Budget & Finance Weekly Digest

March 28, 2023 | 114th Edition

Announcements

23A Bug impacting PADUA

With the recent Oracle 23A release, a new bug was introduced regarding task creation that will prevent you from adding a Task Manager during initial task creation. To circumvent this until a fix is provided by Oracle, please add a Task Manager after a new task has been made.

If you run into any issues or have any questions, please create a ticket using Services & Support.

PADUA 2.3 Release Postponed to this week

Due to an unplanned ITS upgrade, the PADUA 2.3 release has been postponed again. We anticipate that it will be released by the end of this week.

- Ability to search for and change award personnel.
- Request for a new Sponsored or Recharge Project with workflow.
- Change start date for new general projects.
- Update project status for general projects.
- Create new Sponsored or Recharge Project-Tasks with workflow.
- Update Sponsored/Recharge task personnel.
- Update general project task start dates and chargeable flags.
- Added workflow dashboards for you and central office (SPF and CP&A) users.

We are excited for these new changes and hope you get a chance to try them out next time you're using PADUA. Until this is released, please continue to submit Services & Support tickets for any of the above actions.

PaymentWorks Launch Coming April 3rd!

Mark your calendars! PaymentWorks, the new payee registration platform, will be launching April 3rd. PaymentWorks will provide the necessary security measures to protect the university against increasingly complex fraud schemes, status tracking of payee registrations, and opens up ACH as a payment option for PO suppliers. Visit the [PaymentWorks Blink page](#) for more information.

Making a Hotel or Rental Car reservation? Use your T&E Card!
Please be sure you are using your Travel & Entertainment (T&E) Card or a personal form of payment when making a hotel or rental car booking in Concur. Procurement Cards (P-Cards) should never be used for any travel-related expenses and should not be stored in Concur profiles for travel purchases. Using a P-Card for a travel related purchase means that there is a risk of your reservation being canceled. Concur's default airfare card (CTS Card) for flights and a T&E Card for hotels and rental cars are the two acceptable payment methods; personal cards can also be used if needed.

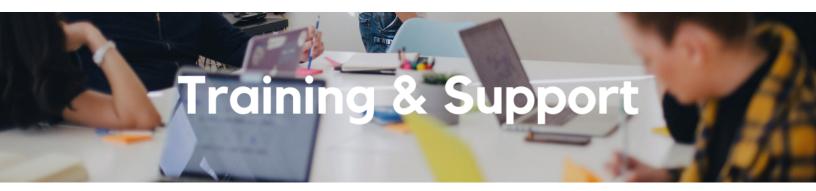**Reconciling Airfare Credits in Concur**
Is the airfare you're claiming in your expense report from a trip that you did not end up going on? You can still be reimbursed for this! If you've purchased a flight for a UC San Diego Business that ended up getting canceled or exchanged and the airline grants you a credit to your new flight, please ensure that the original itinerary in which the credit is being applied to is also provided with the official airfare on your expense report.

In the Central Office, when we see an Airfare expense that has been paid with something like a "*Miscellaneous Document*" or a "*Previous Flight Credit*" instead of a credit card or the last 4 digits of a credit card, verification is necessary that an out-of-pocket expense was incurred. The new ticket will show that the flight was paid with a previous credit, and it will usually state the Ticket Number that the credit is being pulled from. You can use this Ticket Number information to retrieve the original itinerary from your airline. If this original ticket was in fact paid for as an out-of-pocket expense, it will show up in the original ticket.

Please be aware that this does not apply for things such as "Frequent Flyer Miles" or "Airfare Points" and other non-monetary transaction types. Additionally, please note that booking in Concur or with Balboa is the best way to manage unused tickets and credits.

Accounts Receivable Updates
The category filter on the Aging report is currently not working; this is a known issue we are working to resolve quickly.

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

Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

Reporting Workshop: Dashboard of the Week Series

Monday, April 3 @ 11:00am - 12:00pm

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include an interactive report demo, discussion of what questions the report can answer, opportunities to ask questions and walk through your use cases, and hear how others are using the dashboard or report. Next week's session will feature the GL Project Balances Report.

Hot Topics: Payee Management

Monday, April 3 @ 11:00am - 12:00pm

Join IPPS (Integrated Procure-to-Pay Solutions) for its next session of Hot Topics to learn about payee management, including how to select which payees to use, how to best use PaymentWorks, and how to engage with small and diverse businesses.

Concur: Event Expenses & Other Reimbursements

Thursday, April 13 @ 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.

UC San Diego Travel: Before You Go

Thursday, April 20 @ 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, April 20 @ 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

Returning Soon

Contract and Invoice Creation Training will be returning soon. Stay posted for updates and upcoming Training dates to ask questions and receive guidance on the PPM contract and invoice creation process.

