Budget & Finance Weekly Digest



December 5th, 2023 | 150th Edition

Announcements



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.

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.

Cellular Recharge Rates - Updated Rates Effective December 2023
Please be advised that the cellular management monthly recharge fee of $2.00 per line is increasing to $2.25 per line, effective in the December 2023 billing cycle.

Last assessed in 2007, the rates are being increased due to inflationary costs. Please see the updated and approved schedule of rates below and reference our Blink Webpage for more information related to the Cell Phone program.

Approved Rate Schedule - effective December 2023:

	FY23/24	FY24/25	FY25/26
Monthly Fee Per Line	$2.25	$2.50	$2.75

Local Hotel Reminder
If you've booked a guest at one of our local hotel partner properties and the UCSD CTS Air Hotel Card charge has not appeared in your Concur profile 10 business days after checkout, please submit a Services & Support case with the hotel folio. That final receipt from the hotel provides the exact amount paid for the stay and the card number to confirm which charge card was used for the stay.

When you see a Pending Card Transaction line in your Available Expenses you can simply delete it. Unlike airfare charges, a hotel card transaction will not match up with a Pending Card Transaction. Manually deleting these lines does not impact your Expense Report or the card charge and is the only way to clear it.



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

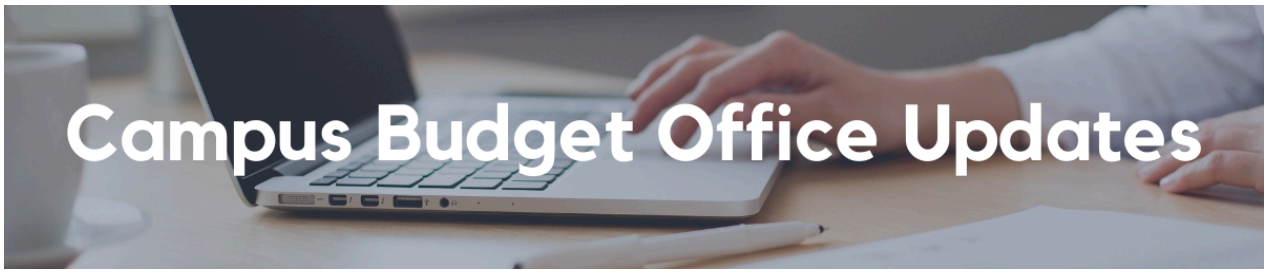
Every Thursday 11:00am - 12:00pm

Major revisions to the Transaction Details Report, Project Management Dashboard, and Expanded Project Summary will be released on December 12, incorporating 29 enhancement requests that have been submitted over the past year as well as major changes to the prompt pages on all three reports. These three reports represent the core reporting suite for fund managers. At this week's office hours, we will walk you through the upcoming changes so that you are prepared and primed for success when the changes are released next week.

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!



2024-25 Upcoming Campus Budget Process Preliminary Updates

This update only pertains to those who complete budget planning in the Oracle Planning and Budgeting System (EPBCS).

The Campus Budget Office is preparing for the opening of the EPBCS budget system for 2024-25 planning. Please note the following important items and please take action if required.

1. The employee roster snapshot data which is taken directly from UCPath is planned for January 9th, 2024. This data is loaded directly to the budget system for roster planning purposes. Data will be loaded for each UCPath funding distribution record by chart string (Financial Unit-Fund-Function-Project).

Recommended Action ***It is recommended that you review and update your UCPath funding entry data to ensure that employees are on the chart strings you expect*.**

- **Once the UCPath data is loaded to the budget system rosters, changes made to UCPath entries after January 8th will not be reflected in EPBCS. Edits will need to be made in EPBCS directly using the available planning actions such as transferring the employee within EPBCS.**
- **It is recommended that all known salary actions be completed in UCPath by EOD January 8th as well so that they are reflected in the planning rosters.**

2. EPBCS budget system forms will transition from FY24 to FY25 starting January 3rd, 2024. Users will no longer be able to view the FY24 budget within EPBCS planning forms directly. To

view your FY24 budget please refer to the Budget versus Actual report in the Business Analytics Hub or access budget reports within EPBCS directly.

- As a reminder, the Planning and Budgeting dashboard makes available several reports that display budget for GL-level data as well as compensation data by position. See relevant Blink Assist page for more information: https://blink.ucsd.edu/finance/bi-financial-reporting/bud-finmgmt/plan-bud-dashboard/index.html

Oracle Reporting Hierarchies Blink Assist Page Published
A new article that provides detailed information on the Oracle Managerial Reporting and Standard hierarchies is available here: https://blink.ucsd.edu/finance/bi-financial-reporting/report-information/oracle-hierarchies.html.



Providing Comparable Airfare during Business Trip with Personal Days
As we continue to prioritize transparency and adherence to UCOP G-28 Travel Policy, we would like to remind all faculty and staff planning to include personal days during their business trips about the correct procedure for claiming expenses related to personal travel days.
According to G-28 Travel Policy: “Under no circumstances shall expenses for personal travel be charged to or be temporarily funded by, the University, unless otherwise noted in this Bulletin”. *(Page 4. Sec. D. Reimbursement Standards)*

Comparable Airfare Documentation: To ensure compliance, we request that individuals attach a comparable airfare to their expense report demonstrating the estimated cost of the flight had personal days not been included. Gathering the comparable at the same time as booking will result in the most accurate results although a comparable can still be run after the fact, we recommend using Concur to run your comparable. Please reference our Blink page regarding Policy on Air Travel for more information on running your comparable.

Claim the Lower Amount: Regardless of how the airfare was purchased, the lower amount between the comparable and the actual airfare should be claimed. If the flight was purchased using a personal card, please enter only the lower amount on your expense line.

T&E Card or CTS Card Purchases for Employees: For flights purchased on an Employee T&E card or our CTS card (This will not work for non-employee guest travelers), the difference between the actual flight cost and the comparable must be claimed as "Personal/Non-reimbursable." This amount will be paid back to the University by the traveler after approval of the expense report in the Central Office.
For detailed instructions on how to process Personal/Non-Reimbursable card charges in Concur, please refer to the following link: How to Process Personal/Non-Reimbursable Card Charges in Concur.

Important Notice: We have observed instances where reports were submitted with a comparable attached, but the personal airfare was still being claimed. To ensure compliance with policy, any expense reports with this discrepancy will be sent back for adjustments to be made to the totals.

Detailed Business Purposes for Event Expense Reports Required
As we approach the festive holiday season, the Central Office has noted an increasing number of event expense reports lacking detailed business purposes.

Per BUS-79 Entertainment policy, a detailed business purpose is a fundamental requirement for all campus event expense reports. We have observed instances where the provided purposes are not sufficiently detailed, delaying the reconciliation process for both the department and the Central Office.

To ensure a smooth and quick reconciliation process, we request that you provide a thorough and comprehensive business purpose when submitting event expense reports.

Should you have any questions or need clarification regarding the BUS-79 Entertainment policy, please do not hesitate to reach out to the Central Office via Services and Support or visit our Blink page for guidance.

Streamline Your Expense Report Reimbursement Process
Prevent any potential delays in receiving your expense report reimbursement by ensuring that you attach thorough receipts. For additional details on the receipt requirements for business travel reimbursement, please review our Blink page for more information.

NOTE: To secure your documentation, redact PII (Personal Identifiable Information) before attaching to expense reports. Examples of PII are home addresses, personal phone numbers, full credit card numbers, medical conditions, medical record numbers, social security numbers, birth dates, etc.

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.

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UC San Diego

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