New to Cost Transfer? Have questions on how to use this report?

BI & Financial Reporting is happy to announce the release of the Default Project Payroll report!

Knowledgeable agents are standing by to assist you and answer your questions.

Learn how to prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel Expense spaces in our next Hot Topics session.

**9:00am - 10:00am**
**Thursday, April 28, 2022**

**Financial Operations Office Hours**

This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including how to book travel via Concur, prepay with the Travel & Entertainment Card, and how to take advantage of TripIt as a travel tool.

Faculty and staff who travel or book business travel can further their understanding of preauthorization,ulls, and how to take advantage of TripIt as a travel tool.

Starting April 15

**Friday, April 15, 2022**

**Default Project Payroll Office Hours**

**1:00pm - 3:00pm**
**Thursday, April 7, 2022**

**Oracle: Buying and Paying for Financial Unit Approvers**

**9:00am - 11:00am**
**Thursday, April 7, 2022**

**Third-party services**

The administrators and staff who oversee credit card handling are responsible for those responsible for approving requisitions and invoices on behalf of their financial officer involved in the project.

**Effective March 28, 2022:**

Previously:

- Open a restricted Merchant Category Code (MCC) and restrict charges to a particular category.
- Enter an appropriate justification and click Submit.

As a best practice when completing your request/expense report, search and select from our credit card merchants and ensure that their solutions meet standards of compliance for both PCI and industry regulations.

**Walking the Walk:**

As a reminder, Concur will be clearing out the Most Recently Used section has been reset.

Generally, the system lists any recent field selections in this section; however, if any GL chart string/project values that may be sitting in users’ profiles, we recommend you use the Most Recently Used section for chart string/project values.

**Tips:**

- Find and highlight the cost to be split, then go to Manage Project Costs.
- Navigate to Manage Project Costs (Manage Project Costs). Enter the split amounts (the total of both lines equal the quantity of the original transaction)

For questions about this process enhancement, please contact the Procurement Card Team via Procurement Card Office Hours or visit us on Zoom during P-Card Office Hours.

Cardholders and Administrators can begin using the new Concur P-Card change request types:

- Open a restricted Merchant Category Code (MCC) and restrict charges to a particular category.
- Enter an appropriate justification and click Submit.

For questions about this process enhancement, please contact the Procurement Card Team via Procurement Card Office Hours or visit us on Zoom during P-Card Office Hours.

**SILO Update and Continued Merchant Support**

**BI & Financial Reporting**

We'd like to deeply thank all of the merchant teams for your help in this year's validation cycle, ensuring our credit card merchants and third-party services meet standards of compliance for both PCI and industry regulations.

We've partnered with WalkMe to provide the most up-to-date values;

- Merchant Services and ITS have completed the annual PCI validation process with our QSA.
- The application (PADUA) provides the most up-to-date values.
- Generally, the system lists any recent field selections in this section; however, if any GL chart string/project values that may be sitting in users’ profiles, we recommend you use the Most Recently Used section for chart string/project values.

**Where do I go to**

- Submit an enhancement or idea?
- Find answers?
- Download a copy?
- Enter an appropriate justification and click Submit?
- Record a bug?
- Verify details regarding:
- If a ticket is submitted to re-open a closed project, we will now list the officer involved in the project as a watcher on the ticket.

**Where can I**

- Access the Event Calendar?
- Visit the BI & Financial Reporting section under Support Framework?
- Access the Cost Transfer Frequently Asked Questions?
- Submit a bug?
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.