for the specific expenses allocated to that approver. When creating a Concur document, by default, this Unit Approver is selected from the Approver field on the first page. Multiple Financial Unit Approvers can populate chart string information from the Request to the Expense Report. This action will automatically link the Request and Expense Report as well as the question mark icon at the top of the bell icon popup. These include:

If you have WalkMe installed, a popup will now appear when you open the bell request form. This popup will only appear once, but you may always access them again via a link next to the bell icon. This course is especially valuable for employees who want to learn more about UC San Diego travel policy and the understanding of preauthorization, booking travel via Concur, prepaying with Payables. It focuses on topics such as shopping for and purchasing goods and services, identifying and claiming payments, and discussing how to identify and claim payments. In last week’s office hours, the Fund Management Office Hours were recorded and can be found on the Finance & Operations website.

**Issue:** Changing the Billable status of a transaction may impact the billing accuracy within the Concur document so that certain transactions that are not actually billable are billed. This can result in incorrect billing and financial reports. To prevent Cost Transfers from getting “stuck” in workflow without the ability to get the status corrected, the Billable status of a transaction should be changed as soon as possible. This will ensure that the billable amount is correct and that the transaction is properly billed.

**Correction:** Currently, Cost Transfers submitted by campus users to change a cost from “funded” to “supporting funding” are impacting transaction types and continue to work with Oracle as we believe this is a temporary fix. We are monitoring the scope of this issue to determine if permanent changes are necessary. These Error Messages became active as of 10/1/2021. If the fund is a sponsored fund, it cannot be used within Default Funding Profile. These errors will appear if the fund is not sponsored. If a Sponsored Fund was previously sponsored funds, it can be used for Over-the-Cap (cap gap) in UCPath, even if the fund was not previously sponsored. However, only if the fund is sponsored, it can be used within Default Funding Profile. The Financial Operations Accounts Receivable team has a ticket open with Oracle to address this issue. We are working with Oracle to determine the root cause and implement a permanent solution.

**Issue:** Due to the implementation of the new workflow, any Billable status change requires the Default Funding Profile to be corrected before the transaction can be completed/approved. We are monitoring the scope of this issue to determine if permanent changes are necessary. These Error Messages became active as of 10/1/2021. If the fund is a sponsored fund, it cannot be used within Default Funding Profile. These errors will appear if the fund is not sponsored. If a Sponsored Fund was previously sponsored funds, it can be used for Over-the-Cap (cap gap) in UCPath, even if the fund was not previously sponsored. However, only if the fund is sponsored, it can be used within Default Funding Profile.

**Correction:** We are working with Oracle to determine the root cause and implement a permanent solution.

**Issue:** Our goal is to deliver timely information that matters to you. We are aware of an issue with the Oracle Procurement & Payables eCourse, specifically the Introduction to Oracle Procurement & Payables eCourse and the Introduction to Oracle Procurement & Payables eCourse. Now when you filter by Accounting Period, the list of documents is not being displayed as expected. Additional information is needed. This effort is expected to be ongoing through winter break. If you require any guidance or would like a copy of your SAQ from the VigiOne portal, please contact merchantservices@ucsd.edu.

**Correction:** We are working with Oracle to address this issue.

**Issue:** The Financial Operations Accounts Receivable team has a ticket open with Oracle to address this issue. We are working with Oracle to determine the root cause and implement a permanent solution. This effort is expected to be ongoing through winter break. If you require any guidance or would like a copy of your SAQ from the VigiOne portal, please contact merchantservices@ucsd.edu.

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