Concur to reimburse the employee/reconcile card charges, the taxability component associated with these expenses.

Contract and Invoice Creation Training
Wednesday, August 30 @ 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.

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).



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!

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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