


**January 16th, 2024** | 154th Edition




**Introducing e-Market Services**
New e-Market services are available to departments for online selling needs! With customizable storefronts, you can sell approved products and fees with ease. From conference registrations to workshop application fees, merchandise to special event items, we've got you covered. To learn more, visit e-Market services on Blink.

**Accounts Receivable: Lockbox & Receipts**
Effective as of 01/02/24, Receipt name formatting for Lockbox checks has changed to the following: LOCKBOX.PAYORNAME.CHECK#XXXX
(EX: LOCKBOX.TUFTS UNIV.000087262)

When pulling receipts on the "Incoming Payments (Receipts)" report (located on the BAH), include Payor's Name in the search field "or Comments Include" of the report.

**Have you used your Travel & Entertainment (T&E) Card?**
Benefits of using the T&E Card are that one can avoid paying out of pocket for university business expenses and not having to worry about late fees and finance charges.

It is the cardholder's responsibility to reconcile all outstanding card transactions in Concur in a timely manner.

- All card transactions appear under Available Expenses in Concur. With the exception of Pending Card Transactions, card charges that appear under Available Expenses are considered **unreconciled** and will need to be added to an Expense Report and submitted in a timely manner.

If you want more visibility into your department's unreconciled card charges, you can run the Outstanding Card Charges Report in the Business Analytics Hub. In the Search box, type in Concur and you will be able to locate the report more easily.

As a reminder, card transactions should be reconciled in a timely manner:

- All Travel and Entertainment Card Product transactions (including T&E Card, CTS Air, CTS Hotel, and T&E - Temporary Virtual Card), are required to be reconciled within 45 days from the trip or event end date.
- Procurement Card charges need to be reconciled in the month the charge to the card was made (i.e. the same month the transaction becomes an Available Expense in Concur)

For more information on the Outstanding Card Charges report, check out the Blink page for an overview and resources on the process.

**Want an easy way to manage your receipts while on the go?**
The SAP Concur for Mobile App is an easy way to keep track of your receipts. Simply download the app from the App Center in Concur and start uploading your receipts. For more guidance on how to download the app and upload your receipts, please reference the "How to Manage Receipts with the Concur Mobile App" KBA.

**Updated Procurement Card Training Requirements, Starting in 2024**
UC San Diego and Financial Bulletin BFB-BUS-43 requires mandatory **annual** refresher Procurement Card training for all Procurement Cardholders. In prior years, an email was sent to all Procurement Cardholders annually, which served as a refresh of the rules and requirements for being a UCSD Procurement Cardholder. Beginning in 2024, it is now a requirement for all Procurement Cardholders to retake the University Procurement Card Program training course on an annual basis. If you have taken this training in the past, then you will notice that it is now showing up in your UCLearning assigned training. This training needs to be completed by the **expiration date listed in your UCLearning assignments**. Log into UCLearning and navigate to your Assigned Training to find the course.




Once completed, your "Last Completed Date" will update, and your "Expiration Date" will be pushed out 1 year into the future. **You will receive three email reminders leading up to the expiration of your training; 30 days, 15 days, and 1 day prior to expiration.**

**IMPORTANT: If you have taken this training in the past but are no longer (or have never been) a Procurement Cardholder, you will be able to opt yourself out of this assigned training.** The certification expiration notification emails you will receive contain a link to the opt-out document that those who no longer have a card can launch. Then you will just read the relevant policy and indicate that you have completed the opt-out document. That will serve as a digital signature and upon confirming that you completed reading that document, the removal of your assignment will be processed. A portion of that notification email text can be seen below:
*"If you are no longer a Procurement Card Cardholder, you may opt out of this assignment by following the steps listed below.*

- *Click on the following link to be directed to the University Procurement Card Program Opt-Out document.*
- *Click the Start button.*
- *Read the statement and click Yes to confirm.*

*This assignment will be removed within 2-3 days of confirming that you are no longer in a role that requires re-certification for this course."*

If you have any questions about anything at all Procurement Card related, please reach out to us via Services & Support. We are always more than happy to help! To reach our team the fastest, use the following dropdowns when opening your support case:

- I want to: Ask a Question or Make a Request
- About:  Banking, Cash & Card Products
- Related to: Card Products
- More Specifically: Procurement Card

**Financial Operations: Office Hours**
Friendly reminder that Financial Operations office hours resume this month starting Friday, January 19th. Join the Financial Operations team this Friday 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!

