

November 21st, 2023 | 148th 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.

Project Type Name Update
As communicated in the 9/28/23 Digest, new project types were created and an existing one had a name change, in support of the Fixed Assets Project.
This name change has caused some confusion for campus users so the name is being changed again, effective November 18, to alleviate this confusion.
Project Type New Name: UCSD Sponsor Project Pre FA (originally UCSD Sponsor Project, then DNU UCSD Sponsor Project).

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**~~

No office hours this week due to closure for Thanksgiving holiday.

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.

[RESCHEDULED] 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!



Payment Process for Non-Employee Students

This is a friendly reminder that **non-employee students** need to register through PaymentWorks to receive their reimbursement. They must be invited to register in PaymentWorks by a UC San

Diego employee, and should not log in with their student SSO.

If the student is an employee at UC San Diego, you must reimburse them either by acting as a delegate on their Concur profile (for Travel Expenses), or via the Non-PO Payment to Employee form (for other expenses and reimbursements).

If you need to confirm the employment status of a student, please use the Supplier Inquiry Report in the Business Activity Hub to search for their employee supplier profile.

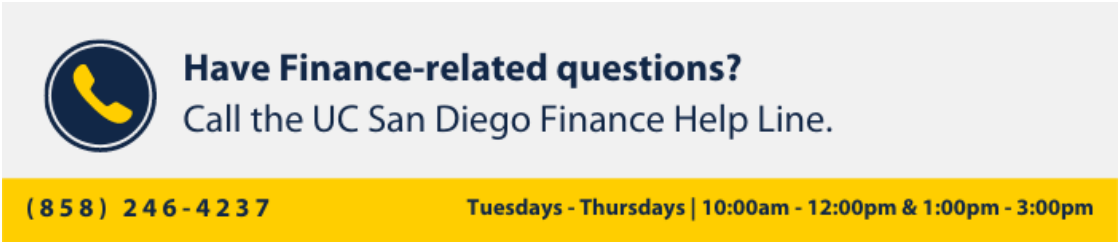
The Support Framework: Your Guide to Finding Help
Learning all there is to know about budget & finance can feel daunting.

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.

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UC San Diego

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