For departments requiring training between the designated courses, training sessions can be requested directly soon.

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).

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**

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: Graduate Student Funding Report

The Graduate Student Funding Report is now available on bah.ucsd.edu. Use this report to verify funding sources for payroll, tuition, fees, and stipends across multiple terms/years by graduate student, department, fin unit, and project.

This is the first campus report to combine data from the Student Activity Hub, Employee Activity Hub, and Financial Activity Hub. Join us at Fund Manager Office Hours on **April 6th** to learn more about how this report was developed and how you can run it to reconcile your graduate student expenses.

Special thanks to Nancy Herbst, Tiffany Swiderski, and Hannah van Etten for their extensive input on report design and testing.

Coming Soon! BAH Tile Category Reorganization

Starting **April 10th**, the category groupings in the Budget & Finance section of the Business Analytics Hub (BAH) will be readjusted to make the organization more intuitive and consolidate where possible. If you use the *Card View* you'll notice some new and renamed tab headers:

- *Budget & Financial Management*: Most of the reports you use for managing your day-to-day business will be in this category
- *Campus Recharges*
- *Central Offices*
- *Commonly Used Reports*
- *Department-Specific*
- *Faculty and Researchers*
- *Gift Funds*
- *Payroll Accounting and Reconciliation*
- *Information Lookups*
- *Exceptions and Reconciliation*

The BI & Financial Reporting Blink pages will also be reorganized to align with the new categories. We hope the reorganization helps you find the right report faster, and as always we appreciate your feedback as we continue to enhance financial reporting.

Campus Budget Office Updates

Less than One Week Until the 2023-24 EPBCS Budget Entry Deadline

Access to the Oracle Planning and Budgeting system (EPBCS) production environment closes on **March 30th**. VC Office review week begins **March 31st - April 7th**.

Before the tool closes on March 30th, make sure to:

- Ensure staff and faculty rosters are completed and accurate.
- Ensure you complete the core recurring budget to meet the Target.
- Complete one time, other unrestricted and gift planning as necessary.

Complete your FY24 operating budget at:
https://planning-ekgs.pbcs.us2.oraclecloud.com/HyperionPlanning

CBO Office Hours
Thursday, March 30, 2023 @ 10:00am – 11:00am
Join us for the last session of Office Hours!
Bring your budget and EPBCS questions to CBO Office Hours every Thursday through March 30th. We will address proposed topics each week but also invite you to make suggestions in the Budget and Planning Community of Practice.

Take our Self-Paced Training Course on UCLC
Oracle Budget: Budgeting at UCSD is a new self-paced training course that covers the use of both the web application and Smart View to build your budget in EPBCS.

If you missed our instructor-led Oracle Budget training sessions, the recordings and slide decks from those sessions are now available.

Join our Community of Practice (COP)
The Budget and Planning COP channel audience includes Budget Preparers identified by each Vice Chancellor Office with responsibility to create Financial Unit budgets within the Oracle Planning and Budgeting system (EPBCS).

Need EPBCS Support? Use the Services and Support Ticket Portal
For technical issues or questions about any of the Task Lists, please submit a ticket via the Services and Support ticket portal. Just select **Budget & Planning > Oracle Planning & Budgeting (EPBCS)**.
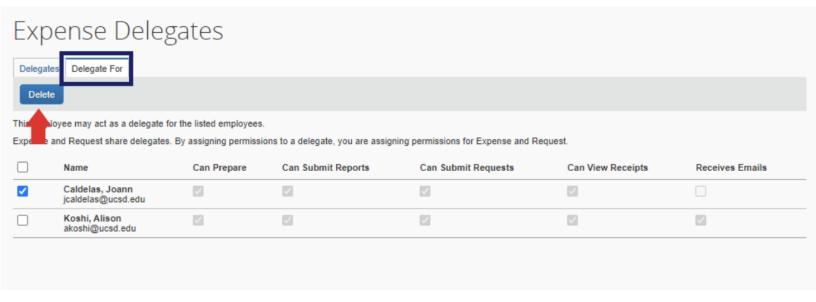

Tips & Tricks

Removing Users You Are No Longer a Delegate For
Did you know that you are able to remove yourself as someone's delegate? No need to wait for the user to remove you, since you can do it yourself! There are two scenarios when you would want to remove yourself as a delegate:

- You transferred to a different department and you no longer need to have access to a user's Concur profile.
- The user who is still showing up in your "Act on behalf of another user" dropdown has retired/left the University.

To remove the outdated user, go to your Profile Settings > Select the Expense or Request Delegate button > Toggle to the Delegate For tab. From there you will have the ability to select the box next to the name(s) of the users you want to remove and then you will click on the blue Delete button as seen in the screenshot below.

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