Budget & Finance Weekly Digest



August 1, 2023 | 132nd Edition

Announcements



Foundation Endowed Chair Recurring Transfers

If you have a Foundation endowed chair (fund number starts A-L) that was set up for recurring transfer from the Foundation to the UCSD ledger, please submit a new transfer request with appropriate approvals. The recurring transfer between ledgers for endowed chairs expires each June 30th so we can comply with PPM 230-8. The form and instructions can be found here.

Recurring transfer requests for other endowments or current use gift funds will continue to process to the chart string originally provided until a ticket is submitted requesting us to stop the recurring transfer. If you'd like to make a change to where the recurring transfer is posting, please submit a new recurring transfer form and we will be happy to update our records.

Financial Accounting Program: Upcoming Information Sessions

The UC San Diego Financial Accounting Program is a complementary professional development opportunity being offered to help you become more effective in your role. This program is currently offered at no cost to eligible career employees through the end of the fiscal year (Spring 2024)!

We invite you to hear more by attending an upcoming **Information Session** for the following dates. Please register using links below:

- Tuesday, August 15, 2023 @ 10:00am - 11:00am
- Thursday, August 17, 2023 @ 1:00pm - 2:00pm

You are encouraged to share this information with your teams, colleagues, and those who may be interested in participating in the full program or Financial Accounting for Non-Accountants (FAFNA) as a standalone course.

We appreciate the partnership with UC San Diego Division of Extended Studies and the support from supervisors across campus and health sciences.

Oracle Fixed Assets Module Office Hours Monday August 7th
Next **Monday August 7, 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:

- Cost Transfers for Assets
- Expenditure Type Corrections for Assets



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

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.

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!

We will not be holding Fund Management office hours on **Aug. 17th** for the annual Staff Summer celebration.

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

---

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

IPPS Hot Topics: Move/Relocation Policy & Procedures

Wednesday, August 30 @ 10:00am

This Hot Topics Training is great for department Move Coordinators who are in charge of assisting new employees with their Move/Relocation expenses. You will learn about the different move policies, how to find out which policy applies to your employee, reimbursable expenses versus non-reimbursable, the process in Concur to reimburse the employee/reconcile card charges, the taxability component associated with these expenses.

Contract and Invoice Creation Training

Wednesday, August 30 @ 10:00am - 11:00am

Find out about the PPM contract and invoice process. These resources and training are for individuals new to UC San Diego or those interested in refreshing their knowledge of the PPM contract and invoice process.

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!



We Are Hiring!

Do you know someone who loves keeping everything organized and is super detail-oriented? We are in search of a Project Coordinator to manage all of our report development projects, write Blink content, and provide first-line ticket support. They'll get the inside scoop on what's happening with financial reporting and will gain a broad knowledge base on using Oracle and reading financial data. This would be a great position for someone who wants to get into fund management, but doesn't yet have the right experience.



Sharing lodging with colleagues while on university travel status to reduce costs?

We understand travelers may choose to share lodging to offset costs. This aligns with policy. Keep in mind that group travel must have an assigned group leader. Otherwise, travelers will need to cover and reconcile their individual business travel expenses such as transportation, meals etc. under their own Concur profile.

When possible, you can request that the hotel split the charges into separate bills. In a case where travelers share a room, the person who paid in full should be the only one requesting reimbursement. Note that the receipt(s) must show the separate charges. To satisfy the requirements for lodging reimbursement, receipt(s) must state the following: the name of the traveler, the dates of stay, the nightly rate, a breakdown of taxes/fees/incidental expenses, and a form of payment. Reimbursements for personal transactions between travelers such as Venmo, Zelle, etc. cannot go through Concur and must take place between individuals outside of the system. This information is also included in this Blink site.

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

Manage your preferences | Opt Out using TrueRemove™
Got this as a forward? Sign up to receive our future emails.
View this email online.

9500 Gilman Dr, | La Jolla, CA 92093 US

This email was sent to .
To continue receiving our emails, add us to your address book.

Subscribe to our email list.