

November 28th, 2023 | 149th Edition



Resources for New Salary Cost Transfer Tool

The **new** Salary Cost Transfer tool is **live** in UCPath as of Monday, November 13, 2023. Below are resources available for you to review:

- Watch the recording of the Using the New Salary Cost Transfer Tool in UCPath Topic Based Zoom
- Try a hands-on Salary Cost Transfer simulation for Unrestricted Funds, Restricted Funds, and Work-Study
- View a list of new Salary Cost Transfer Job Aids and Knowledge Base Articles
- Bring any questions you may have about the new Salary Cost Transfer tool to the Drop-In November Release Office Hours

Questions about the new Salary Cost Transfer tool and the new chartstring validation method should be submitted to the Payroll Financial Management team via Services & Support.

Internal Controls Policy Available for Review

The final draft of the internal controls policy will be available for review and comment this month and then it will be sent for publication in the campus Policy and Procedure Manual. The policy will formally establish procedures and standards regarding internal controls for departments. The draft of the internal control policy can be found here.

Currently, the target date for policy implementation is mid-January 2024.

Please note that access to the draft is restricted to UC San Diego accounts. Refer to this Blink page for guidance on how to log in before viewing it.

For questions or concerns on the policy, please submit a ticket via Services & Support [*About*: Financial Accounting, *Related to*: Internal Controls, *More Specifically*: Internal Controls Support]

before December 1, 2023.

More Information can be found here: Best Practices for Internal Controls.

Foundation Recurring Transfers

You are encouraged to set up a recurring transfer for your Foundation funds (fund number begins A-L). The available full balance will be transferred to your specified chart string monthly, reducing your administrative burden to submit individual requests. Any unspent balance will carryforward year to year, so there is no need to wait to transfer funds. This will also make seeing your full balances on existing BAH reports easier.

To make this request, complete a Foundation request for funds form leaving the amount field blank and checking the recurring box. Submit your completed form to UC San Diego Services & Support Portal, About: Gift Funds; Related to: Gift Fund Setup & Transfer; More Specifically: Foundation Requests for Funds Transfer.

Holiday Closure Schedule 2023 - 2024

The deadline for foreign wire payments made through Concur is November 30th to post to the December ledger. Continue to check the IPPS Schedule on the Holiday Closure Blink page for alternate service hours, emergency contact information, and deadlines leading up to and throughout the holiday closure.



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 understanding during this information-packed session. Don't miss it!

Internal Controls & Accounting Office Hours

Wednesday, November 29th @ 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.

Contract and Invoice Creation Training

Wednesday, November 29 @ 10am - 11am

Ask questions and receive guidance on the PPM contract and invoice creation process every last Wednesday of the mid-quarter on Zoom 10 a.m. - 11 a.m.

For departments requiring training between the designated courses, we offer one-on-one training sessions with a member of our team who can answer questions about the process. Sign up for a PPM Contract and Invoice Process Session directly on Calendly for teams of 3 or more personnel.

Concur: Event Expenses & Other Reimbursements - Previously on November 9th

NEW DATE: Thursday, November 30 @ 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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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!



This week, we release two new dashboards that were the culmination of work done by the MSOs Reporting Workgroup. We would like to thank the members of that workgroup for their time spent providing input and feedback that led to the development of these dashboards: Faye Chou

(Mathematics), Jamie Gonzalez (History), Traci Carpenter (Electrical and Computer Engineering), Taylor Benarieh (Communication), Fritz Leader (San Diego Supercomputer Center), Anne Footer (CASPO), Annamarie Bryson (Integrative Oceanography), Randy Brooks (School of Public Health), Casey Sandack (Surgery), Kathy Smith (Orthopedic Surgery), Wei Deng (Pharmacology), and Jennie Morrow (Computer Science and Engineering).

New Report: Staff Workload Dashboard
The Staff Workload Dashboard is now available on BAH on a new Leadership (Restricted) tab. This dashboard provides a variety of metrics for leaders to assess comparative workloads of their staff. The dashboard currently provides metrics for fund manager workloads, but will encompass other staff types in the future.

