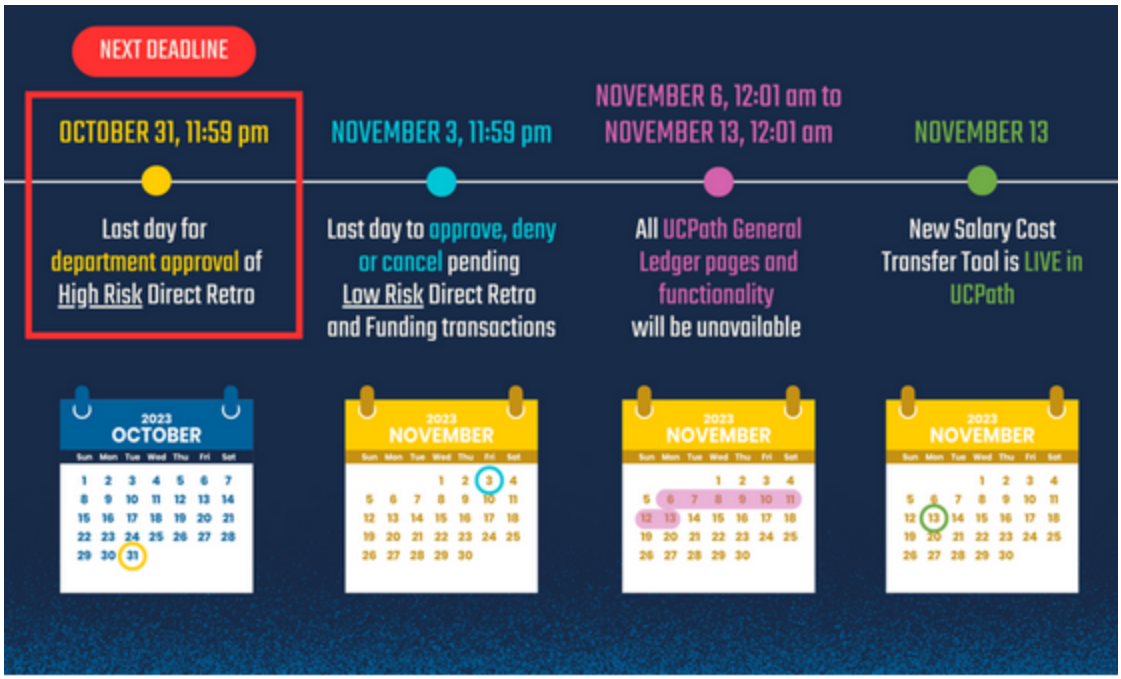
**October 31st, 2023** | 145th Edition

**ACTION REQUIRED**: **LAST DAY for department approvals of High Risk Direct Retro**

The new Salary Cost Transfer (SCT) tool launches in the UCPath system on **Monday, November 13, 2023.**

Please approve **High Risk** Direct Retro transactions at the department level by **today, Tuesday, October 31, EOD (end of day).** Any transaction approved **after** this date might not be approved by Sponsored Projects Finance (SPF) and will be **canceled**.




Please approve, deny, or cancel all pending **Low Risk** direct retro and funding transactions by **Friday, November 3, 2023, EOD (end of day).**

After November 3, any direct retro and funding transactions in pending status **will be canceled by the UCPath Center**. If you do not work with your department to approve your pending transaction, the transaction **must be re-entered** after launch on November 13.

To identify any pending Direct Retro transactions, please view instructions on how to use the Direct Retro Summary Report here.

**Timeline:**

- **October 31 at 11:59 pm:** Last day for department approval of **High Risk** Direct Retro
- **November 3 at 11:59 pm:** Last day to approve, deny, or cancel pending **Low Risk** Direct Retro and Funding transactions
- **November 6 at 12:01 am – November 13 at 12:01 am:** All UCPath General Ledger pages and functionality will be unavailable. Transactors will not be able to submit any direct retro or funding transactions during this time period
- **November 13**: New Salary Cost Transfer tool is LIVE in UCPath

**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, November 7, 2023 @ 10:00am -11:00am
- Thursday, November 9, 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.

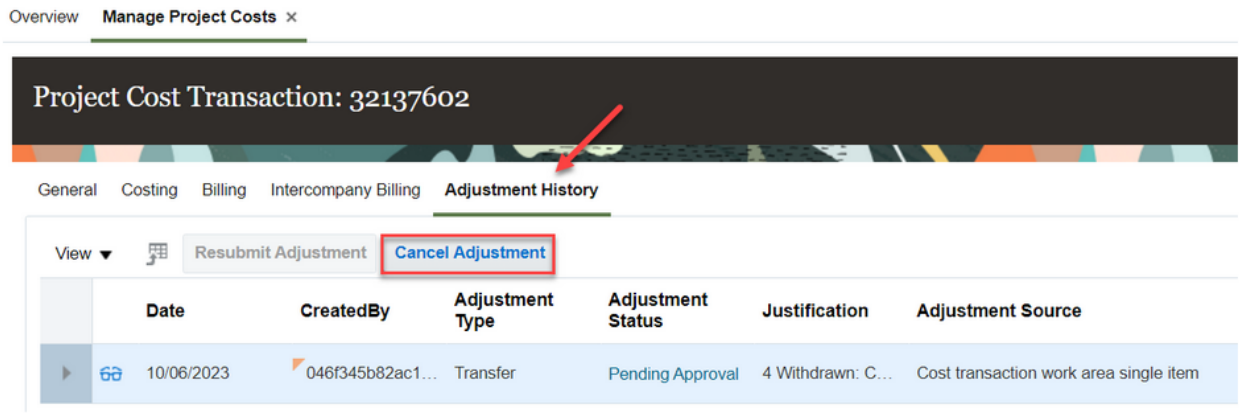
We appreciate the partnership with UC San Diego Division of Extended Studies and the support from supervisors across campus and health sciences.

