Budget & Finance Weekly Digest



July 18, 2023 | 130th Edition

Announcements



Oracle Fixed Assets Module Office Hours Monday July 24th
Next **Monday July 24, 2023**, will be the next session of Office Hours. Please join us at **10:05 AM** on Zoom to learn more about the following topics:

- Purchasing Assets
- Fabrications and Trade Ins

Registration is OPEN for the Research Administrator Appreciation Day + Fund Manager Summit 2023
Hosted by the Vice Chancellor of Research Affairs and Vice Chancellor Chief Financial Officer, join in this two-day celebration event and dynamic summit on Tuesday, September 12 & Wednesday, September 13, 2023! For event details and registration information, visit the RAAD + FM Summit event Blink webpage. Registration closes on Tuesday, September 5, 2023.

Enhancements to the Supplier Inquiry Report + Webinar
We have made major enhancements to the Supplier Inquiry report within the Procure-to-Pay Panorama in the Business Analytics Hub (BAH). We've added a column to show which system you can use to pay your payees, added partial address information for check (PAYMT CK) supplier sites, as well as streamlined the information that is displayed in the report. We have also published a KBA to provide best practices on using the Supplier Inquiry report.

The Supplier Inquiry report should be used before inviting a payee to register in PaymentWorks, as they may already exist within our financial system. The report should also be used after receiving confirmation that a registration has been processed to ensure that the payee has been set up in the desired system.

In support of these enhancements, IPPS is hosting a webinar on July 27th from 11am to 11:45am. The webinar will provide an in-depth look to the enhancements made to the report, as well as highlight the benefits that the report provides. The registration link can be found here.

Information on Potential UPS Strike

As you may have heard in the news, there is the potential for a strike by UPS represented staff at the beginning of August. IPPS is working with suppliers to understand their strategies for mitigating the potential impact and we are encouraging them to select alternate delivery services as soon as possible. If provided the choice, please avoid selecting UPS for inbound and outbound shipments or select a different supplier that can offer shipping options. Please note that as volume increases with other carriers, delays should be expected due to capacity challenges, so consider ordering only critical items in anticipation of delays in August. We will continue to provide updates as we learn them, and we appreciate your understanding as we try to minimize any impacts or delays.



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.

IPPS Hot Topics: Concur Reporting

Wednesday, July 19 @ 11:00am

Have you gotten stuck before trying to get at data coming from Concur or even knowing what's available? Join us for our next session of Hot Topics to learn about the reports that exist for Concur and how best to use them.

ECERT Effort Reporting Office Hours

Every Wednesday 2:30am - 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 knowledge and understanding from a useful and information packed session. Don't miss it!

Financial Operations Office Hours

Friday, July 21, 2023 @ 9:00am - 10:00am

Join the Financial Operations team this Friday for updates on Fiscal Close for subledgers, Fixed Asset module, Deep Dive Clinics - General Contract Billing, Open Q&A. As always we will have open forum discussions, any updates we might have to share with you and general Q&A session. We look forward to seeing you there!

Reporting Workshop: Dashboard of the Week Series

Monday, July 24 @ 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! At the next session we will cover how to complete a Financial Expense Report (FER) using the **Expanded Project Summary, Transaction Details report, and SPARCM.**

Concur: Event Expenses & Other Reimbursements

Thursday, August 17 @ 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

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UC San Diego Travel: Before You Go

Thursday, August 24 @ 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, August 24 @ 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 with 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

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!



Enhancement Releases

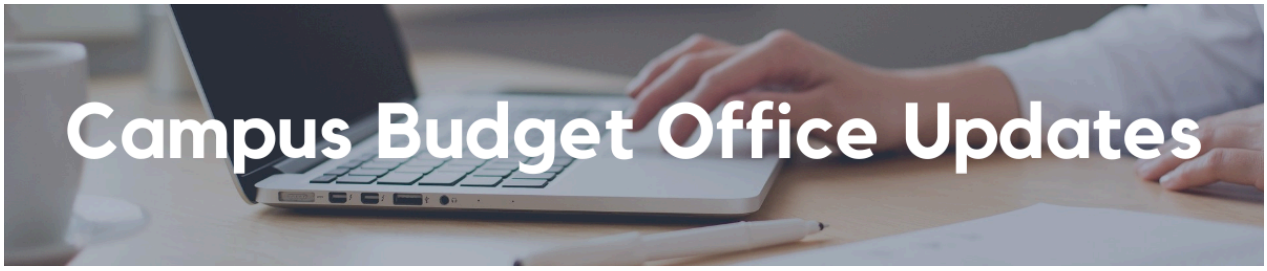
Graduate Student Funding Report:

- New personnel role prompts have been added to the Graduate Student Funding Report. Users can now search for PI/PM/TM, MSO/DBO/CAO, Fiscal Manager, and Fund Managers.