This dashboard answers questions like:

- How has the workload for each Fund Manager changed over time?
- What does the workload of each Fund Manager look like and how do they compare to each other?
- Are payroll titles appropriate for each staff person given their current workload and job performance?

All individuals with the role of MSO/CAO/DBO in Oracle have been provisioned access. A separate access request form will be coming soon. In the meanwhile, if you have responsibility for managing fund manager workloads and do not currently have access, submit a ticket indicating why you need access and attaching approval of your MSO or other departmental leader.

New Report: Trend Analytics Dashboard
The Trend Analytics Dashboard is now available on BAH on the Budget & Financial Management tab. Use this dashboard to gain insight into how Financial Units, Funds, Project Managers, and Projects have performed over time. This GL-Based dashboard is the first of its kind to allow users to view trends by year, quarter, or month.

It answers questions like:

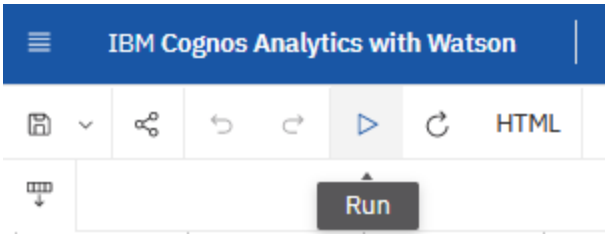
- How have my balances changed over time and what has contributed to increases or decreases?
- How has my spending on graduate support changed over time?
- How does IDC recovery compare over time for all of my PIs/Project Managers?

While reports are user-tested as much as possible prior to release, we recognize that they won't be perfect immediately. We rely on community feedback through enhancement requests and tickets to get new reports into their final form. We look forward to working with you to make these new reports the best they can be.

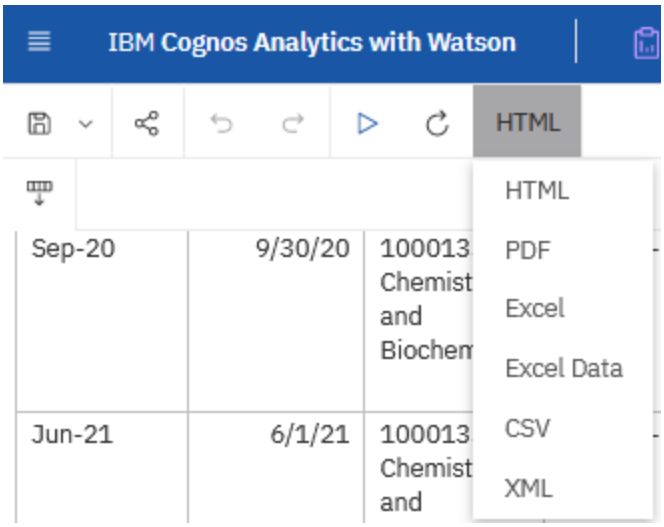


Cognos Tips and Tricks

After running any Cognos report, click the Run button to return to the prompt page.



Download to Excel or PDF by changing the format. After downloading, change back to HTML format by changing the format back to HTML.



The Support Framework: Your Guide to Finding Help

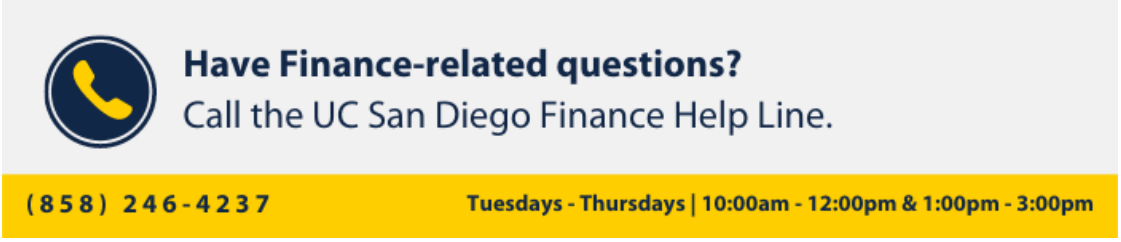
Learning all there is to know about budget & finance can feel daunting.

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

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