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, relevant 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. See more details here.

IPPS Office Hours Schedule

With the holiday closure approaching, IPPS will not be holding Office Hours this Wednesday, December 22, 2021. Procure-to-Pay and Travel & Expense Office Hours will resume on Monday, January 3, 2022. See 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 level of the various accounts (e.g., unique grant reporting needs that were identified as full or in the new OFC environment). This was 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 version. The key change is a location of multiple accounts in different parent groupings. 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 (Full Version)
- Core Reporting for Fiscal Reporting Year
- VC Core Reporting Expense Budget
- Managerial Reporting Account Hierarchy
- Project Panorama - GL Projects
- 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!

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
3. The request is closed and the commitments are lifted.

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

Tips & Tricks

Canur 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 charter forms. The directions to do so are:

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

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