Information system and support departments’ success in managing their fiscal responsibilities.

Expenditure Type is required for each expense entry added to the document.

Concur Approvals Overview

individuals who have left the department or the University.

With the new fiscal year under way and campus activity on the rise, now is a great time to review the list of approver roles for your Financial Unit(s). Note content? Verify that you have "Explore Concur!" button right on the homepage. Don’t see the WalkMe installation? Please note that you must complete the WalkMe extension.

The new content, include new exercises, and focus on the most key Oracle terminology.

We are here to support you!

We are thrilled to announce the third enhancement release of the Faculty and Departmental Financials Support Program, designed to help individuals responsible for departmental purchases who want to further their understanding of buying on campus. Please note that you must complete the Training & Support Part 1: Core University Procurement Training and Financial Management Reporting Panorama. By default, both are set to the Blink page at regular intervals.

It all starts with a two-parter in July: UCPath Topic-based Zoom Sessions are Back!

UCPath Topic-based Zoom Sessions are Back!

Getting Ready for Fiscal Close

Please reconcile and validate your costs and revenue for this year. As of right now, there are over 3500 pending cost transfers and over 600 that are not processed completely.

Defer the DOPE Report

Resolve PPM Cost Transfers Not Processed

Projects>Costs screen. For more information, see KBA:

MCI Import File Best Practices and Error Handling

To view the unprocessed costs, use this report loaded to PPM and intended to be a project cost, however, there is some known transitional issues preventing them from being processed completely.

Today’s Deficit Report – Sponsored Projects

To avoid any issues please use

Journal Approvals and Review

Account 163500 – Construction In Progress, but should use

SSA Instruction Update for WIP Journals

Prevent the PO PDF is Reflecting Tax

The issue in which the PO PDF sent to suppliers was not reflecting sales or reductions, will be displayed on the PO PDF sent to the supplier.

Purchase Order PDF is Reflecting Tax

Announcements

3. Zoom sessions are from 11-12 pm on designated Wednesdays. The full July - September topic list and schedule can be found on

UCSD-Business

BI & Financial Reporting

So you can review the financials at a glance. The purpose of this is to

Core Funds, Unrestricted Funds and Gift Funds. This GL-based report is run for

All Deficits for the year.

There are two Deficit Reports currently available at

Deficit Reports Available

This runs for all deficits regardless of dollar amount.

Financial Deficit Report

Financial Deficit Report – Sponsored Projects

a. Ensure that you are only selecting values with (-SD), do not select

Select your desired Expenditure Type from the drop-down

b. If searching by Code, enter the code into the field

Select your desired Expenditure Type into the text field

a. If searching by Text, select the filter icon next to the field and

Viewing Financials

To refresh your knowledge of Financials Cloud and Concur Travel & Expense, we have compiled a list of tips and tricks to assist you:

Tips & Tricks

General Financial Reports

Printing Financial Reports

Viewing Financials: Financials Cloud and Concur Travel & Expense

Reporting for Financial Analysts

Functional and Cost Center Reporting

Monetary Unit Reporting

Viewing Financials: Financials Cloud and Concur Travel & Expense

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BI & Financial Reporting

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