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May 10, 2022

70th Edition

Limited-Edition Newsletter Launch: The Fiscal Close Bulletin
We are excited to announce the launch of the Budget & Finance Fiscal Close Bulletin, a limited-edition newsletter issued from May to July to provide you with weekly updates and guidance related to Fiscal Close. View the first edition here!

Timely updates will be posted on the Fiscal Close Updates Blink page.

New Report Release: Transaction Details with High-Risk Ledger Review
In collaboration with Internal Controls & Accounting and Sponsored Projects Finance, BI & Financial Reporting is happy to announce the release of a new Transaction Details report, which can be used for high-risk ledger review. The report is available on the Business Analytics Hub under Financial Accountability. For more information on the new report, **see the BI & Financial Reporting section below**.

Best Practices on Internal Controls ID# 2 & 40
Along with the release of the new Transaction Details report in the Business Analytics Hub, Internal Controls & Accounting is publishing new internal controls guidance to our University community on Blink: Best Practices in Internal Controls.

The internal controls guidance includes a checklist with periodic control activities to be performed and certified by departments across the University. The checklist allows departments to document the control activities that have been completed by performers and certifiers, and it includes links to articles and Blink pages that provide instructions on how to run reports and what to look for during the review process.

For questions on the guidance or the checklist, please consider attending weekly office hours for Internal Controls starting **Monday, May 16** @ 11:00am - 12:00pm.

The Campus Budget Office wants your feedback!
Please answer this 5 minute survey to tell us about your experience with managing Core Resource allocations in the General Ledger. The survey will close in one week on **Tuesday, May 17, 2022.**
Take the Survey here!

IPPS Advisory Committee Interest Form
Starting today, we are opening up our IPPS Advisory Committee (IAC) to evaluate membership for the next fiscal year. This committee, attended by several IPPS representatives including our Directors of Procurement and Disbursements/Travel, was originally established to work through ESR changes, enhancements and roadblocks. The committee meets every other Friday, 11:00am - 11:45am. IPPS uses this time for:

- Working through enhancement ideas
- Discussing problems or roadblocks we’re experiencing and potential solutions
- Previewing upcoming developments before they’re launched
- Reviewing complicated situations surfaced by IAC members which we either work out in the moment or follow-up with resolution after the meeting.

Membership in the IAC is a year-long tenure where members are asked to actively engage in discussions, bring a positive solution-oriented attitude, and participate in posting in the Teams Community of Practice. Occasionally, you might join focus groups or be asked to help us with escalated client issues that we’re having difficulty navigating. If you have interest in being a part of this committee, please fill out our interest form by **May 31**.

New Procurement Card Change: Missing Receipt Declaration
Effective May 11, 2022: Have you lost a receipt for one of your Procurement Card Transactions?
The Procurement Card team is changing the way Missing Receipt Requests are processed. As of May 11, submitting a Services and Support ticket to obtain approval and a Missing Receipt Declaration **will no longer be required**. When a

cardholder has lost a receipt, the cardholder needs to ensure they have done everything to try and obtain a copy of the original receipt. If the cardholder is not able to, they can now use the new missing receipt feature in Concur.

To find out how to use this new feature in Concur, click here or read more about the Missing Receipt feature **in the Tips & Tricks section below.**

Changes to Project Financial Setup
Effective immediately, to ease the reconciliation of projects and improve controls, departments **must request** a new project or task when a change in Fund, Function, Program, Location or Project Organization is needed.

- The project and task combination **cannot be modified** once transactions are initiated and should remain consistent in the general ledger.
- **This change only applies to new requests** to modify a project or task. In this case, the department will transfer the balance from the old project to the new project as needed, close the old project or task, and transact in the new project or task.
- Additional steps will be published soon.

Contact us through Services & Support (*About:* Financial Accounting, *Related to:* Oracle Project Portfolio Management) for any questions or guidance.

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

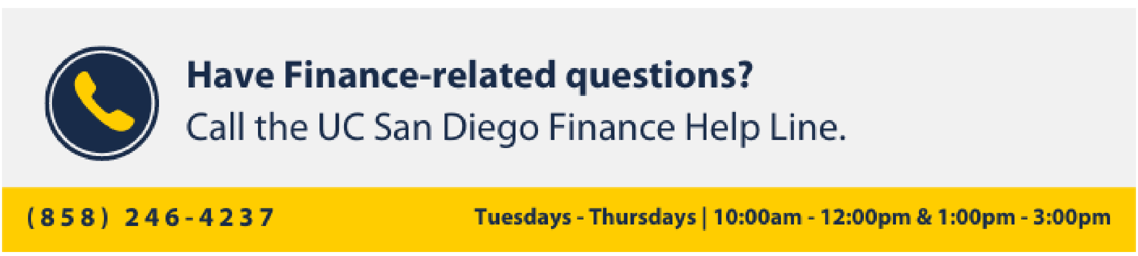
Fund Management Office Hours
Every Thursday @ 11:00am - 12:00pm
This week, Marissa Prough (PPM), Jamie Wheat (Equipment Asset Management), Wella Garcia (SPF), and Linda Gao (ICA) will discuss the proper way to manage equipment fabrications from inception to close.

