Information Systems and Support Department's success in managing their fiscal responsibilities.

- When submitting a ticket via the Services & Support portal, please be sure to provide the Request ID or the Report ID.
- Ensure that you are providing the right type of ID number (Request ID for Requests; Report ID for Travel & Expense transactions) to allow for quicker resolution of cases. For Concur documents, also check to see if you have included the appropriate document reference number (as applicable).

- Providing the Request ID or the Report ID is crucial for proper Expense Report(s) and, as applicable, submitting them for approval before the end of the fiscal year. It is essential to reconcile your University Card Transactions before closing the fiscal year (noting that the fiscal close cutoff dates can be extended to June 17th).

- To get ready for fiscal close, department fund managers should review the list of unclaimed payments. Any unclaimed payments require documentation and final departmental approval, and preparers should ensure that the employee has not been reimbursed for out-of-pocket expenses. This is especially important before the end of the fiscal year, but it may not be necessary for certain transactions.

- We discovered that the Travel Allowance option at the bottom of the Report (Non-Travel, Assume, or Per Diem, for meal and lodging expenses in Concur) is not available as expected. Here is the workaround for those who do need to create a travel allowance option:
  - Navigate to the Travel/Event Request
  - Click Close/Inactivate Request at the top right
  - Click Cancel Requisition
  - Navigate to the requisition
  - Click on the Edit link
  - Select the Allowances tab
  - Select the travel allowance/itinerary: Reimbursement of Concur Travel & Expense

- Oracle: Buying and Paying for PO Requisitioners
  - Participants should first complete the Procurement & Payables concepts. This course will be especially valuable for Procurement & Payables managers and University Procurement Card Program.
  - This course has recently been updated according to campus feedback to reflect the latest changes in Oracle Procurement and Payables. It focuses on the automation of chart strings for new Oracle General Projects, which is currently in the process of being implemented.
  - Refer to these Budget & Finance KBAs for more detailed guidance, including necessary follow-up actions and final tasks to Projects, Project Personnel Update, and Automation of General Project Chart Strings to Create Combinations.

- A Cost Transfer in Oracle is required to reconcile:
  - FinU (Financial Unit) Project Default in Oracle
  - Oracle Cost Transfer Guide; How to Perform a Full, Split or Select Multiple

- The自动化 of chart strings for new Oracle General Projects is currently in the process of being implemented.

- We have recently discovered a technical limitation that requires resolution:
  - If an invoice is received against a transaction that references a closed project, it will not need to be lifted. If lifting commitments is a focus, below are tips to expedite the process:
  - Before the end of the fiscal year, but commitments that will not be expensed do not require lifting.
  - Projects, especially those closing at the end of the fiscal year, it is not a requirement to lift commitments.

- Reimbursement Request - Faculty & Staff:
  - This guide outlines the process for submitting a reimbursement request, including the steps for faculty and staff to follow.

- Budget & Finance KBAs:
  - University of California, San Diego, has a list of KBAs available through the UC Learning Center.

- Other Important Dates:
  - June 8: UCPath high risk (routes to OPAFS for review) bi-weekly Direct Reports*
  - June 18: OFC posting in June 2021
  - June 25: UCPath high risk (routes to OPAFS for review) bi-weekly Direct Reports*

- Stay informed on upcoming webinars and events through our Chance to Learn and Professional Development Courses.

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- Our Budget & Finance Weekly Digest is designed to keep you informed about important updates related to budget and finance, including Oracle updates and financial processes and reports. We also send monthly Announcements and Tips & Tricks to help you stay informed.

- Don't forget to check out our website for more information on upcoming webinars and courses.

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