Take a look at the Knowledge Base Article on please refer to document to the expense as necessary. For more information on mileage rates, use the Concur Type and Mileage Calculator in Concur. Attach a mileage log or Google Maps to calculate the total amount rather than using the respective Mileage Expense method in Concur. Concur Travel & Expense has added a new feature enabling users to calculate costs and expenses for travel and business trips. This feature is available in the Online Travel Management (OTM) portal and can be accessed by clicking on the “Calculate” button in the expense management section. The new feature supports multiple currencies and allows users to track expenses in real-time.

### Tips & Tricks

**Do you want to know more about the Concur Extension for UCSD?**

- **Concur Extension KBA:** Provides similar functionality as the Concur extension. Watch this video to learn more about it.

**Oracle Financials Cloud:**

- **Oracle Financials Cloud:** Does not have sub-accounts but does offer alternate hierarchies that can be used for financial reporting purposes. View the assistance on how to navigate the alternate hierarchies.

- **Oracle Financials Cloud:** Watch recorded office hours with the Oracle BI team as they share essential information about what happened to IFIS sub-accounts. Oracle Financials Cloud is now available for educational institutions and universities to manage and report on financial transactions and expenses.

### Training Support

- **Suppliers:** Do you have any questions regarding how to use Concur for suppliers? Please visit the Concur Support Center for more information.

- **Oracle Procurement:** Did you miss the live webinar on Oracle Procurement? Watch the recorded webinar to learn more about the latest features and functionalities.

- **Oracle Planning and Budgeting system:** The new Oracle Planning and Budgeting system, introducing thoughtful design and user-friendly interface. Take the training course to learn more about the new features.

- **Oracle Fusion Financials:** Oracle Financials Cloud does not support sub-accounts but offers alternate hierarchies for financial reporting purposes. Watch this video to learn more about the alternate hierarchies.

### Announcements

- **January Close Delay Update:** Due to technical issues, the January close delay is expected to be delayed by one week. The exact date will be announced soon.

- **Intercampus Request for Reimbursement (IRR):** The IRR process is now available for users to request reimbursement for expenses incurred during intercampus travel. Visit the Intercampus Request for Reimbursement (IRR) page for more information.

### Department reports

- Department reports now available include:
  - **Budget vs Actual:** Provides a detailed comparison of budgeted amounts against actual expenses.
  - **Budget vs Actual:** Shows budget vs actual variances in a profit and loss statement format for the current fiscal period and YTD.
  - **Net Operating Results and Fund Balance:** Shows net financial surplus/(loss) by major fund groups for a particular Vice Chancellor unit, a Division, School, Department or Project. The report is available at reports.ucsd.edu > Financial Reporting > Financial Statements. Each Tuesday, important updates related to financial processes and assessments (e.g., financial statements) are released. See a column you don’t want to see? Simply click here to learn more about how to exclude a column.

### Oracle Procurement Live Training Courses

- **Oracle Procurement Live Training Courses:** Visit the Oracle Procurement Live Training Courses page to access all instructor-led courses.

### Oracle BI & Financial Reporting Series: Transaction Panorama

- **BI & Financial Reporting Series: Transaction Panorama:** This dashboard is designed to highlight the transaction panorama for Oracle Procurement and Concur. It provides a comprehensive view of transaction data across multiple systems.

### Tips on using Concur

- **Tips:** A new Concur Field in the online travel management (OTM) application has been added to assist users in managing expenses. The new field allows users to track expenses in real-time and provides a comprehensive view of transaction data across multiple systems.

- **Tips:** The UCSD Travel: Reporting Expenses guide is now available to assist users in managing expenses. Visit the UCSD Travel: Reporting Expenses guide for more information.

### Training resources for campuses involved

- **Training resources for campuses involved:** For information on how to process ILTFs and how to access financial statements, please visit the training resources for campuses involved page.

- **Oracle Planning and Budgeting system:** The new Oracle Planning and Budgeting system, introducing thoughtful design and user-friendly interface. Take the training course to learn more about the new features.

- **Oracle Financials Cloud:** Oracle Financials Cloud does not have sub-accounts but offers alternate hierarchies for financial reporting purposes. Watch this video to learn more about the alternate hierarchies.

- **Oracle Procurement:** The new Concur extension for UCSD is now available for users to request reimbursement for expenses incurred during intercampus travel. Visit the Intercampus Request for Reimbursement (IRR) page for more information.

- **Oracle Planning and Budgeting system:** The new Oracle Planning and Budgeting system, introducing thoughtful design and user-friendly interface. Take the training course to learn more about the new features.

- **Oracle Financials Cloud:** Oracle Financials Cloud does not have sub-accounts but offers alternate hierarchies for financial reporting purposes. Watch this video to learn more about the alternate hierarchies.

### How to Install the WalkMe

- **How to Install the WalkMe:** The WalkMe tool is now available for users to easily navigate and learn how to use the new features in the Concur extension for UCSD. Visit the How to Install the WalkMe page to learn more about the WalkMe tool.

### How to Contact Us

- **How to Contact Us:** For any questions or concerns regarding the Concur extension for UCSD, please contact us at support@ucsd.edu. Our support team is available to assist you with any issues.

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