**Announcements**

**Happy Holidays!**

Before 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, and we are truly grateful for your continued support as we navigated throughout 2021. Our goal is to deliver timely and 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. Read more about the Campus Closure 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. 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. This review included over 9,500 accounts that were identified after the 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, any 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
- 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.

**Tips & Tricks**

- **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 Request 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.

**Calendar**

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.