Budget & Finance Weekly Digest

November 2, 2021 | 44th Edition

Announcements

Follow-up: FY21 Is Officially Closed

As a follow-up to the announcement that FY21 revenue and expenses were allocated back to the FinUnit and Project level in account 300000, the Campus Budget Office would like to confirm that all the reports and analyses in the Budget and Financial Management Reports Panorama have been updated to pull FY22 Beginning Net Position from the Fund Balance account 300000 for all financial units and projects.

IDC Assessment Moving to Per Transaction

Currently, IDC Assessment is done as a summarized transaction that is assessed daily and calculated based on the days costs and Expenditure Organization. **Starting Friday, November 5**, the IDC Assessment will change to an **assessment per cost transaction**. This change will create more individual costs, but will help to reconcile IDC on sponsored projects.

Closing Tasks in Project Portfolio Management (PPM)

When closing tasks in PPM, entering an end date will prevent costs with an Expenditure Item (EI) date past the close date from being charged. To also prevent ANY future costs (even during the task dates), please request that your task be marked as **non-chargeable**. Task dates are intended to reflect the time period of allowable costs for that activity.

Deadline for Submitting Taxable Travel/Move Expense Reports
Due to payroll reporting deadlines, Expense Reports for employee moves, or trips including taxable payments/reimbursements, must be completed with required attachments and approved by the Financial Unit Approver **by November 8**. Expense Reports with taxable expenses that are submitted after the deadline will be processed for payment in January 2022. For instructions on the move process in Concur, please review How to Manage a Move Trip.

POETAF Validation in Oracle Procurement
Starting Wednesday, November 3rd, POETAF validation will be built into the requisition workflow. If a project is referenced in the GL Chart String but the Project Costing Details (project/task/expenditure information) are not populated, then the requisition will be rejected. The PO Requisitioner may at that point edit the requisition to include POETAF information and resubmit. Refer to the full email announcement and our Checkout Billing Guide for a walkthrough on populating POETAF information.

Financial Accounting Program - Application Period Opens Tomorrow!
The Financial Accounting Program is opening up applications **tomorrow, November 3rd,** for the upcoming Winter Quarter! The program offers comprehensive accounting training from a basic to intermediate level for those who have financial responsibilities as part of their job. If you're interested in the program, take a look at what is offered on our program website. You have from November 3rd until November 19th to apply!

If you have any questions, check out our FAQ section and a recording of our information session. Otherwise, feel free to reach out to financesupport@ucsd.edu.

Fund Management Office Hours
Thursdays @ 11:00am - 12:00pm
This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying

to figure out the source of a GL-PPM discrepancy? Can't figure out how to get your direct retro with cap gap to work? See a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.

Watch Recorded Fund Management Office Hours

Accounts Receivable, Cash, & PPM Office Hours

Biweekly on Fridays, starting November 5 @ 8:30am - 9:30am

Starting this Friday, the Accounts Receivable, Cash, & PPM Office Hours will occur biweekly from 8:30 - 9:30am. New dates through January have been added to the Event Calendar and Office Hours Support Blink page.

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, November 4, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

UC San Diego Travel: Before You Go

Thursday, November 4, 2021 @ 9:00am - 11:00am

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting Expenses course before your trip takes place.

UC San Diego Travel: Reporting Expenses

Thursday, November 4, 2021 @ 1:00pm - 3:00pm

This course provides an overview of UC San Diego travel policy and the reconciliation procedure, including summarized guidelines, resources, and information about online tools. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense Report.

Concur: Event and Expense Reimbursements

Tuesday, November 9, 2021 @ 9:00am - 11:00am

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about the expense reconciliation process in Concur.

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!

Timeframe for Travel Expense Report Reconciliation

As we move closer to the end of the year, please keep in mind that all travel expenses (T&E Card/CTS transactions, prepayments, out-of-pocket) should be reconciled within 45 days of the trip ending per policy. Delegates, ensure that your travelers have provided you with all of their out-of-pocket receipts before proceeding with reconciliation. Travelers and delegates can email and upload receipts directly to Concur as outlined in the How to Upload and Email Receipts to Concur KBA.

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.

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