About the Weekly Digest

This week's Digest focuses on changes in Financial Unit Approval processes, the University’s Gift Card Program, and updates to the Concur Travel & Expense system. Additionally, there are webinars and training opportunities available through our departments.

### Financial Unit Approval Process Changes

Budget & Finance Support has made improvements to the 'Request Approvers for Financial Unit' process. These changes are aimed at streamlining the approval process and reducing the workload on department fund managers. The new process includes:

- **Automatic Approvers:** A new field has been added to the Financial Unit Approval form, enabling users to automatically assign approvers for financial units.
- **Enhanced Approval System:** The system now supports multiple approvers for each financial unit, allowing for greater flexibility and efficiency.

For more information, please visit the Budget & Finance website or contact your department's finance representative.

### UCSD-DSH Project Panorama

The second iteration of the Project Panorama webinar is scheduled for February 9th at 1:30 pm. This session will feature a demonstration of the new Oracle BI dashboard and its functionalities. Attendees will learn how to access and use the dashboard to monitor project progress and financial data. The webinar is free to attend, but registration is required.

### Gift Card Program

Vanilla Visa Gift Card Program has introduced a new feature, allowing users to request a Gift Card from a specific merchant. This feature is particularly useful for businesses that have a preferred vendor. To request a Gift Card, follow these steps:

1. Log in to the IPPS portal.
2. Navigate to the Gift Card Request section.
3. Select the merchant from whom you wish to purchase the card.
4. Submit the request by clicking the 'Request' button.

The request will be reviewed by IPPS to ensure it falls within university policy. If approved, the card will be issued to the cardholder.

### Concur Travel & Expense Updates

The Concur system has been updated with several new features designed to enhance user experience and efficiency. These updates include:

- **Search Feature Update:** Users can now search for chart string values by number instead of text. This change is particularly useful for finding specific financial codes quickly.
- **Report Key Improvement:** The Report Key feature has been refined to provide more accurate search results. Users can now filter by code instead of text, improving search accuracy.
- **Location Update:** The update includes a new method for specifying business addresses, streamlining the process for users.

For detailed instructions on how to use these updates, please refer to the Concur Help Center or contact your organization's finance representative.

### Additional Resources

- **Financial Units Without Approvers:** Information on how to add new approvers to financial units is available in our guide.
- **NGN Recharges on Awards & Projects:** Guidelines on managing fees for recharge transactions are provided in our documentation.
- **2021 Mileage Rate Updated in Concur:** New mileage rates for 2021 are now available in Concur, ensuring accurate reimbursement.
- **How to Add Comments and Attachments to Requisitions:** Instructions on adding comments and attachments to requisitions in Oracle Procurement are available in our guide.

Stay tuned for more updates and events. As always, please contact us if you have any questions or need further assistance.

---

For more information or to subscribe to our mailing list, please visit us at [Budget & Finance Support](https://act.ucsd.edu/bfs/support) or contact us directly.