Budget & Finance Weekly Digest
University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093
Click here to subscribe to our mailing list.

- In order to streamline the process of updating and reconciling university card transactions, the Procurement & Payables office will allow for quicker resolution of cases. For Concur documents, also check to see if you have any pending transactions that need to be lifted, as this will ensure a smooth process.

- When submitting a ticket via the Services & Support portal, please be sure to include all associated Expense Reports. This will allow for a more efficient resolution of the issue.

- Take a look at this week’s Training & Events Calendar for upcoming courses and workshops. Note that this is not an introductory course. Participants should first complete the prerequisite course.

- Current and prospective cardholders will learn about updates to the card features and how to use them effectively. This course will be especially valuable for those who are new to the university and its financial systems.

- This course has recently been updated according to campus feedback to reflect the latest changes in the system.

- Oracle: Buying and Paying for Financial Unit controls is an important course for anyone involved in financial transactions. It covers the best practices for making purchases and ensuring that they are processed correctly.

- Reconcile Your University Card Transactions is a course that teaches participants how to reconcile their transactions on a regular basis. This is crucial for maintaining accurate financial records.

- Oracle: Cost Transfer is a course that focuses on understanding cost transfer in the Oracle system. It covers the different types of cost transfers and how to perform them.

- Financials Cloud and Concur Travel & Expense are delivered to your inbox. Our goal is to keep you informed and up-to-date on the latest developments in these areas.

- Each Tuesday important updates related to financial systems are posted to the Training & Events Calendar. Make sure to check it regularly for new courses and workshops.

- If you have questions about this edition, the best way to contact our team is through our support email: esanders@ucsd.edu

- We've added a new section in the Weekly Digest to help prepare you for Fiscal Year Close. This section covers important dates and deadlines, as well as tips for navigating the close process.

- June 8: UCPath high risk (routes to OPAFS for review) bi-weekly Direct Payment
- June 10: Last day to request for June posting
- June 21: Last day to submit travel expense reports
- June 23: Last day to submit gift card requests
- June 23: Last day to submit human subject payment requests

- Training is now available online at UCSD-DSH Accounts Receivable Panorama. This platform provides easy access to training materials and resources.

- To relieve the constraints of the fiscal year close, IPPS will work with departments to resolve commitments following the end of the fiscal year. This process is designed to ensure that all financial obligations are addressed in a timely manner.

- • Contact vendors, including subcontractors, for immediate billing information
• Request that all invoices be submitted by the end of the fiscal year
• Submit Travel Expense Reports
• Submit Concur Gift Card Requests
• Submit Concur Human Subject Payment Requests

- For more information, please refer to the Training & Events Calendar or contact us directly.

- The Receivables Aging Report is a tool that helps identify outstanding receivables and ensure that they are collected in a timely manner. It is an important part of the financial management process.

- If you have any questions or concerns, please don’t hesitate to contact us. We are here to help you navigate the financial systems and ensure that your transactions are processed correctly.

- We look forward to seeing you at our upcoming training sessions. If you have any feedback or suggestions for future courses, please let us know.

- Thank you for your continued support of the UCSD representatives for San Diego Campus (Legacy Financial Data) initiative.

- Best regards,
- [Name]
- [Title]