

October 10th, 2023 | 142nd Edition

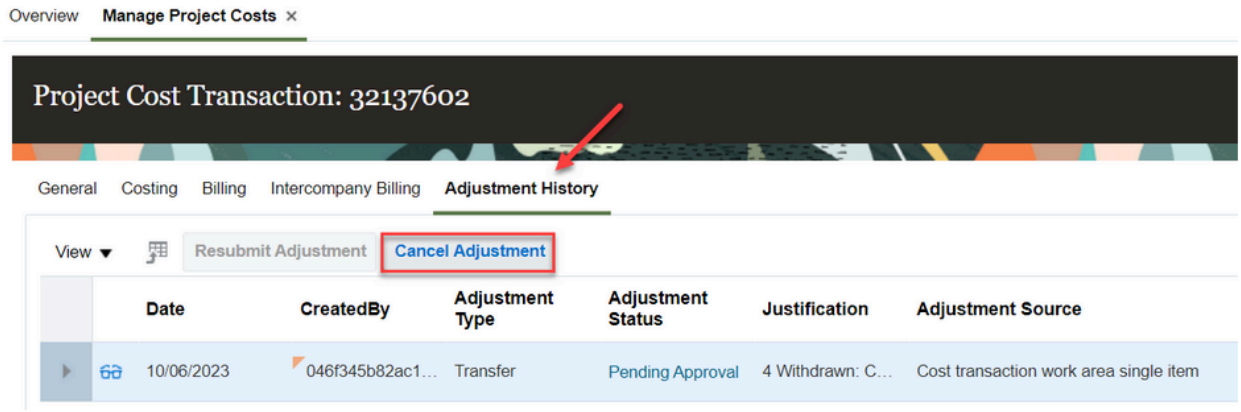


Cost Transfer Withdraw Issue

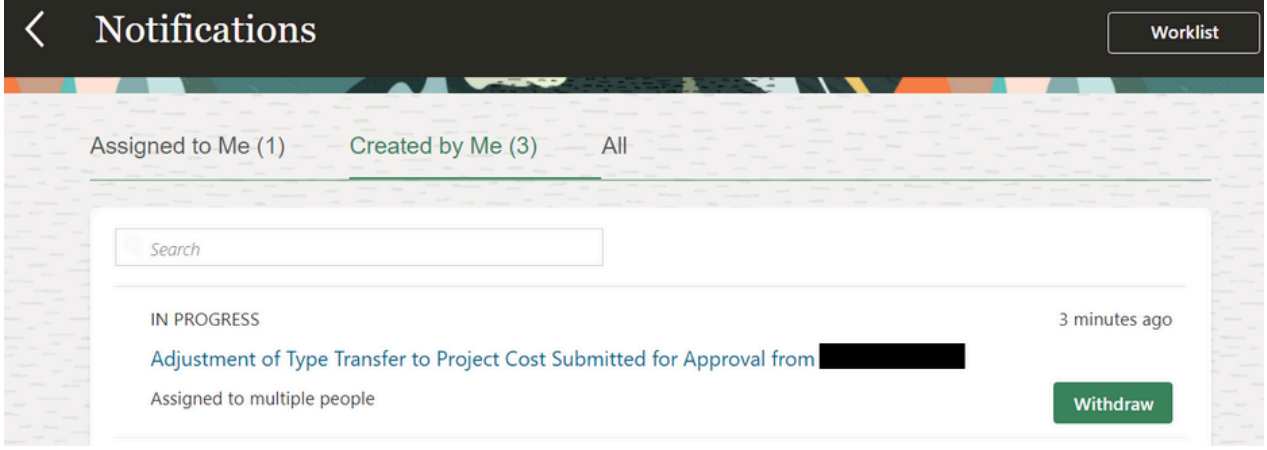
We have identified an issue where withdrawn cost transfers are still being processed or completed. It appears to be happening when withdrawn from the Things to Finish > Created by Me list. Oracle is already working on the issue and we will provide more information as soon as it's known.

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:



New Interlocation Transfer of Funds (ITF) Form
Going forward, UCOP is requiring all UC Campus' to complete a new ITF template when transferring funds between Campus' or UCOP. A new COA chartstring format will replace the FAU (Full Accounting Unit) that was previously required. Use the following KBAs for guidance:

- How to Submit for an Outgoing Interlocation Transfer of Funds (ITF)
- How to Receive an Incoming Interlocation Transfer of Funds (ITF)

PADUA Updates: Enhancements
"Reporting Category" is now a required value when creating new projects (ex. Department or Faculty Portfolio). Any updates to existing projects will require this to be updated if they are not already assigned a Reporting Category.
Tasks on General Projects can now be backdated as needed/appropriate.

New Contract with Hertz!
After more than 15 years, University of California has a new contract with Hertz that went into effect on July 1, 2023.

While our UC rates are still incredibly competitive, the daily rate will increase by an average of $2 and all reservations made prior July 1 have been notified by Hertz of the new rates. This change will be more noticeable by those who have confirmed larger vehicles such as minivans/SUVs or specialty/premium cars.

What hasn't changed:

- Unlimited mileage within California (and now New Jersey as well)
- One-way rentals within California for no drop-off fees

While UC faculty and staff can use the contracted rates for personal travel, the insurance will not apply. As a result, reservations for personal rentals must be made using specific links in the Connexxus portal instead of through Concur or Balboa Travel.

