Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial processes.

Guest Traveler Addresses in Concur

The course provides an overview of UC San Diego travel policy and procedure, understanding of preauthorization, booking travel via Concur, prepaying with ChexSystems, and UCSD’s Travel Policy for business travelers.

Office Depot Jan San Punchout is Now Live

The Office Depot Jan San Punchout is limited to 5 product categories. Check the Products dropdown to explore.

New Schedule for the Generate Invoice job for General Projects

For sponsored projects, please ensure any outstanding charges pending closure are reported. For general projects, if your project is unobligated, running during the 8 o'clock hour, or for a small percentage of the project, the unobligated funds are released back to the project to spend the balance. UCSD will normally receive an amendment/revised NOA authorizing the release. OPAFS will then move the restricted balance from Financial Resources to Operating Expenses and Indirect Costs budget categories and the project will be changed to Released.

Requests should be submitted in a timely manner, within one year of the end of the award period. For awards that do not carry over, the project will be closed after the reporting period. For awards where carry-over requires prior approval, during annual financial reconciliation the 'Carryover Authorization' decision is made by the Directors of the OPAFS. If the funding code you need to use is not available, please contact the OPAFS Award Accountant and they will make the necessary requests in the OPAFS system.

The Office of the Vice Chancellor for Research (OVCR) Issues Guidance on New Requirements for the ProSAM Funding Code Map

The OVCR revised the ProSAM Funding Code Map. Some departments are requesting that Central Assessments be reflected in the General Ledger only at the Entity - Financial Unit – Fund – Function – Project level. This is a significant shift from the current – which is provided through TripIt Pro. Forwarding travel plans to plans@concur.com will be retired.

As of July 22, 2021, the capability of forwarding confirmation emails to this address will no longer be supported. This punchout specializes in janitorial and cleaning supplies and can be found by searching for "Jan San" in the Office Depot Jan San Punchout.

ProSAM Funding Code Map

The ProSAM Funding Code Map allows users to designate the specific funding codes used on sponsored projects.

ProSAM Funding Code Map

For sponsored projects, please ensure any outstanding charges pending closure are reported. For general projects, if your project is unobligated, running during the 8 o'clock hour, or for a small percentage of the project, the unobligated funds are released back to the project to spend the balance. UCSD will normally receive an amendment/revised NOA authorizing the release. OPAFS will then move the restricted balance from Financial Resources to Operating Expenses and Indirect Costs budget categories and the project will be changed to Released.

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Changes / Backlog

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