Happy Holidays!

Since the January 2021 launch, the Weekly Digest has now reached over 50 editions and gained thousands of new subscribers. We couldn’t have done it without you! Thank you for your continued support as we navigated throughout 2021. Our goal is to deliver timely and relevant information to you. UC San Diego Budget & Finance wishes you a Happy New Year!

Campus Closure

As a reminder, during the 2021 holiday season, UC San Diego (excluding the hospitals and clinics) will officially close for seven days between Thursday, December 23, 2021 and Friday, December 31, 2021. Read more about the Campus Closure here.

IPPS Office Hours Schedule

With the holiday closure approaching, IPPS will not be holding Office Hours the Wednesday, December 22, 2021. Procure-to-Pay and Travel & Expense Office Hours will resume on Monday, January 3, 2022. Review Blink for the Office Hours schedule.

The Managerial Reporting Account Hierarchy is Getting a Refresh!

A campuswide workgroup reviewed the existing Managerial Reporting Account Hierarchy to ensure that account numbers were falling under the appropriate hierarchy to the best of their ability, and also created new account groupings based on reporting needs that were identified after a full year in the new OFC environment. This has been an in-depth exercise given the size and complexity of the various business needs across the organization.

Generally, net position total should not change from the prior version of the hierarchy to the new one. The priority change is a situation of adequate equipment accounts, so that reports no longer need to point to both the standard and managerial hierarchies at the same time. There were minor shifts between the Total Resources and Total Expenses parent groupings as well as the inclusion of additional parent groupings relative to prior structure.

Impacted BAH Reports:

- Budget and Financial Management Reporting Panorama
- Budget vs. Actual
- Net Operating Results and Fund Balance
- Financial Deficit Report - Operating Funds
- GL Project Summary by Fin Unit
- Total Budget Summary (Final Version)
- Core Recurring Final Budget by Year
- Managerial Reporting Account Hierarchy
- Core Recurring Expense Budget
- Project Panorama - GL Project Balances
- Faculty and Researcher Panorama - GL Summary Table and Non-Sponsored GL Expanded Project Summary

As a reminder, Office Hours are recorded and can be found on our UC San Diego Budget & Finance YouTube channel. Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!

Concur and Google Chrome Autofill

When using Concur in the Google Chrome browser, it is recommended to turn off Google Autofill in order to avoid any problems with selecting or saving chart string values within the form fields. The directions to do so can be found below:

1. Open the Settings in Google Chrome
2. Select Autofill from the left-hand navigation bar
3. Select Addresses and more
4. Uncheck the Save and fill addresses slider

Managing Concur Commitments

If you have any Travel or Event Requests that are associated with a project, and all associated Expense Reports have been processed, then the Travel/Event Requests may be closed to lift the commitments. Concur users/delegates can do so by following these steps:

1. Navigate to the Travel/Event Request in Concur
2. Click Close/Inactivate Request at the top right of the open Request

As a reminder, Concur Requests will automatically close at 120 days. For more information on viewing and lifting commitments, please review our Blink page.

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