September 21, 2021 | 38th Edition

Thank you for your continued support! We look forward to sharing more exciting updates as we continue working on the following changes will be made this week:

- In our continued effort to update Blink content and make it accessible to you, we are preparing your inventorial equipment order in Oracle Procurement with our new A new inventorial equipment checkbox has been added to Oracle Procurement to assist the tracking of assets at UC San Diego. Learn more about how to best prepare your inventorial equipment order in Oracle Procurement account or on behalf of another employee as a delegate.

- Users and delegates have the ability to email necessary documentation to Concur KBA. Emailing from the mobile app allows users to digitally capture receipts and send it into expense line entries of an Expense Report with the ExpenseIt receipt from your mobile device to your Concur account and moreover, digitize receipts for more efficient reimbursement tracking.

- Faculty and staff can easily capture receipts and track business expenses with the Concur KBA. Learn more about how to best use Concur KBA to assist you with expense tracking and reimbursement.

- The mark symbol means it has been cost-transferred (cost net zero). To know if your PPM cost has been cost-transferred, please check the PPM Cost Transfer-Net Zero: 1, 2020. For more information on how to get your direct retro with cap gap to work? See a wire you need to get the appropriate form filled out by STaRT Tool.

- The Department of Health and Human Services (DHHS) requires their grant recipients to submit financial reports by the quarter end dates:
  - February 28, 2021
  - May 31, 2021
  - August 31, 2021
  - November 30, 2021
  - January 31, 2022
  - April 30, 2022
  - July 31, 2022
  - October 31, 2022
  - January 31, 2023
  - April 30, 2023

- The DHHS will accept financial reports up to 90 days before the required due date. The DHHS must receive your financial reports at the following address:
  - DHHS Office of Grants Management
  - 200 Independence Ave SW
  - 4th Floor, Room 433B
  - Attention: Division of Grants Management (OBAM/33)
  - Washington, DC 20503

- To confirm the amounts reported in the FCTR, you may access the following link: [FCTR Confirmation](#). This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements.

- The following meetings are available for departmental purchases who are responsible for departmental purchases for nonPO payments, and checking invoice status. This course will be the required prerequisite for registration.

- Join the IPPS Team for the next session of Hot Topics! This is a monthly series to cover the two new sections of Faculty Panorama:
  - Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the required prerequisite for registration.

- The Graduate School has been selected as the new Director of SPF, which will be renamed Uniform Guidance. Please check this link for more information on the new role and responsibilities of the Director of SPF.

- The Bi & Financial Reporting Office will continue to provide the Bi & Financial Reporting weekly digest of important financial reports and deadlines. You can subscribe to our YouTube channel for regular updates and news.

- The Fund Management Office Hours will be held on Thursdays @ 11:00am - 12:00pm. The Accounting Program will be held on Fridays @ 11:00am - 12:00pm. To confirm the amounts reported in the FCTR, you may access the following link: [FCTR Confirmation](#).

- The Budget & Finance CMS Redesign. This email was sent to [Manage your preferences](#).