9:00 a.m. - 10:00 a.m.
Office Hours Zoom Link
Please visit the Blink page for further Finance Office Hours support.




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

**Concur: Event Expenses & Other Reimbursements**

**Thursday, January 18, 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, January 25 @ 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

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**UC San Diego Travel: Reporting Expenses**

**Thursday, January 25 @ 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

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**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.

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**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!

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**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).

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**Internal Control & Accounting (ICA) 1:1 Sessions**

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

- *Payroll Financial Management team (PFM)* 1:1 sessions have moved from UCPath to ICA. Register here for help related to 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* is offering 1:1 sessions. Register here for help with General Ledger, Capital/ Fixed Assets, Detail Code setup, ITFs, Internal Controls, Oracle Role questions and more.

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*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!*




**Bug Fix: Project Cost Transfer Dashboard**

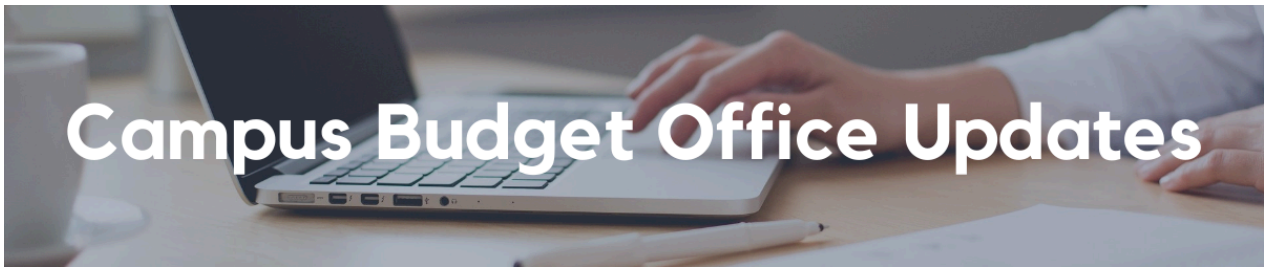
The Transfers by Status report on the Project Cost Transfers Panorama enables users to view the status of cost transfers over a particular date range. The report can be searched by the cost transfer initiator, project, and status. We recently learned that searching by project and status was not working, either returning no results or loading for an excessively long time. Those prompts

have now been fixed. The report can now be used to find pending cost transfers on a particular project, or to find out whether your own recently-submitted cost transfers have been approved.

**Report Enhancements**

- Fixed Assets Dashboard:
  - A date range prompt for Invoice Date has been added to the Fixed Assets Purchasing Report.
  - A date range prompt and a column for In Service Date have been added to the Fixed Assets Inventory Report.
- Project Overview: new columns have been added to indicate whether awards have human and/or animal subjects.

Special thanks to Alan Garcia Galitxo and Kristen Walker for submitting these enhancement requests.




**New! EPBCS Access by Fin Unit Report, Oracle and Concur Role Request Form Enhancement, and KBA Updates Pending**

In preparation for the upcoming FY25 Planning Cycle, please use the following resources to ensure your area's EPBCS Access Assignments and SmartView software installation are current:

**1. New Report: EPBCS Access by Financial Unit Report**

Head over to the **Planning and Budgeting Dashboard** in the Business Activity Hub to dive into this new report. To learn more about running the report, check out the dedicated Blink Assist article **here.** Use this report to ensure that the correct financial contacts from your areas have the access they need in EPBCS. If not, use the form and KBA outlined below.

**2. Revamped Oracle and Concur Role Request Form**

Collaborating with our SNOW team counterparts, we've refined the Oracle and Concur Role Request form for more intuitive and straightforward EPBCS-specific access requests. The update includes additional questions for clarity and the removal of unnecessary ones. Check out the current form **here.**

**3. New KBA: How to Request Access to EPBCS**

To complement the recent improvements in the Oracle and Concur Role Request form, we've created a step-by-step Knowledge Base Article (KBA) on requesting access to EPBCS. Shaped by user feedback, this guide will provide best practices for a smooth form-filling experience. Find the KBA **here.**

**4. Updated KBA's: How to Download and Install Smart View Excel Add-In and How to Check Current Smart View Version and Install Latest Update**

In previous versions, the Smart View install file was embedded within the KBA and updated manually as new versions were released. Users can now follow steps to directly access the download file via the EPBCS web application, ensuring the latest version is always available. The updated How to Download and Install Smart View Excel Add-In and How to Check Current Smart View Version and Install Latest Update KBAs are now available on UCSD's Services & Support page.

