

Accounting: Banking and Cash

Banking and Cash at UCSD: Credit Card Security

BFSupport: An Introduction

Learn more about the new Business and Financial Services (BFS) tool designed to offer campus one centralized place to report issues, ask questions, and request services from BFS divisions.

Blink Refresh

The Campus Web Office (CWO) refreshed the look and feel of Blink. Come hear the process we went through, the advantages of the new design, some features you may not know about, and how we can support you in updating your Blink content.

Building Your Personal Network

Want to expand your circle or find opportunities to develop? Staff associations, campus committees, community centers, events, there are so many ways to meet people at UC San Diego and learn new professional and personal skills. This session will share information about opportunities to build your network and be a part of the UC San Diego community as well as give you tips on how to start the process.

Career Tracks

Describing the new system-wide Career Tracks program and how it will affect UC San Diego and our employees. Attendees will learn what employees are affected and how the new classification system will affect their position.

Cash Deposit System

CASH DEPOSIT SYSTEM: For miscellaneous cash deposits through the Central Cashier's Office. Benefits include: Fast, secure deposits; ability to customize templates; more timely reconciliation of deposits; and better audit trail & internal controls. The class participants will learn how to prepare and submit miscellaneous cash deposits to the Central Cashiers Office.

Cloud Computing

Cloud computing: it's a buzzword we in the IT industry have been talking about for several years. What is it? What are the different types of cloud services and how do they benefit us? This talk will attempt to demystify cloud services and we'll discuss how we're using the cloud at ACT.

Connexus: Reloaded

Looking for a travel program that provides the best value in travel while ensuring your individual needs are being met? Connexus, the UC travel program, has a fresh new look and now provides the best of both worlds, you pick the way you choose to travel and the program ensures you get the best value for your spend. The audience will have the ability to preview the upgraded portal and learn about the new features the program provides, including new partners and discount offerings.

Cost Center Management

Cost Center Management (CCM) is a FinancialLink application that combines enhanced COA (chart of accounts) overrides and project number maintenance with a mass roles update application. Attendees will learn how to create, edit and cancel a project as well as how to use projects within various FinancialLink modules. Attendees will also learn how to process overrides on Chart of Accounts information such as PI name, index title name, budget and project period dates.

Dell

Come and learn about how Dell can assist you with data protection and identity access management.

Disbursements Goes Lean & Green

As we continue down the path of eliminating paper our goal is to implement the most innovative solutions for our customers. This session is focused around our newly expanded options for invoicing and issuing payment as well as shortening payment terms for our customers.

eCOI – New Online System for Filing Conflict of Interest Disclosures

The University as a public research institution is subject to laws and regulations concerning disclosure and management of financial interests. To comply with the various rules and statutes more effectively, the Office of Research Affairs, as part of the larger eRAP initiative, developed the eCOI system. eCOI is a web-based application to report, administer, and maintain Conflict of Interest disclosures and forms for campus research projects. It allows for online entry of disclosures, supplemental forms and to check the status of a disclosure. The system is designed to simplify compliance by increasing efficiencies, eliminating redundancies, and providing information on your time. It replaces a time-intensive, paper-based manual method of reporting Disclosures.

Electronic Proposal Development (ePD)

Learn about the Electronic Proposal Development (ePD) Initiative, what to expect and how it might affect you.

Electronic Research Administration Program (eRAP)

Learn more about UCSD's Electronic Research Administration Program, who is involved and what projects are in the pipeline.

Event Planners: Make it easy with the TEP card

New and current event planners: come explore UCSD's Travel Event Planner (TEP) Card Program and learn how this card can streamline the planning process for UC-sponsored events and activities. Plus, get the inside scoop on the new attachment tool used for event reconciliations. Attendees will get a clear overview of the Travel Event Planner Card's capabilities, including roles and restrictions for cardholders. Attendees will also learn how to use the new attachment tool.

Expanding our Invoice Options

Learn about the newly implemented automated solution for supplier invoice and addressing Services/ Inventorial Equipment invoices that exceed the PO amount.

Financial Leave Accounting

After taking this presentation the audience will have better understanding of the background of what Leave Accounting is, why it's implemented, how the system works and where does the information reside within the UCSD financial system.

If You Build It RIGHT, They Will Come! The Story of Housing*Dining*Hospitality Services (HDH) at UC San Diego

Did you know that in 2013-14,

- HDH will house nearly 15,000 students, staff, faculty and dependents in 400 buildings encompassing over 5.3 Million Square Feet?
- Or provide over 4.3 Million Meals including purchasing and preparing over 3.2 Million "cage free" eggs
- Or that that HDH will distribute 186, 562 rolls of toilet paper or over 54 Million linear ft. of 2ply!
- Or that HDH is the largest purchaser of Naked Juice in the United States!!

