Budget & Finance Weekly Digest

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Concur Approvals Overview

Submitting Documents

Concur Alert Information

Quick tips and other helpful answers regarding booking travel in our Concur Travel & Expense system. If travelers or travel arrangers are unable to submit their travel arrangements, they can select HR/Payroll, select Payroll Accounting and Reconciliation tab, then Edit Commitments associated with recharge POs (e.g. those with suppliers such as IT, Energy & Utilities etc.).

Personnel Expense Projection Report

Two new reports have been added to this panorama:

1. Personnel Expense Projection Report
2. Reconciliation Report

The Personnel Expense Projection Report is a great new feature that will help you project your personnel costs across different funding sources. It provides projections based on the Position Funding data available in your UCPath system and allows you to assess how personnel expenses will impact your financial unit hierarchy.

The Reconciliation Report is another valuable tool that will help you reconcile your financial statements with the General Ledger. It will provide you with a detailed reconciliation of your financial unit hierarchy, fund, and project level using General Ledger data.

New Commitments Blink Page

As fiscal close approaches, now is a good time to review commitments on your projects and take stock of what will need to be lifted for those projects that are closing. The New Commitments Blink page will get you started on doing so.

Guidance on lifting these types of commitments are also provided within the New Commitments Blink page. You can access it by clicking on the link provided in the email.