Budget & Finance Weekly Digest



February 13th, 2024 | 158th Edition

Announcements

Your "Virtual Assistant" is On the Horizon!
Oracle Guided Learning is on the horizon and we can't wait for it to be available for Oracle Financials Cloud users! Our team has been hard at work revamping our training and guidance resources to create a more comprehensive support system for our users. As part of this effort, we have transformed over 60 traditional 'how-to' articles from our knowledge base and WalkMe guides into our new On-Guide Learning format. Based on the popularity of WalkMe in Concur, it will continue to be available through the end of this fiscal year. Don't miss out on the latest updates, announcements, and important information—check out the OGL Blink page to stay in the loop!

Financial Accounting Program: Upcoming Information Sessions
The UC San Diego Financial Accounting Program is a complementary professional development opportunity being offered to help you become more effective in your role. This program is currently offered at no cost to eligible career employees through the end of the fiscal year (Spring 2024)!

We invite you to hear more by attending an upcoming Information Session for the following dates. Please register using links below:

- Tuesday, February 27, 2024 @ 10:00am - 11:00am
- Thursday, February 29, 2024 @ 1:00pm - 2:00pm

You are encouraged to share this information with your teams, colleagues, and those who may be interested in participating in the full program or Financial Accounting for Non-Accountants (FAFNA) as a standalone course.

We appreciate the partnership with UC San Diego Division of Extended Studies and the support from supervisors across campus and health sciences.

Composite Benefit Rates (CBRs) are available for FY25
The FY25 CBR rates have been updated in the Composite Benefit Rates (CBRs) and CBR Rates History Blink pages. Since UC San Diego transitioned to UCPath, we have been utilizing CBRs for all financial planning activities, including sponsored agreement proposal budgets.

The CBR rate represents an average of all eligible benefits applicable to an employee group, streamlining the process of assessing individual employee fringe benefits. For any inquiries or concerns regarding CBRs, email CBR@ucsd.edu.

Travel & Entertainment Cardholders - Create a User Profile in US Bank's Access Online Portal & Sign Up For Real-Time Fraud Alerts

If you are a T&E Cardholder you can create a profile in Access Online in order to review your T&E Card information, including contact information and limit information. You can also sign up to receive real-time fraud alerts, if US Bank ever identifies any transactions on your account as suspicious or potentially fraudulent. It's quick, and it's easy!

- Simply navigate to Access Online
- Click on "Register Online"
- Enter UofCA as the Organization Short Name, followed by your 16-digit card number and expiration date.
- Click "Send a Code" and an email will be sent to the UCSD email address on file with your T&E Card to complete the registration process.
- After completing registration, you can sign your account up for real-time fraud alerts by doing the following:
    - To Enroll, go to My Personal Information > Account Alerts > Fraud Alerts
    - Confirm your contact information, select how you would like to receive your alerts (text/email), accept the terms and conditions, and click Submit.

For more information about US Bank Access Online, please review our Blink page.

BI & Financial Reporting

Cognos Reports & Dashboards - Prompt Page Redesign

Last December, several financial Cognos report prompt pages were redesigned (refreshed layout and design for prompt consistency - more details on the 12/12/2023 Budget & Finance Weekly Digest). Now, this redesign has been applied to the remaining financial Cognos reports:

- Assessment Reconciliation
- Closed PPM projects with GL balances
- Cost share reconciliation
- Transactions on no project
- Graduate student funding
- Project setup to GL match errors
- Recharge transactions
- UCPath-PPM-GL salary reconciliation

Extra special thanks to those who participated in the prompt page redesign focus group: Tom Bernal, Gaye Hill, Jeff Woods, Thomas Joyce, Janice Wu, Diane Girling, Teresa Wassum, Hannah Van Etten, David Grayson, Kim Nguyen Wong, Taylor Benarieh, Janessa Goncalves, Shan Poon, Fritz Leader, Angela Robles, and Katy Schoeneweis.

