Budget & Finance Weekly Digest

October 19, 2021 | 42nd Edition

Announcements

2021 Year-End Overpayment Recovery Deadline Approaching
The Internal Revenue Service (IRS) states that recovery of a payroll overpayment must occur in the same year as the overpayment. This overpayment recovery affects the employee's earnings and tax withholding record. Adjustment requests for overpayments occurring January 1 through November 15, 2021, **must be submitted via UCPath by November 19th** to ensure processing in 2021. Click here for more details.

CORRECTION! Composite Benefit Rate (CBR) – Summer Salary Credit
The credit originally targeted for the September Accounting Period will now instead post in the October Accounting Period in OFC. Note that this credit will **not** be reflected in UCPath or the Labor Ledger DOPE.

FY22 Core Resource Allocations
Resource Allocations have begun posting to the General Ledger and are now visible within the Business Analytics Hub Budget and Financial Management Reporting Panorama.

- Core **recurring** resources are transferred as 1/12th monthly allocations at the Financial Unit – Fund – Function – Project – Account (774900) level. July, August & September allocations were processed together for September fiscal period close and October allocations are now posted into the open October period as well.

- Prior or new **one-time** funding approved during the FY22 Budget Cycle is transferred as a lump-sum and transacted at the Financial Unit – Fund – Function – Project – Account (774950) level.
- The Budget Plan in the Oracle Planning and Budgeting (EPBCS) tool includes early salary and benefits planning assumptions at the time of the FY22 budget development, and before final compensation program decisions are known.
- Actual financial resourcing relative to the Budget Plan can differ due to final salary and benefit decisions. Most are known and allocated by the end of the calendar year, or December 2021.
- For steps to locate the Core recurring resource allocations using the Budget versus Actual report via the Budget & Financial Management Reports Panorama, please refer to the Core Recurring Budget & Allocations from the Campus Budget Office KBA.
- For more information, please connect with the Campus Budget Office team via the Budget and Planning Community of Practice on MS Teams, connect with your Vice Chancellor Offices and Divisions or submit a ticket.

FISCAL Management Office Hours

Thursdays @ 11:00am - 12:00pm

This Thursday's office hours will be most useful for managers of operational units big and small. **Holly Paiva from the Campus Budget Office** will demo several GL-based reports developed by her office for fiscal year operational reporting. Reports to be demoed are found on the Budget & Financial Management Reports Panorama.

Watch Recorded Fund Management Office Hours

UC San Diego Travel: Before You Go

Thursday, October 21, 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, October 21, 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.

Hot Topics: Understanding POETAF
Wednesday, October 27, 2021 @ 11:00am - 12:00pm
Join the IPPS Team for the next session of Hot Topics! This session will focus on defining COA and POETAF as they relate to ledgers featuring a special guest from the Financial Operations - PPM Strategic Design team. Then, we will cover how to populate and review for POETAF information on requisitions and invoices. There will be a chance to participate in Q&A at the end.

View 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!

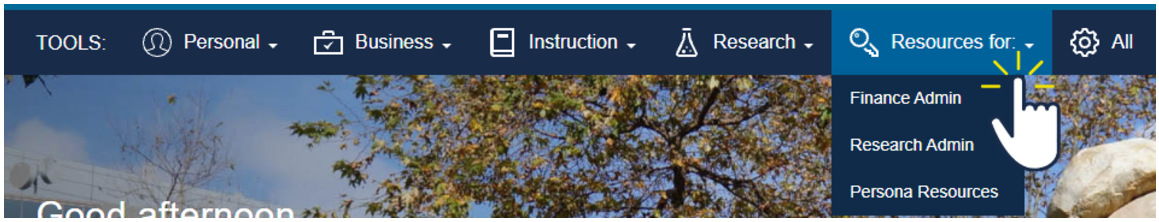
New Budget & Finance Blink Updates
As a part of our CMS Redesign Initiative, two new sections on Blink will be available to you starting Tuesday, October 19:

1. Accounting & Financial Management

An Accounting & Financial Management section has been added to consolidate new and updated accounting guidance, financial schedules, transaction management and project administration (coming soon!) in one location.

This section also features Chart of Accounts guidance to help you navigate the Oracle financial system.

2. Resources For: Toolbar



In partnership with the Research Administration Training Program, a new toolbar labeled **Resources For:** has been added to allow you to search for resources based on your role in the University. The toolbar grants quick access to:

- Finance Administration Resources: a one-stop shop for financial training courses, important schedules and deadlines, and communication channels.
- Research Administration Resources: provides training, education and development of UC San Diego Research Administrators.
- Persona Resources: allows you to search for resources based on your role in the University. This section is a work in progress and resources will be added/refined under the guidance of a stakeholder workgroup.

We look forward to bringing you more exciting updates as we continue working on the Budget & Finance CMS Redesign. Thank you for your continued support!

Oracle Procurement Order Status

You may view the status of your orders and determine whose approval they are pending by following the instructions in our How to Check Requisition Status in Oracle Procurement KBA. If a Purchase Order has been generated, then you

may inquire into the status of your shipment by reaching out to the supplier directly. Punchout suppliers have contact information listed on their punchouts.

Processing Travel & Entertainment Card M&IE over $62

Please remember that the daily limit for Meals & Incidentals in the continental United States is $62 per person; there is no exception to this limit. If the traveler incurred a Travel & Entertainment Card charge for Meals & Incidentals that exceeds the daily limit, please itemize the excess amount (over $62) under the Concur Expense Type Personal/Non-Reimbursable. This will clear the alert related to the $62 limit and allow you to proceed with the Expense Report. To repay the University, follow the proper process for Personal/Non-Reimbursable transactions as outlined in the T&E Card FAQ. Contact IPPS Travel & Expense via Services & Support with any questions.

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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