March 23rd, 2021 - 12th Edition
Budget & Finance Weekly Digest

**Concur Travel & Expense**

**Tips & Tricks**

- **Details**

Viewing Allocations

Concur provides the Allocations feature for team building, celebration, or recognition events. Once in the Allocations menu, select the desired expense report and then.

**Governmental Affairs**

**Oracle Release 21A - Campus Notification**

As part of the Oracle Financials Cloud Release 21A (quarterly system updates), we have summarized the minor changes that may impact or be noticeable by campus users. The updates go into effect today - please circulate the summaries as appropriate.

**New PO Supplier Email**

We're sending out a notice to all Project Managers about this change, and we strongly encourage departments to send something out to their faculty directly. Support teams will be sending out notices to Project Managers and the notifications are reinforced from their local business offices. Support teams will continue to evaluate invoice tolerance settings to ensure we are balancing risk with efficiency. Communication will be sent with more detailed instructions.

- **Description**

Last month, we launched the new Concur Invoice Number and Lines Description. Now we have further enhanced the Lines Description to include:

- **Vendor Name**
- **Description**
- **Quantity**
- **Unit**
- **Rate**
- **Total**

Please note that you can also search “Concur” in the UC Learning Center to browse through instructor-led Concur courses.

- **Additional Information**

Our teams continue to work diligently to transfer more identifiable Concur data into Financials Cloud. As part of this transition, we have made enhancements to the Allocations feature.

**Cancer Travel & Expenses**

**Event Planners**

Event planners can use their COA/POETAF information. For step-by-step guidance, see the UCSD Travel: Reporting Expenses section.

**Planning to Travel? Jet Over to the UC Learning Center!**

Join us for the third webinar in a series to learn more about the General Ledger.

**Wednesday, March 31, 2021 @ 9:00am - 10:30am**

**Fund Management: General Ledger**

You can start seeing these changes for Concur documents approved as of 3/18.

**Hot Topics: Wire Payments**

You can start seeing these changes for Concur documents approved as of 3/18.

**Register for an Upcoming Webinar!**

Click here for a sample notice to share with your Faculty & Project Managers.

**Announcements**

**Oracle Enhancement: Invoice Information**

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**Concur Travel & Expense**

**PPM starting today**

We initially requested that users that want to use PPM budgets for general projects hold off on submitting budgets until the approval workflow was in place. We now have additional resources available to approve general projects.

**Project PPM Budget**

For step-by-step guidance, see the UCSD Travel: Reporting Expenses section.

**To learn more about PPM budgets for general projects and an in-system demo, watch the**

**Services & Support**

**Oracle Financials Cloud Implementation –**

**For additional assistance, call the Budget & Finance Help Desk at 858-822-2888**

**Financial Information System Implementation –**

**Oracle Financials Cloud and Concur Travel & Expense**

Each Tuesday important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense, are delivered to your inbox. Our goal is to deliver timely information that matters to you.

- **Contact Us**

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