Your feedback matters! Explore these updates and let us know your thoughts.

**New! 2024-25 Budget Kick-Off Information Session**
We invite you to attend an upcoming budget information session.
**DATE: January 23, 2024**
**TIME: 11am-12pm**
**WHERE: Zoom; https://ucsd.zoom.us/j/96627862916.**

This session is optional and open to all. During the session our team will provide an overview of the budget climate and timeline, as well as share valuable resource information for upcoming training and system access information. This is a great opportunity to meet some of our CBO team, ask questions, and gain a better understanding of the University's planning process. We look forward to seeing you there!

**New! Training Begins January 29th! Oracle Budget (EPBCS) ZOOM Training Registration Links Now Available**
We are pleased to announce that registration for the following training sessions is now open via UC Learning Center. 3 Additional sessions will be shared shortly for IN-PERSON training options. Register for Zoom sessions using the links below:

- Oracle Budget: Budgeting Salaries and Benefits for Academic Units - Register Here
- Oracle Budget: Budgeting Salaries and Benefits for Admin Units - Register Here
- Oracle Budget: Non-Compensation Expense Planning - Register Here
- Oracle Budget: Budgeting Salaries & Benefits in Smart View - Register Here
- Oracle Budget: Budgeting Non-Compensation in Smart View - Register Here
- Oracle Budget Data: Smart View Ad Hoc Tips and Tricks - Register Here
- Oracle Budget: Budgeting Capital Projects - Register Here

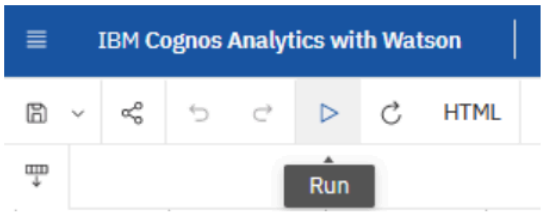
These training sessions are designed to help you navigate the Oracle Planning and Budgeting system (EPBCS) and improve your understanding of the budgeting process. We encourage all staff members who are involved in the budgeting within EPBCS for their areas to take advantage of these training opportunities. Training for repeat users is not required but optional.

If you have questions regarding which training sessions to attend, please attend the budget Information session on 1/23/24 or submit a ticket to us under the Services and Support Budget & Finance Ticket portal: **https://support.ucsd.edu/finance.** Please select: **Oracle Planning & Budgeting (EPBCS) -> Oracle Planning & Budgeting (EPBCS) Training Inquiries**

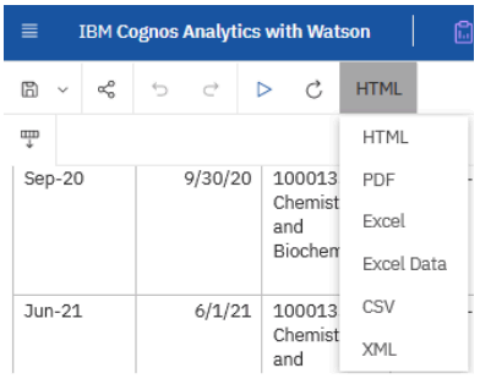
# Tips & Tricks

**Cognos and Oracle Tips & Tricks**

After running any Cognos report, click the Run button to return to the prompt page.




After running any Cognos report, download to Excel or PDF by changing the format. After downloading, change back to HTML format by changing the format back to HTML.




**Detailed Business Purposes for Holiday Celebration Expense Reports Required:**

As we return from the festive holiday season, the Central Office has noted an increasing number of event expense reports lacking detailed business purposes.

Per BUS-79 Entertainment policy, a Holiday Celebration must demonstrate a benefit to the University/Department (i.e. celebrating work accomplishments, Staff/Faculty recognition, etc.) We have observed instances where the provided purposes are not sufficiently detailed, delaying the reconciliation process for both the department and the Central Office.

To ensure a smooth and quick reconciliation process, we request that you provide thorough and comprehensive business purposes of your Holiday Celebrations when submitting event expense reports.

Should you have any questions or need clarification regarding the BUS-79 Entertainment policy, please do not hesitate to reach out to the Central Office via Services and Support and/or attend Office Hours for guidance.

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**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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