**Cost Transfer Withdraw Issue**

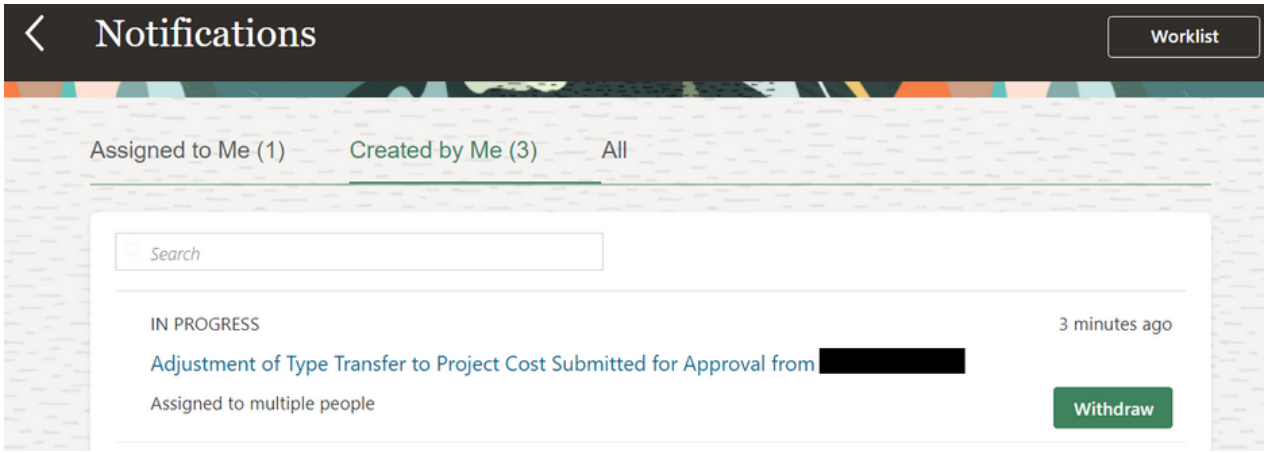
We have identified an issue where withdrawn cost transfers are still being processed or completed. It appears to be happening when withdrawn from the Things to Finish > Created by Me list. Oracle is already working on the issue and we will provide more information as soon as it's known.

If you need to withdraw a pending cost transfer, **do not** do so from the Things to Finish list. Instead navigate to Projects & Awards > Costs > Tasklist (paper icon) > Manage Project Costs> search for the transaction number(s)> navigate to the Adjustment History tab and highlight the pending row before selecting "Cancel Adjustment" .

Navigate to the Adjustment History tab to cancel pending adjustments:



**Do not** withdraw pending cost transfers from this page:



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

**Travel Program Webinars**

Join us to learn about the benefits of booking travel within our system-wide travel program! Hear from supplier partners and industry experts during these engaging sessions. You may even win a prize! Use this link for the schedule, session descriptions, and registration information.

Travel Webinars | Connexxus (ucop.edu)

---

**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**

At this week's office hours we will demo two sets of reports: General Ledger Panorama Financial Pivot Tools and Fixed Assets Dashboard. See BI & Financial Reporting below for more information about the reports. Come get your questions answered and solidify your knowledge and understanding from a useful and information packed session. Don't miss it!

---

**Concur: Event Expenses & Other Reimbursements**

**Thursday, November 9 @ 9:00am - 10:30am**

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, November 16 @ 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, November 16 @ 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

---

**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).

---

*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!*

---

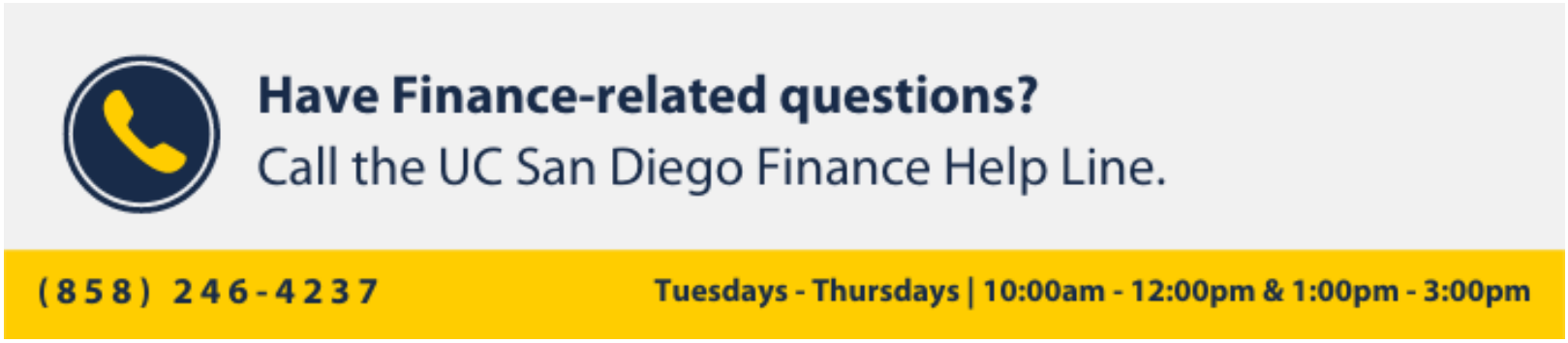
**The Support Framework: Your Guide to Finding Help**

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.