Oracle: Buying and Paying for Financial Unit Approvers
Thursday, May 12, 2022
9:00am - 11:00am
This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

Equipment Asset Management Office Hours
Tuesday, May 17, 2022
8:30am - 9:30am
Continue the discussion on physical inventory and learn how to update asset record fields on CAMS with the Equipment Asset Management team.

Travel Booking
Wednesday, May 25, 2022
1:00pm - 2:00pm
Join IPPS for its next Hot Topics Session! Learn how to book travel the Triton way, including the benefits of booking with Concur, Balboa, and Kahala.



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!

New Report Release: Transaction Details
A **new** Transaction Details report is available on the Financial Accountability tab of the Business Analytics Hub. The new report combines the functionality of the PBED Expenditure Details, the Project Panorama: All Transactions, GL Transaction Details, and Project Cost Details reports, and adds significant additional functionality beyond what is available on those reports.

- Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.
- Identify transactions on projects associated with any person role.

- Search for transactions associated with a particular Payables or Receivables invoice number, PO number, receipt number, original transaction reference number, or PPM transaction number.
- Eliminate or isolate transactions that have been cost transferred off of a project in PPM.
- Identify all revenue transactions without having to select all revenue account codes.
- If a transaction was cost transferred from another project-task, identify the project-task and number of the original transaction with a link to the original transaction in Oracle to view additional cost transfer information.
- **High-risk Ledger Review:** Identify high-risk PPM transactions requiring review under pre-defined criteria:
    - High-dollar invoices
    - High-risk expenditure types on sponsored projects
    - Costs posted after the project end date
    - Recharge costs
    - Fabrication costs on non-fabrication tasks
    - Invoices under $5,000 coded as equipment
    - Misposted cost sharing transactions

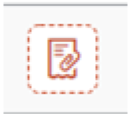
Visit the Transaction Details Report Blink page for more information on navigating the report and watch a recording of the May 5 Fund Management Office Hours to see a live demo.

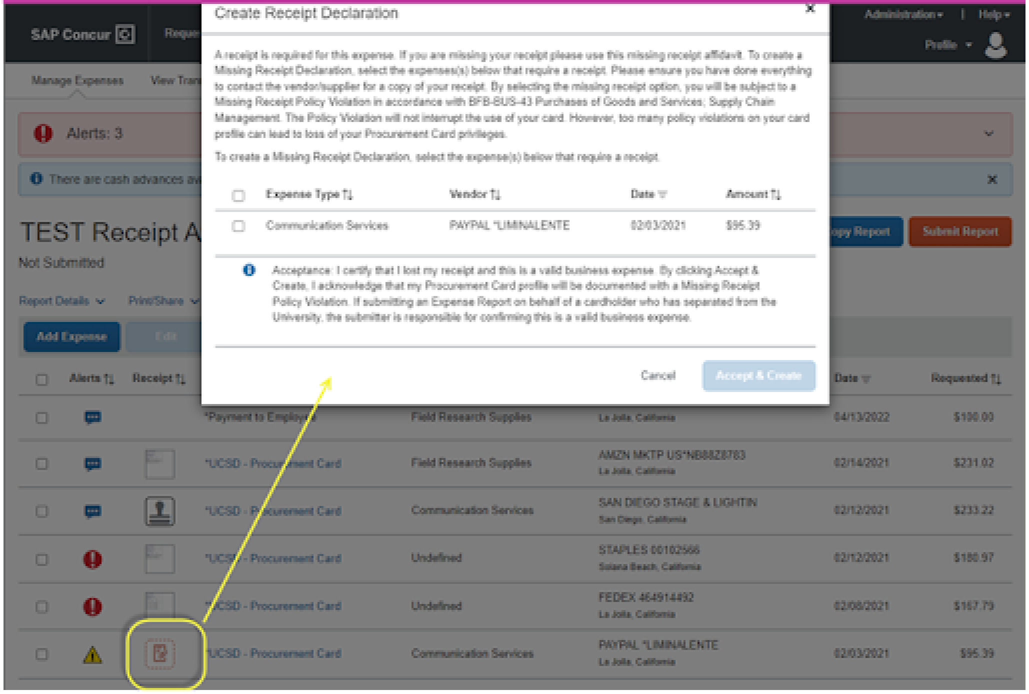
How to Use the Missing Receipt Feature

1. The cardholder/delegate will log into Concur, navigate to Expense, and add the transaction to an expense report.
2. Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon, under the receipt field.
3. The cardholder/delegate will click on the icon and a new pop up window will open.
4. The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only available for expenses where the red receipt icon shows.
5. Once the cardholder/delegate has clicked **Accept & Create**, the receipt portion of that transaction will be fulfilled.

See example below of the Receipt Declaration:

The red receipt icon will look like this:





To read the message included in the pop up window, [click here](#).

Cardholders and Delegates can begin using the new red receipt icon as of May 11. **This means no more having to submit these requests via Services & Support!**

For questions about this process enhancement, please contact the Procurement Card Team via [Services & Support](#) [*About*: Banking, Cash Card Products, *Related to*: Card Products, *More Specifically*: Procurement Card] or visit us on Zoom during [P-Card Office Hours](#), Wednesdays @ 9:00am.

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 **find answers**?
- Where do I go to **submit a request**?
- Where do I go to **submit an enhancement or idea**?

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

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