But there's more to this story that just some fun factoids!

Assistant Vice Chancellor for Housing*Dining*Hospitality Services Mark Cunningham will share with the attendees the many supporting roles that HDH provides to our campus community, the value-adds that being able to provide a residential experience for our students, staff and faculty bring and a glimpse into the future of HDH here at UC San Diego.

Imprints

Whether a long-term staff member or a recent newcomer to campus, Imprints is here to assist and serve you with a full range of printing and print technology services. Learn about all the services available to you - printing, addressing, large format, and some new exciting services added since Sharecase 2012.

Index Management

Users will learn how to perform index functions such as creating a new sub index, requesting a new master index, entering an early index inactivation date, changing a title on an existing index, as well as canceling an index with the Index Management tool in FinancialLink.

Introduction to Balance Sheet Reconciliation Tool (16)

Introduction to Balance Sheet Reconciliation Tool - Learn how General Accounting is using new technology to improve financial reconciliation.

Inventory Control Panel Discussion

Panel Discussion to share best practice processes to manage inventory. By the end of this season each attendee will have a better understanding of how to manage equipment inventories from acquisition to disposal.

Learning to live with a serious IT security risk – Advanced Persistent Threat

In early 2012, UCSD became the target of a series of cyber attacks seeking access to sensitive campus research. This advanced persistent threat (APT) required us to rethink aspects of our campus security policies and infrastructure and focus on the challenges of communication and coordination in a decentralized campus environment.

Marketplace Catering Orders

Come and learn about an innovative in-house catering system that fully utilizes our internal partner Housing Dining and Hospitality (HDH).

Marketplace iRequests

Less is more: iRequests are being collapsed and streamlined. Stop by for a sneak preview.

Mentorship: Reaching Your Career Goals

This presentation will focus on: how mentoring works, the benefits of mentoring and being mentored, the UC San Diego Mentorship Program and how to become a Mentorship Program participant. Participants will learn about how and why mentoring works, the benefits of being a mentor and being mentored and the UC San Diego Mentorship Program resources.

MyEvents Overview

This session is designed for preparers and approvers and will cover how to create a MyEvents from start to finish. Learn specific details for the various types of event natures as well as providing the specific business purpose for Meetings/Entertainment. Briefly touch on approvals/hierarchies and account code selections. After the training, participants will be able to set up new vendors and use MyEvents to make payments to vendors, the travel card, and employees. Participants will be able to understand and apply basic policy and procedures pertaining to meetings and entertainment, including understanding the differences between standard and special entertainment. Participants will be able to identify and connect with resources to clarify policy and obtain additional information pertaining to policies on business meetings and entertainment.

MyFunds

MyFunds - An overview of using MyFunds to report financial information to faculty & staff. This class will include setting up reports on multiple projects, viewing other fund manager reports and transferring ownership of reports when an employee leaves the department.

MyPayments

This session will introduce you to MyPayments, which will soon replace Payment Authorization as your tool for reimbursements, honoraria and other direct payments. We will provide information as to the use of this tool and the exciting enhancements that will make creating these types of documents more intuitive for the user.

MySpend – Department Reporting Tool (15 min session)

Learn how the MySpend dashboard can help you monitor your department's expenditures and savings at a glance.

MyTravel Overview

This session is designed for preparers and approvers and will cover the Travel process using MyTravel from start to finish. Learn specific details for the various types of trips, including per diem and required documents/receipts. Briefly touch on approvals/hierarchies. After the training, the learner will be able to set up new travelers and vendors, set up a trip for preapproval, make prepayments to vendors and the travel card, and reconcile all expenses after the trip. Participants will be able to understand and apply basic policy and procedures pertaining to travel. Participants will be able to identify and connect with resources to clarify policy and obtain additional information pertaining to travel policy.

New Online Package Delivery Tracking & Pick Up System

Overview and demonstration of the new online Receiving & Delivery tracking system, including portions of the new pickup process and new electronic shipping memo.

Payroll Projections

The new Payroll Projection system still allows you to view current PPS payroll appointments and distributions, and override the payroll projections to be displayed on your FinancialLink and/or MyFunds reports in real time. Attendees will learn how to navigate the system, run reports such as override Projection Report, Payroll Projections By Month Report, Payroll Projection Detail Report as well as how to view the projections in MyFunds.

Programs and Services to Help You Refresh

Employee discounts, recognition programs, family services, career development, health and wellness. UC San Diego offers a variety of programs and services to help employees at work and at home. Come find out what UC San Diego has to offer you.

