Announcements

FY22 is Closed!

On Monday, October 17, all users of Oracle in the past 365 days should have received an email from VC/CFO Pierre Ouillet with Subject: Action Required: FY22 is Closed. As of October 18, 2022, FY22 is closed. If you still see open transactions, please submit a Services & Support ticket as the Financial Unit Approver is not approving due to the closure of the fiscal year. For assistance with preparing the year-end closeout, please submit a Services & Support ticket.

The Budget vs Actual Report – Non-Core Funds, which compares YTD Budget against YTD Actuals.

The Budget vs Actual Report – Core Funds, which compares Annual Budget against YTD Actuals.

NGN Recharge Rate Schedule

Yesterday, we sent you an email with an update to the NGN Recharge Rate Schedule. This update will become effective for NGN recharges effective September 1, 2022. The rate schedule was updated to align with the 5% year-over-year uplift that was approved for the fiscal year 2022–2023. Effective September 1, 2022, NGN recharge rates will be adjusted to reflect the 5% year-over-year uplift.

Communication Break Down Costs

On Campus: $11.00
Off Campus: $20.00
Main Campus: $25.00
Rec Center: $36.00
Graduate Student: $55.00
Public Consumer Line: $75.00

Contract Management

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include demonstrations and Q&A. This week, we will feature a training on the Concur Delegates & Approvers Report.

Monday, October 31, 2022 @ 9:00am - 10:00am

UC San Diego Travel: Prepaying for Travel

Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, and information about online tools.

Thursday, October 27, 2022

UC San Diego Travel: Reporting Expenses

Intended for: Travel arrangers, delegates, supervisors, and approvers.

Thursday, October 27, 2022

In this next IPPS Hot Topics session, learn how to best interact with our agreement suppliers as well as new search methods.

Thursday, October 27

CMO Hot Topics: Subledgers

In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip. The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel policies and best practices.

Thursday, October 27, 2022

Fund Management Office Hours

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Internal Controls Blink page.

Every Wednesday

Webinar | Monthly Oracle Users Meeting

On October 18, 2022, a Business Systems webinar will be presented for all users of Oracle. There will be updates to the Oracle Financial Reporting and Fillet features that will be discussed. The meeting is scheduled to occur on October 18, 2022, from 10:00am to 11:00am. To register, please visit the Monthly Oracle Users Meeting on the Oracle User Group Meeting Calendar.

October 18, 2022 @ 10:00am - 11:00am

Tips & Tricks

Grouping in the Expense Report

When you login to Concur, an initial pop-up window appears which now provides you with the current processing date that the expense report will be processed. This date is being used as a reference when submitting Travel Expense Reports as the Financial Unit Approver might not be able to access the expense report. In this case, it’s best to check the pop-up window for the current processing date before submitting the Travel Expense Report. If the Financial Unit Approver is unable to access the expense report, it will land in the Central Office queue with the submit date. Once the necessary approvals have taken place, it will land in the Central Office queue. If you need to correct an expense report, please submit a Services & Support case inquiring about the status of your Travel Expense Report. Please be aware that the submit date and the corresponding payroll posting date might be different so please review your Audit Trail to see when your Financial Unit Approver approved your expense report.

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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.

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.