Enhancement Release: Cost Share Reconciliation

The Cost Share Reconciliation is an essential tool for anyone managing cost share. Review it to identify misposted cost share transactions and unfunded cost share. The following enhancements have been made to the dashboard:

- Separated Direct/Indirect costs on the PPM Summary tab in order to make identification of costs needing correction more efficient, and added a prompt to view it with or without the separation (defaults to 'with')
- Added drill through on 'Expenditure Funding Source' to Expanded Project Summary - PPM page

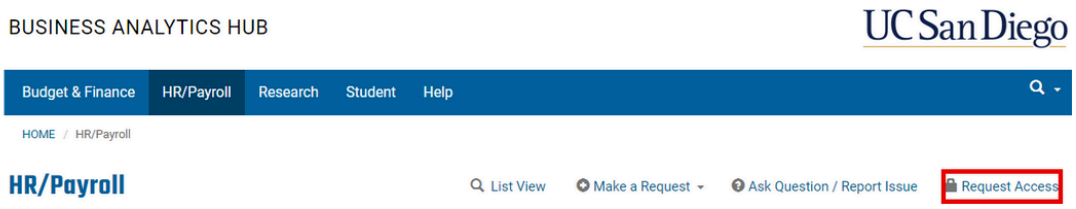
Special thanks to Jennie Morrow for submitting these enhancement requests.

Tips & Tricks

Cognos and Oracle Tips & Tricks

To get access to reports available on the Business Analytics Hub (bah.ucsd.edu), go to the page that houses the report and click on the "Request Access" button, which is located in the upper right corner. You'll be redirected to a form that you can fill in for yourself or on behalf of someone else.

Depending on the group that owns the report, you'll need to request access from a different page on BAH (Budget & Finance, HR/Payroll, etc.). For example, if you need access to the DOPE report, you'll click on the "Request Access" button from the HR/Payroll page on BAH.



Planning Personal Time Around Your Business Trip? Here's What You Need to Know!

Here's what to keep in mind: When mixing personal time with business travel, your airfare should only cover the business days. Any extra days beyond the business travel period require you to provide comparable airfare. Comparable airfare should be obtained at the time of booking travel, filter for economy class and search for the business dates only. The business portion of the airfare will be reimbursable per UC policy. If your comparable airfare costs more, you will be reimbursed in full. If it's less, the lower amount is reimbursable. For detailed examples, check out the Blink Travel Policy Policy on Air Travel.

Quick Reminder: Verify Payment Methods are listed on Receipts

When submitting required receipts, double-check that they display the last four digits of the card used and show the total amount paid. If your receipt lacks this information, you can provide a redacted bank statement instead.

For airfare receipts, oftentimes any changes in the itinerary will list the payment method as "miscellaneous document, previous ticket was applied to this airfare" or something similar. To

prevent delays in reimbursement, always attach the original ticket indicating the original form of payment to your expense report.

Training & Support



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

Concur: Event Expenses & Other Reimbursements

Thursday, February 15, 2024 @ 9:00am - 10:30am

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, February 22, 2024 @ 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

Financial Operations Office Hours

Friday, February 16 @ 9:00am - 10:00am

Join the Financial Operations team on Friday the 16th for updates from Accounts Receivable, Strategic Design, Cash & Merchant Services and Equipment Management, Open Q&A. As always

we will have open forum discussions, any updates we might have to share with you, and general Q&A sessions. We look forward to seeing you there!

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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, February 22, 2024 @ 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

Contract and Invoice Creation Training

Wednesday, February 28 @ 10 a.m.-11 a.m.

Ask questions and receive guidance on the PPM contract and invoice creation process every last Wednesday of the mid-quarter on Zoom 10 a.m. - 11 a.m.

For departments requiring training between the designated courses, we offer one-on-one training sessions with a member of our team who can answer questions about the process. Sign up for a PPM Contract and Invoice Process Session directly on Calendly for teams of 3 or more personnel.

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 understanding during this information-packed session. Don't miss it!

IPPS Office Hours

IPPS holds **weekly** Office Hours to help with all of your questions related to Procurement, Accounts Payable, Travel and Entertainment, Procurement Card and Tax & Account/Supplier Setup. This is our schedule:

- **Procure-to-Pay, Travel & Entertainment, Tax & Accounting/Supplier Setup**
  Mondays 1-2:00 p.m., Wednesdays and Fridays 9-10:00 a.m.
- **Procurement Card**
  Wednesdays 9-10:00 a.m.

ICA 1:1 Sessions

Sign up for 1:1 zoom session with ICA team members

- ***Payroll Financial Management team*** 1:1 sessions have moved from UCPath to ICA. Register here for help with Salary Cost Transfers, Direct Retros, Payroll Reconciliations, UCPath Funding Transactions, Composite Benefit Rates (CBR), General Liability (GAEL) & Vacation Leave Assessment (VLA).
- ***General Ledger Financial Management team***
  Register here for help with General Ledger, Capital/ Fixed Assets, Detail Code setup, ITFs, Internal Controls, Oracle Role questions and more.

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).

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.



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**

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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UC San Diego

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