Budget & Finance Weekly Digest



August 29, 2023 | 136th Edition

Announcements



Conversion of Current Asset Balances to Expenses
As part of the Fixed Assets Implementation, existing Asset Account balances on Department Financial Unit/Fund/Project combinations are being moved to an Expense Account via journal entry on **Thursday August 31, 2023**, and posted to the June 2023 adjustment period (period 13) for this closing fiscal year.

When this conversion entry is completed, **you may see a decrease in Capital Assets and increase in Expenses for your Financial Unit/Fund/Project combinations when reporting for period 13** as the balances are moved from an Asset Account to an Expense Account. For more information related to this conversion effort, please visit the Fixed Assets Conversion Blink page.

Traveling this Fall? Watch the Weather with TripIt Pro!
Extreme weather events like wildfires, severe heat waves, and floods are becoming more frequent, more intense, and more unprecedented—making weather-preparedness even more important when you're planning and taking a trip.

TripIt now provides the weather forecast based on your trip itinerary to help you make more informed weather-related decisions before and during your trips. With this new enhancement to the TripIt app, you can find weather forecasts on the plan details screen for plans with a single address/location. This includes lodging, restaurants, car rentals, and activities such as meetings or special events.

It's important for travelers to be aware of the weather-related risks for their destinations. TripIt now provides itinerary-specific weather forecasts. As your trip approaches, monitor the forecast to pack and plan accordingly.

High-Risk Ledger Review Changes

The Budget and Finance User Group (BFG), including representatives from Audit & Management Advisory Services (AMAS) and Internal Controls & Accounting (ICA), has approved a change to the threshold of transactions that need to be reviewed with high-risk ledger review. The $2,500 threshold that has been applied to the total invoice dollar amount will now be applied at the transaction level. This will greatly reduce the number of transactions requiring review and simplify the monthly high-risk ledger review process. This change is now reflected in the Transaction Details report.

New Effort Column on DOPE Report

The Salary Derived Effort Percent provided by UCPath and displayed on the DOPE Report is incorrect for certain faculty situations. A new column, 'UCSD Salary Derived Effort Percent', will be added to the report this week to calculate effort based on the monetary amount, compensation rate, and salary cap rate for those situations where the Salary Derived Effort Percent is incorrect. We encourage you to use this new column when calculating effort for progress reports and other applications.

If using this new column to verify effort in the ECERT application, make sure you run the DOPE report for the 6 month periods that coincide with the effort reporting period. There are two effort reporting periods for each fiscal year. For example, in FY 22, the two reporting periods are July 2021 through December 2021 and January 2022 through June 2022. When differences exist between ECERT and the DOPE report you can make adjustments in the Adjustment column of ECERT. You will need to provide a note on the change and refer to the DOPE report corrections for the reason.

Exciting Role Change for Ashlyn Bernal

We are excited to announce that Ashlyn Bernal has accepted the role of Finance Training Manager in Business & Financial Services. Many of you have gotten to know Ashlyn through Services & Support, the procure-to-pay training she's created, and various IPPS events over the last 7 years. This newly created role gives her the opportunity to have even greater scope and impact by building out a training framework on behalf of the broader finance portfolio.

Ashlyn, her colleague Christina Putrov, and the Director of the Finance Training team, Heather Sears, have already begun building out new Finance-specific training modules, which they hope to start releasing before the end of the calendar year.

For your ongoing procurement and payables-related support needs, please continue to submit Services & Support cases.





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

At this week's office hours, we will discuss the new UCSD Salary Derived Effort Percent column on the DOPE Report. Come get your questions answered and solidify your knowledge and understanding from a useful and information packed session. Don't miss it!

IPPS Hot Topics: Move/Relocation Policy & Procedures

Wednesday, August 30 @ 10:00am

This Hot Topics Training is great for department Move Coordinators who are in charge of assisting new employees with their Move/Relocation expenses. You will learn about the different move policies, how to find out which policy applies to your employee, reimbursable expenses versus non-reimbursable, the process in Concur to reimburse the employee/reconcile card charges, the taxability component associated with these expenses.

Contract and Invoice Creation Training

Wednesday, August 30 @ 10:00am - 11:00am

Find out about the PPM contract and invoice process. These resources and training are for individuals new to UC San Diego or those interested in refreshing their knowledge of the PPM contract and invoice process.

Internal Controls & Accounting Office Hours

Wednesday, August 30 @ 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. The ICA team will provide any updates available and the session will be open for Q&A.

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).

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**

Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer Finance-related questions.

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!



Pending Card Transaction lines in Concur
A Pending Card Transaction line under your **Available Expenses** section means that a reservation or travel booking was made in Concur or through Balboa Travel. These expense lines with the Payment Type of *Pending Card Transactions* are placeholders for the actual expense and do not represent charges to a UCSD Card product. These expense lines should not be added to an Expense Report, and should be deleted to avoid any confusion. To delete those expenses select the box next to the expense line, and then click on the Delete button. Please make sure to only move expenses with the Payment Type of UCSD CTS Air Hotel Card or T&E Card to an Expense Report.

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.