Announcements

Budget & Finance Weekly Digest

Who Can Access Concur?

Current UC San Diego Employees (including Student Employees) and Sponsored Affiliates can log in and access Concur. They should utilize this system to manage all their travel expenses, submit expenses for reimbursement, and make payments to vendors.

Who Needs to Access Concur?

UC San Diego needs to be the one to log in to Concur and process their expenses. If the payee is not a current UCSD employee, then a faculty or staff member at UC San Diego must create an Access Request to Financial Systems. Access Requests to Financial Systems allow for the creation of a Concur Access Request which will then be processed by Business Process Support.

Who Can Access Concur?

The Who Can Access Concur section provides information on who can and cannot access Concur. It includes details on the different types of access requests and how to submit them. The section also outlines the process for creating and managing Concur access requests.

Travel Allowance: Per Diem Meals and Lodging

Automatically calculate per diem rates for both meals and lodging in Concur. By identifying key areas of the line items, you can determine whether a purchase is for downloadable software. Review the Purch License Download.

Oracle Procurement and Concur

Oracle Procurement and Concur. Watch as our instructors review best practices for Concur, and KBAs in sync with the releases. Updates are released, including the theme update is part of a larger Enhancement Release.

Hot Topics - Oracle Procurement

Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-21. Please ensure that any non-employees have been invited to register or have updated their registration in Concur. For guidance on this process, refer to the Blink page at https://sds.ucsd.edu/blink.

Close

- (3:00pm) Biweekly UCPath deadline to establish new hires
- (EOD) UCPath - Last day for Final Approval of Funding Entry.
- (EOD) Services & Support IPPS D&T - Last day to submit Event Expense Report.
- (EOD) Services & Support IPPS D&T - Last day to submit Per Diem Event Reimbursements.
- (2:30pm) Ecotime - Biweekly Timekeeping entry deadline for the current period, PPE 6/30/21; Pay date 7/01/21.
- (2:30pm) Ecotime - Monthly Timekeeping entry deadline for the current period, PPE 6/30/2021; Pay date 7/01/2021.
- (EOD) Payment Compass- Last day to submit PO Invoices for June 2021
- (EOD) Capital Planning - Establish or augment capital expenditures in Oracle Procurement.
- (EOD) Financials Cloud - Last day to submit PO Invoices for June 2021
- (EOD) Financials Cloud - Last day to submit use of departmental funds for June 2021.

Next Up

- June 22 - Assigned Group - Last day to submit use of departmental funds for the current period.
- June 22 - Group 1 - Last day to submit requisition.
- June 23 - Group 2 - Last day to submit requisition.
- June 24 - Assigned Group - Last day to submit requisition.
- June 28 - Assigned Group - Last day to submit requisition.

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Enhancement Release

As of today, a new theme has been released to campushere is a preview of what the new look and feel will look like.

Enhanced Look and Feel

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