Budget & Finance Weekly Digest

New Blink Page: Alternatives to Out-Of-Pocket Expenses

Two new Blink Pages - Concur: How to Edit Your Current Reimbursable Expense Report and How to Edit Your Current Expense Report were released on April 15. These pages are designed to help users navigate the Concur platform and avoid common mistakes when editing their expense reports.

Concur Tip: Use the Edit History Feature

Adding a comment to your expense report is an easy way to keep track of any changes you’ve made. For example, you might add a note about why you’re changing the date range for a reimbursement. To access the edit history, click on the ‘Edit’ button at the bottom of your expense report and choose ‘Reimbursement Edit History’.

Projects Can Be Closed with Outstanding Commitment

Commitments on closing projects that need to be expensed should be resolved before closing a project. If an invoice is received against a transaction that references a closed project, the commitment should be resolved by the PO Requisitioners and Concur transactors to ensure that the appropriate PO is resolved. As an alternative, if an invoice is received against a transaction that references an active award, the GL expenses that bypassed the PPM should be resolved and the Award project updated to reflect the expenses.

How to Reference Shipping Charges on Purchase Orders

Depending on the change you are requesting on your Purchase Order, which the Expense Report is created. If processing a Concur document on behalf of another employee, please ensure that you are familiar with the process and have the correct permissions. More information on Delegates may be found by clicking the edit help button and following the instructions. How to do so via a change order.

How to Check Change Order Status on Purchase Orders

When the time frame changes, you may want to do so at the supplier’s request for instructions on how to review the status of your change order. Read the full KBA for instructions on how to reference shipping charges on purchase orders.

How to Check the Status of a Purchase Order Change

It is best practice to finalize all expenses and lift all committed costs when the time frame changes. Depending on the change you are requesting on your Purchase Order, professional buyer or financial unit approval may be required before the change is processed by Trade Street. They have access to buildings that external parties do not.

SPARCM for Concur Users - How to Check the Status of Your Change Order

If you are a Concur user and need to check the status of your change order, you can follow these steps:

1. Log in to your Concur account.
2. Click on the “Purchase Orders” tab.
3. Find the purchase order in question.
4. Click on the “Change Orders” link.
5. Review the status of your change order.

If you have any questions or need further assistance, please contact the Concur Support Team.

Tips & Tricks

How to Reference Shipping Charges on Purchase Orders

For instructions on how to reference shipping charges on purchase orders, please refer to the SPARCM guide. This guide provides comprehensive information on how to reference shipping charges and includes step-by-step instructions on how to do so via a change order.

Unclaimed Payments

A friendly reminder that as we head into our first fiscal year-end close, we ask for all unclaimed payments to be returned to the proper department. This will help to ensure that all funds are accounted for and properly distributed.

How to Review the Unclaimed Payments Report

To access the Unclaimed Payments Report, please visit the Payments KBA. Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-21 is posted to https://bah.ucsd.edu/.

BI & Financial Reporting

We’ve added a new section in the Weekly Digest to help prepare you for Fiscal Closing. Please note that carryforward and revenue reversal on new tasks to projects require to resolve these commitments before closing a project.

Task to Project Update

As follow-up to the Task to Project Update, the Fund Management office hours June 23, 9:00am - 12:00pm. Please join us for an update on the replicated MyFunds for awards and sponsored projects. Based on feedback from frontline fiscal and fund management officers, we are pleased to share a third release of the replicated MyFunds for awards and sponsored projects. The release includes updates to the Fund Management page that provide added functionality and improved usability.

Expanded Project Summary

We’ve expanded the Project Summary to include a Period Start Date in the range of date range rather than just a single month. To access the expanded Project Summary, please use the EBS project report feature at the bottom of the KBA.

New Cellular Recharge Summary Report

New Blink Page: How to Check the Status of Your Change Order

Add a comment when you're finished with the page. The primary audience for this report are financial officers looking to reconcile the most common COA and POETAF validation error alerts.

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2.2.1.2 Award Funding

To request clarifications and additions, use the new KBA. How to Check Change Order Status on Purchase Orders

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