

December 21, 2021 | 51st Edition





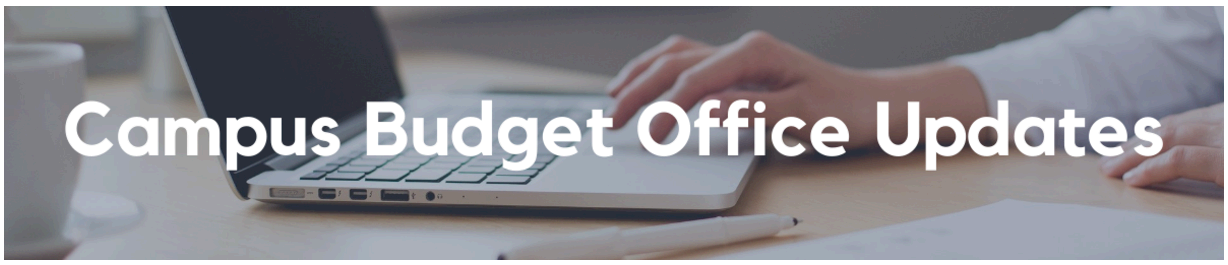
Happy Holidays!

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 information that matters 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 hosting Office Hours this 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 levels, 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, the net position total should not change from the prior version of the hierarchy to the new version. The primary change is the inclusion of capital 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 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
    - Fund Summary
    - GL Project Summary by Fin Unit
    - Total Budget Summary (Final Version)
    - Core Recurring Final Budget by Year
    - VC Core Recurring Expense Budget

    - Managerial Reporting Account Hierarchy
- 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.

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.

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