Querylink Advanced: Financial

QueryLink Advanced: Financial- A follow on to QueryLink Basics that expands upon retrieving financial data from the Data Warehouse. This class will cover a small sampling of available Financial IFOAPAL, Easy & Standard queries. Topics will include Level Three & Four Org Hierarchy, advanced filtering and some basic charting/MyDashboard.

QueryLink Advanced: Personnel & Students

QueryLink Advanced: Personnel & Students - A follow on to QueryLink Basics that expands upon retrieving personnel & student data from the Data Warehouse. This class will cover a small sampling of available Employee and Student Queries. Topics will include, advanced filtering, some basic data manipulation and strategies for dealing with the dreaded "Your query did not find any results."

Querylink Basics

QueryLink is a Web-based tool that allows authorized staff to retrieve data from UCSD's Data Warehouse without knowing a programming language. The available data includes financial, student, and payroll/ personnel information. The end user will learn why you would use QueryLink, the various components of QueryLink, learn to run simple queries and finally, resources to learn more. Advanced QueryLink topics for Financials, Student & Personnel data will be presented in the subsequent sessions.

Refresh your Mind: Simplifying the Marketplace Invoice Process

This session will simplify disbursing policy and procedure relating to invoice process and payments for Marketplace purchase orders. You will learn the invoice payment process, how to use the tools available and how to respond to supplier inquiries. We will provide a question-and-answer forum following a short presentation.

Refresh your Printer (15 min session)

Discover the Printer Exchange Program that is replacing UCSD's old, inefficient printers with new HP OfficeJet technology. The best part? New printers are free! Learn about the new printer's innovative capabilities, and how it will help reduce our energy consumption, save money spent on peripherals, and avoid solid waste production.

Refreshed Recruit

AP On-Line Recruit has been refreshed! Come and learn how recruiting for academics has been made easier: one stop shopping.

Refreshing the Human Spirit: Breathe, Smile, Laugh, Love

Often it takes only a moment and clear intention to refresh our minds, our bodies and our human spirit. In this presentation we will direct our attention away from "hardware and software", and focus instead on ways to energize and care for "human ware". We will suggest and demonstrate simple and quick ways to stay energized for optimal effectiveness as well as personal satisfaction.

Resume Refresh - How to Stand Out

Are you thinking about the next step in your career? Has it been years since you looked at your resume? This presentation will provide ways you can refresh your resume and highlight your knowledge, skills and abilities. We will cover how to determine suitability for a position, tips for creating an online resume, and how to make your application stand out.

Source Justification: What is it and why is it important?

Instruct dept users/requestors on appropriate and efficient ways to complete the Source Justification and Price Rationale sections of an iRequest form, including specific examples to highlight the various dos and don'ts.

Tax Reportable Scholarships, Fellowships and Travel

This session is dedicated to defining terms such as fellowships, scholarships, awards and stipends, also official UCSD travel vs non business travel. The session will provide information on the correct payment process to use for these as well discuss related tax reporting implications.

Taxes on Supplier Payment

A session dedicated to explaining the basics behind sales and use tax, excise taxes, California non-resident withholding and Federal non-resident withholding. This session is specific to those suppliers paid on purchase order and will review the documentation required to assist with timely payment.

Triton Summer Experience

More than a vacation, the Triton Summer Experience is an opportunity to explore UC San Diego at a deeper level. Discover the beauty of La Jolla while engaging in the intellectual conversations, art, technology and hands-on adventure. Undergraduate Admissions has partnered with Housing*Dining*Hospitality Services to offer prospective students and their families and exclusive housing opportunity.

Use Business Intelligence to Increase Business Efficiency and Improve Decision Making

Come learn about ACT's initiative to modernize our Business Intelligence capabilities. ACT initiated a Center of Excellence - the Business Intelligence Competency Center (BICC) to enable the people, processes and technologies required to support this transformation. The program uses a self-service model to empower functional users to develop fact based reporting. We're using the enterprise version of Cognos with targeted training and encouraging collaboration to accelerate deliverables.

Use Microsoft Lync as a Collaboration Tool

ACT implemented Microsoft Lync as a department solution to facilitate staff communication and collaboration. Come learn how ACT uses the Lync suite of tools -audio/video conferencing, chat room, instant messaging, and more. Also, since Lync seamlessly integrates with services already offered by ACT such as Microsoft Outlook calendaring and email, learn how staff can easily connect with one another and clients.

Working with College Students: What Research and Experience Tells Us

Our campus has over 29,000 students enrolled and a commitment to the advancement of knowledge through education and research. In order to promote the learning and engagement of our student population, we need to understand how to support this learning outside of the classroom. Come learn some important things to keep in mind when working with our students that will help you to consider how you engage students and help them to have the best experience possible