

October 24th, 2023 | 144th Edition

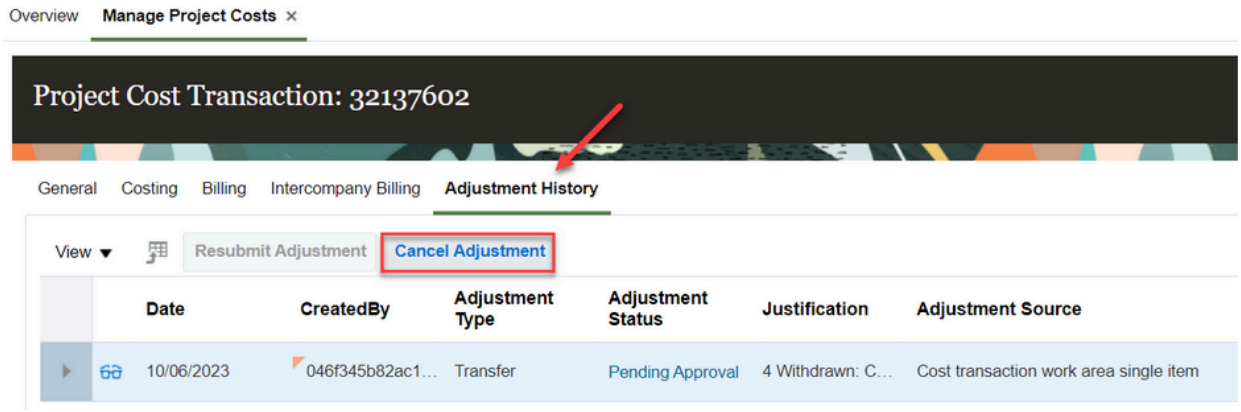


Cost Transfer Withdraw Issue

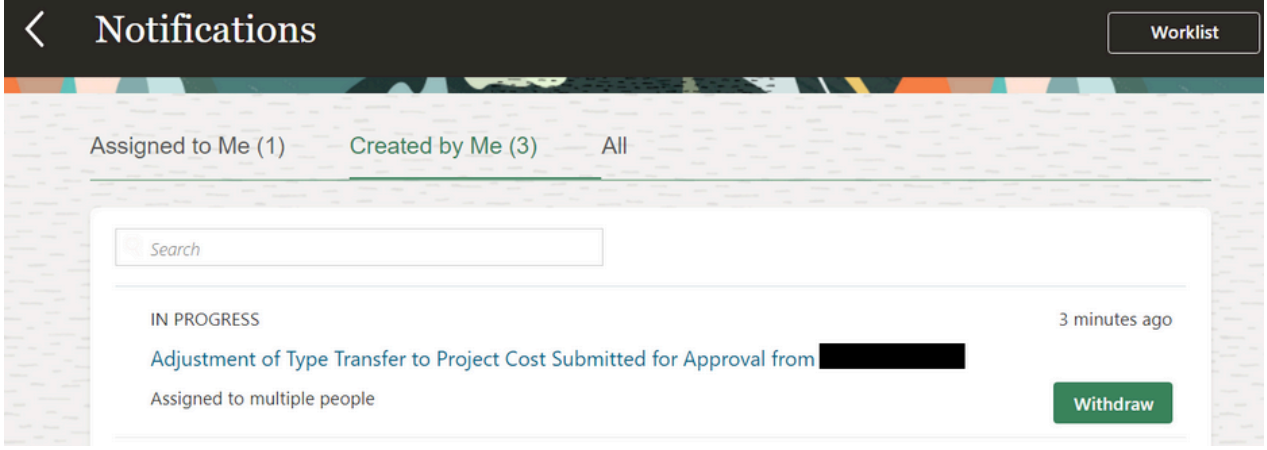
We have identified an issue where withdrawn cost transfers are still being processed or completed. It appears to be happening when withdrawn from the Things to Finish > Created by Me list. Oracle is already working on the issue and we will provide more information as soon as it's known.

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:



Important: Reconcile Your Outstanding Card Transactions in Concur
This is a reminder that cardholders' have the responsibility to reconcile outstanding card transactions in Concur in a timely manner. This ensures that expenses post to the appropriate university fund sources to ensure accurate financial records and helps maintain transparency within your departments.

To gain visibility into your department's unreconciled card charges, we recommend using the Outstanding Card Charges Report available in the Business Analytics Hub. To quickly locate this report, simply type "Concur" in the search box through the BAH.

Card transactions should be reconciled in a timely manner:

- **Travel and Entertainment Card Charges**: This includes T&E Card, CTS Air, CTS Hotel, and T&E - Temporary Virtual Card transactions. They must be reconciled within 45 days from the trip or event end date.
- **Procurement Card Charges**: These should be reconciled within 30 days, and they should be reconciled together on one report, in one-month periods. For instance, reconcile and submit the report for all of your Procurement Card expenses from September on 9/30. You may continue to get automated emails from Concur about needing to reconcile some of the older expenses while your report goes through the approval process. However, don't worry as no action will be taken on your card as long as the expenses are submitted within 30 days.

For more detailed information about using the Outstanding Card Charges report, we encourage you to visit the Blink page, where you can find an overview and additional resources to guide you through the reconciliation process. Tip: when applying filters to the report, we recommend that you change the search criteria from "Starts with…." (under Keywords) to "Contains any of these keywords".

UCPath Projects: November Release
This November will mark the release of a few highly anticipated projects in the UCPath system:

1. Salary Cost Transfer Redesign
2. Hire Pilot
3. Chartstring Web-Service Validation

For a summary of the new features, along with links to upcoming training sessions, review the November Release project space here. Be sure to add the upcoming UCPath November Release

Office Hours to your calendars. Read the full UCPath project status alert here.

Preparing for the New Salary Cost Transfer Tool in UCPath

The new Salary Cost Transfer (SCT) tool launches in the UCPath system on **Monday, November 13, 2023**. Please approve or deny **all** pending direct retro and funding transactions by **Friday, November 3, 2023**. Transactions not approved by this deadline will not be processed and must be re-entered after launch on November 13. Watch a summary of the changes coming with the new Salary Cost Transfer tool here.

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.



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)

Internal Controls & Accounting Office Hours

Last Wednesday of the month @ 1:00pm - 2:00pm

Join our Internal Controls & Accounting team for office hours the last Wednesday of each month as a platform for discussion related to General Ledger related transactions, Intercampus

Recharges, and Payroll reconciliation. ICA team will provide any updates available and the session will be open for Q&A.

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.

IPPS Hot Topics: Sourcing The Right Suppliers

Wednesday, October 25 @ 11:00am

During this month's Hot Topics session, we will discuss how to successfully source suppliers, what it means to go through the competitive bid process, how to find valuable agreements, and share resources to support local and small diverse businesses.

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

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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.



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**

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

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