Budget & Finance Weekly Digest

May 9, 2023 | 120th Edition

Announcements

Oracle Fixed Assets Module is Coming in July!
Launching July 2023, the Oracle Fixed Assets (FA) module supports business processes surrounding the capitalization, depreciation, and financial reporting of fixed assets.
A fixed asset is a tangible piece of property or equipment with a minimum acquisition cost, has a useful life of more than one year, is recorded at the cost it was purchased at, and depreciated over the course of its useful life. Learn more about the upcoming Fixed Assets module and the types of assets it will support.

What you need to know:

- **The process of purchasing assets for your department will not change**. You will continue to purchase assets through the requisition process using an Asset Account/Expenditure Type.
- **CAMS isn't going anywhere**. Once an equipment asset is created in the new FA module, it will be sent to CAMS where you will continue to manage and update asset data throughout the lifecycle of the asset. Any updates you make in CAMS will also be updated in the FA module.
- **Assets will be expensed at the Department Financial Unit/Fund level during the capitalization process in FA.**

Over the next several weeks we will send out additional information related to the FA project such as key dates related to conversion and upcoming office hours focused on key topics, including those above, where you can find out more. Check out the **Oracle Fixed Assets Implementation page** to learn more.

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 2023 calendar year!

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

- Tuesday, May 9, 2023 @ 10:00am - 11:00am.
- Thursday, May 11, 2023 @ 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.

Purchase Order Workflow

As of Sept 2022, there were changes made to the Purchase Order workflow, specifically to how the Strategic Procurement receives and processes orders that require their review and approval. As a part of this change, POs which have not been fully approved by a buyer have a status of **Rejected**. This status does not indicate that any action needs to be taken by you on the Purchase Order; it means the professional buyer has not yet reviewed your order. Please review our Buyer Workflow Enhancement Blink page for information on the changes and guidance on viewing the new status information.

Oracle Project Cost Adjustment Workflow Notification Updates Are Live

The Oracle Cost Adjustment Workflow Notifications updates are now live. The updates will provide more detailed information to facilitate approving pending transactions via email. The changes, including screenshots, are detailed on the Oracle Workflow Notification Updates Blink page under the “Project Cost Adjustment Notifications” tab.

Closing Soon! FY24 EPBCS Budget Process Survey

Did you help to prepare your department’s FY24 budget plan in Oracle Planning and Budgeting (EPBCS)? We want to hear from you! Your feedback is critical to CBO’s ongoing efforts to improve the campus budget process. Completing this survey should take you less than 10 minutes and will enter you to win one of four $25 VISA cards that we are giving away to thank you for your partnership and participation. The evaluation closes **Friday May 12, 2023**.

FY24 EPBCS Budget Process Evaluation

Share your experience for a chance at $25!

Click here to complete the FY24 EPBCS Budget Process Evaluation Survey

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.

Fund Management Office Hours

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

At this week's office hours we will walk through the Outstanding Card Charges Report. Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

Concur: Event Expenses & Other Reimbursements

Thursday, May 11 @ 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.

Reporting Workshop: Dashboard of the Week Series
Monday, May 15 @ 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! Next week's session will feature the **GL-PPM Reconciliation** on How to identify and resolve GL-PPM differences!

Navigating Hotel Rates
Wednesday, May 17 @ 11:00am
While UC has a global contract with Marriott and other localized hotel agreements, UC's needs are varied from individual travel to conferences and group travel. We will share how to navigate these various options, including understanding government rates and analyzing rate rules and restrictions.

Effort Report Training and Refresher
Wednesday, May 17 @ 9:00am - 10:00am
Thursday, May 18 @ 1:00pm - 2:00pm
The course will include an in-depth explanation of the Effort Reporting Process and how to complete them in ECERT. This course will be especially valuable for employees who review and/or certify effort reports. Intended for reviewers, preparers, and certifiers.

Topics Covered:

- Effort reporting requirements.
- Effort reporting roles and responsibilities.
- How to use the effort reporting tool (ECERT).
- Support for completing the effort reports.

UC San Diego Travel: Before You Go
Thursday, May 18 @ 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, May 18 @ 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.

Understanding UC's Car Rental Rates

Wednesday, May 24 @ 11:00am

This session will go over our car rental program, what that means and how to take advantage of it for personal travel. Melissa Burley (UC Risk Services) will join us to share information on insurance coverage for business rentals.

Oracle: Buying and Paying for PO Requisitioners

Thursday, May 25 @ 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.

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.

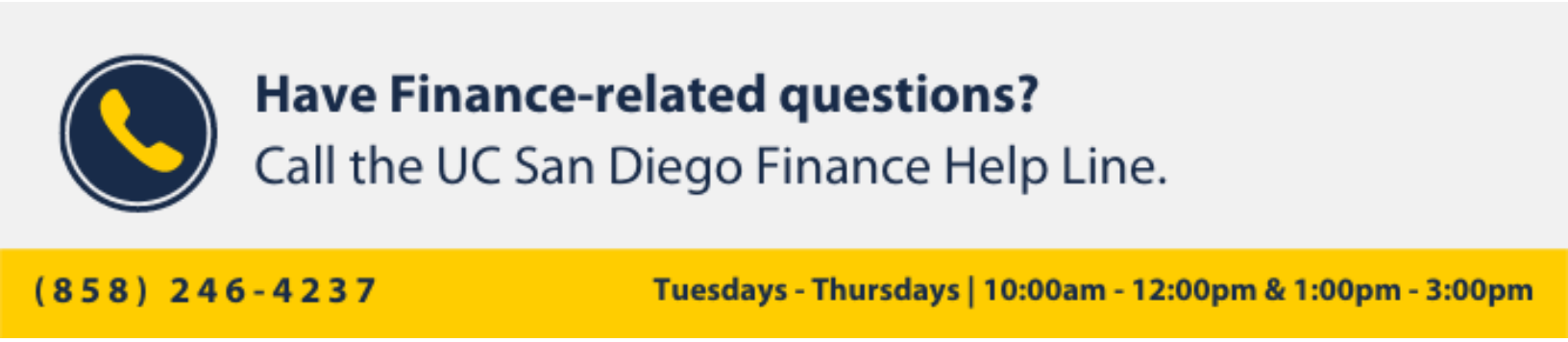
Mixing Business with Personal Travel

Wednesday, June 7th @ 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).



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 Releases:

Project Overview

New columns have been added on the Project Overview report for the Fund and Function associated with the Task at project setup. The Project COA Lookup report continues to be the source of truth for correct and complete chartstrings, but inclusion of the Fund and Function on Project Overview provides you with an alternative way to quickly find this information in association with a plethora of other information about the project and task.

Project COA Lookup
A new filter for “Fund Starts With (First Character Only)” has been added to the Project COA Lookup report. Use this filter to search for all chartstrings for a particular category of gift funds.

Transaction Details
Project Department Reporting Category (Faculty Controlled vs Department Controlled) has been added as a multi-select prompt and as a field in the PPM Cost Transactions Full report and the GL Transactions report.

GL Project Balances
Project Classification has been added to the Summary tab to allow users to group and sort balances by project class category and class code.

Special thank you to the following individuals for submitting the requests that led to this week’s enhancements: Natalie Wolfe, Jason Yates, Eva Thiveos, and Carla Velasquez!

Booking Travel Best Practices!
Will you be traveling soon? Check out the Concur on Your Device Hot Topics video for a refresher on tips & tricks on booking travel and an overview of the Concur Mobile App and TripIt Pro!

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.

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

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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