Date: May 25, 2021

Budget & Finance Weekly Digest

---

**Information System and Support Departments' Success in Managing Fiscal Responsibilities**

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial system and support departments' success in managing their fiscal responsibilities. For more information and resources, visit the Budget & Finance Support website.

---

**Submitting Documents**

Click here to submit documents through the Concur system. For any questions regarding document submissions, contact the IPPS Team at 1-800-574-9971 or via email at ippsteam@ucop.edu.

---

**Travel FAQs**

- How to Select Approvers in Concur as a User
- Review our KBA on submitting travel documents.
- When viewing alerts in Concur, be sure to select the carrot symbol to the right for more information on how to resolve them. For an in-depth look at alerts, visit the Concur Alert Information page.

---

**Hotel Property Focus**

- Concur requires a completed profile in order for you to make travel reservations. Please note that you can also search “Concur” in the UC Learning Center to find tutorials and other helpful resources.

---

**New Finance Reporting**

- Budget & Finance Management Report Overview
- Oracle Financials Cloud Training & Support
- Training & Events Calendar
- Fund Summary Report
- New reports added to the panorama.
- Two new reports have been added to this panorama:
  - **Budget & Financial Management Reports Panorama**
    - Visit the page for more information.
  - **Oracle Procurement - Revising the way they are invoiced.**
    - You may close your projects even if commitments are made. Under the categories buying goods & services, you can close commitments.
    - Invoices, Concur Recharge Requests, and Concur Travel/Event Requests create commitments in OFC.
    - As fiscal close approaches, it is a good time to review commitments on your projects.
    - View the prompt page for additional information on this report's assessments.
    - Assessments that may change over time on a particular Project or Financial Location are recorded.
    - Visit the UCPath to help track funds. Please see the “About this Report” button at the bottom of the report's prompt page for additional information on this report's assessments.
    - Assessments that may change over time on a particular Project or Financial Location are recorded.
    - Visit the UCPath to help track funds. Please see the “About this Report” button at the bottom of the report's prompt page for additional information on this report's assessments.

---

**Vendor Tools**

- Oracle Financials Cloud Training & Support
- Training & Events Calendar
- Fund Summary Report
- New reports added to the panorama.
- Two new reports have been added to this panorama:
  - **Budget & Financial Management Reports Panorama**
    - Visit the page for more information.
  - **Oracle Procurement - Revising the way they are invoiced.**
    - You may close your projects even if commitments are made. Under the categories buying goods & services, you can close commitments.
    - Invoices, Concur Recharge Requests, and Concur Travel/Event Requests create commitments in OFC.
    - As fiscal close approaches, it is a good time to review commitments on your projects.
    - View the prompt page for additional information on this report's assessments.
    - Assessments that may change over time on a particular Project or Financial Location are recorded.
    - Visit the UCPath to help track funds. Please see the “About this Report” button at the bottom of the report's prompt page for additional information on this report's assessments.
    - Assessments that may change over time on a particular Project or Financial Location are recorded.
    - Visit the UCPath to help track funds. Please see the “About this Report” button at the bottom of the report's prompt page for additional information on this report's assessments.

---

**New Finance & Administration**

- Oracle Financials Cloud Training & Support
- Training & Events Calendar
- Fund Summary Report
- New reports added to the panorama.
- Two new reports have been added to this panorama:
  - **Budget & Financial Management Reports Panorama**
    - Visit the page for more information.
  - **Oracle Procurement - Revising the way they are invoiced.**
    - You may close your projects even if commitments are made. Under the categories buying goods & services, you can close commitments.
    - Invoices, Concur Recharge Requests, and Concur Travel/Event Requests create commitments in OFC.
    - As fiscal close approaches, it is a good time to review commitments on your projects.
    - View the prompt page for additional information on this report's assessments.
    - Assessments that may change over time on a particular Project or Financial Location are recorded.
    - Visit the UCPath to help track funds. Please see the “About this Report” button at the bottom of the report's prompt page for additional information on this report's assessments.
    - Assessments that may change over time on a particular Project or Financial Location are recorded.
    - Visit the UCPath to help track funds. Please see the “About this Report” button at the bottom of the report's prompt page for additional information on this report's assessments.

---

**Training & Support**

- Join the IPPS team for the next session of Hot Topics! This session will focus on fiscal deadlines. We hope to see you there!
- We encourage you to crowdsource answers from colleagues in the Budget & Finance community. Visit the Business Analytics Hub for more guidelines on approvals.
- For any questions regarding document submissions, contact the IPPS Team at 1-800-574-9971 or via email at ippsteam@ucop.edu.

---

**Webinars**

- Payment Compass Webinar: Thursday, May 27, 2021 @ 1:00pm - 3:00pm
- UC San Diego Travel: Reporting Expenses: Thursday, May 27, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, May 27, 2021 @ 1:00pm - 3:00pm
- UC San Diego Travel: Before You Go: Thursday, May 27, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 1:00pm - 3:00pm
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 1:00pm - 3:00pm
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San Diego Travel: Before You Go: Thursday, June 03, 2021 @ 9:00am - 11:00am
- UC San D...