GL Project Balances Report:

- Project Reporting Category is now a multi-select prompt and allows users to view projects that have no reporting category.
- Project Reporting Category has also been added as a field to the report.

Special thanks to Katy Schoeneweis and Jason Yates for submitting these enhancement requests.



New! Budget vs Actual Report has been rebuilt in Cognos
To provide a more efficient and user-friendly experience, CBO rebuilt the baseline Budget vs Actual Report in Cognos. This approach establishes a foundation for more detailed budget reporting utilizing data in the activity hubs. To access the new report, visit the **Planning and Budgeting Dashboard** in the Business Activity Hub.

Improvements of this new version so far include:

- Ability to run a single report for any of the fiscal years since Oracle implementation
- Ability to run a single report with unique tabs for Core Funds, Non-Core Funds, Summary and/or Detail views
    - Core Funds Tabs display Recurring, One-Time and Total Annual Budget figures compared against year-to-date (YTD) Actuals
    - Non-Core Funds Tabs display both Annual and YTD Total Budget figures compared against YTD Actuals

Stay tuned for future enhancements as we continue to build out a more robust suite of performance monitoring reports on the Planning and Budgeting Dashboard.



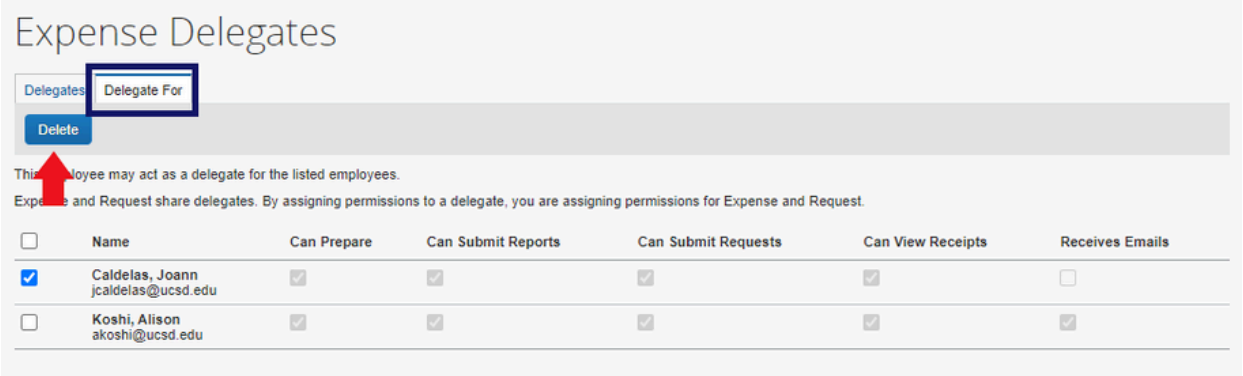
Need Connexxus Access?
Connexxus is the UC system's travel portal and the place to rent a car for personal use. Access requires a Business Systems log-in. If you need Business Systems access please follow these instructions. You may need to work with your department business officer or DSA to finalize your sign in information.

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.



Resolving Alerts in Concur on Your Own!

Did you know that we have two Knowledge Base Articles (KBAs) that provide guidance on how to resolve alerts in Concur? The first KBA is the How to Resolve Alerts in Concur and it will assist you with troubleshooting common system messages in Concur when submitting Request and/or Expense Reports. It includes a table with **Alert Text** and the **Steps to Take** to resolve the issue to successfully submit your Request or Expense Report.

The second KBA is the How to Resolve COA/POETAF Failed Validation Errors in Concur. This article also has a table that breaks down the various CoA and POETAF errors, what they mean and how you can resolve it. Both of these KBAs are a great resource to review before submitting a case about an alert that you do not know how to resolve in Concur. This will save you time and empower you to become a Concur super-user!

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.

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UC San Diego

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