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:

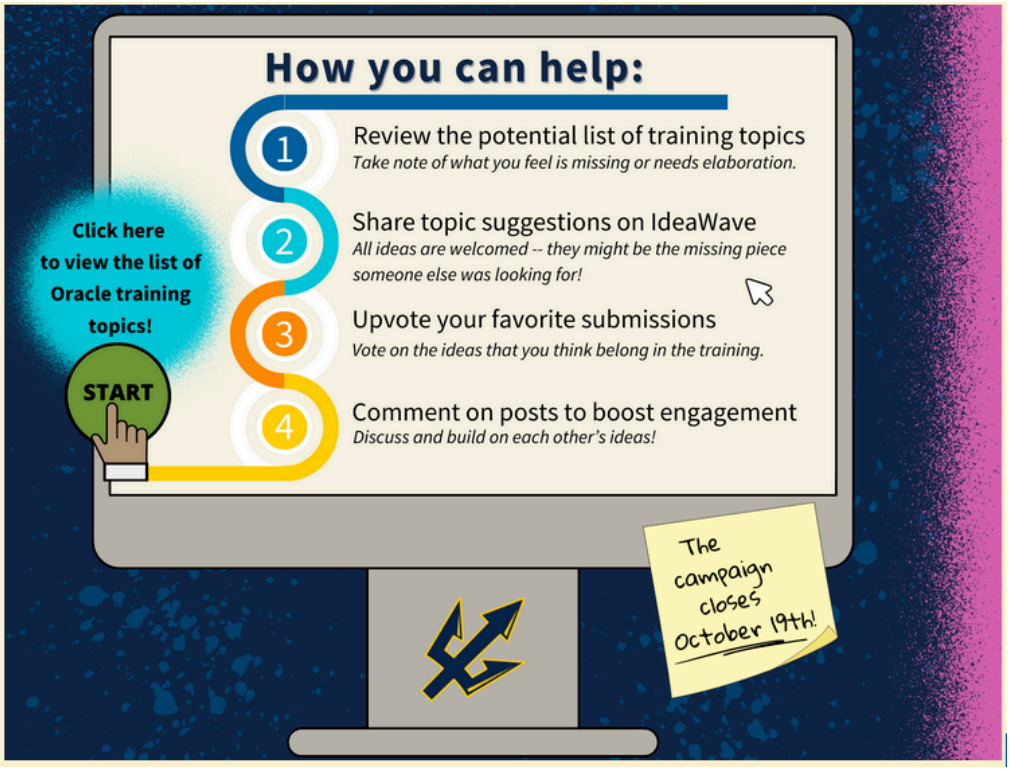
- **Tuesday, November 7, 2023 @ 10:00am -11:00am**
- **Thursday, November 9, 2023 @ 1:00pm - 2:00pm**

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.

Seeking Input on Oracle Training Development

You still have a chance to participate in Business and Financial Services' IdeaWave campaign to gather your feedback on an upcoming Finance Training Program. We're looking for Oracle users of all levels of experience to share their ideas on which topics this self-paced training should cover. We welcome you to participate prior to the launch of this course. Your involvement will help us create a comprehensive learning experience and also empower you to influence the specific topics you'd like to further explore in the training. Review the graphic below for more information. Submissions will close on October 19th.







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)

Managing Airfare: from Booking to Credits

Wednesday, October 11 @ 11:00am

The complexity surrounding airfare can be overwhelming. This session will attempt to diffuse the confusion by going over inventory, booking options via UC's preferred agencies (from search to seats to confirmation), cancellations and schedule changes, and managing existing airfare credits.

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.

Concur: Event Expenses & Other Reimbursements

Thursday, October 12 @ 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.
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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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!

UC San Diego Travel: Before You Go

Thursday, October 19 @ 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, October 19 @ 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!



Streamlining Your Campus Event and Entertainment Expenses

As we embrace the vibrant energy of the fall quarter, our campus events and entertainment scene is buzzing with activity. The Central Office is here to offer some helpful reminders that will simplify the process of reconciling your event expenses within Concur:

1. **Method of Payment:** We strongly recommend using your Travel and Entertainment (T&E) Card for all event and entertainment expenses to eliminate any out-of-pocket expenditures.
2. **Timing Matters:** If you use your T&E Card to make a deposit for an event, it's essential to wait until the event has concluded before reconciling the card charges in a single expense report. This step is critical to ensure that your reports comply with the BUS-79

Entertainment Policy's meal maximums, which may require additional approvals. Combining event deposits and final charges into one expense report is the best practice.

3. **Detailed Itemization:** To maintain transparency and enable accurate cost calculations per person, it is imperative to provide comprehensive itemizations for all event-related expenses. This includes categorizing costs, specifying the nature of each expense, and supplying receipts or supporting documentation for expenses exceeding $75.

We highly encourage your participation in our Events and Entertainment instructor-led virtual course titled "Concur: Event and Expense Reimbursements." This valuable resource can be accessed through UC Learning. The next session is scheduled for Thursday, October 12th, from 9:00 AM to 10:30 AM, and these courses are offered once a month. By following these guidelines and enhancing your understanding of Concur through our informative courses, you can streamline your event and entertainment expense management process.

REMINDER: Travel Under 24 Hours

Please be aware that requesting reimbursement for Meals & Incidentals (M&IE) during trips lasting less than 24 hours is only allowable when there is a lodging expense included or if you are attending a business meeting where food is purchased. When meals are purchased, the correct Travel Expense Type is “Entertainment Meals – Travel Status” where proper approval routing will ensue. Alternatively, you should change the Report Type to “Event Expenses & Other Reimbursements” to claim Business Meeting meals, if there are no other travel expenses involved. Additionally, it's important to note that local conferences are subject to the same guidelines mentioned above. If you require further details on this matter, please review the Travel: Meals and Lodging Blink page for additional information.

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

Manage your preferences | Opt Out using TrueRemove™
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