June 22, 2021 - 25th Edition

Budget & Finance Weekly Digest

*Information on the Concur Account*

- **Cost of Goods** (COA) and **Programs and Equipment Training Aid for Finance (POETAF)** validation errors are common issues that we frequently address. To resolve these alerts, Concur's support team provides detailed guidance, which can be found in the help center.

- When moving or relocating employees, it's essential to understand how expenses are managed. According to our Concur account, any expenses incurred by the new employee are to be claimed on their own Expense Report under the Concur account of the T&E Cardholder. Conversely, expenses for the departing employee are claimed by the cardholder through a Concur Request ID.

- **Employee Moves - Moving Company**

  - For non-project-related expenses, Concur uses the Payment Type: Payments to Employees.
  - For project-related expenses, the payment is made through PPM, and the Requisition KBA is to be referenced on the requisition. Alternatively, you can add a Requisition KBA as a note.

- **Concur Account Management**

  - When the time frame changes, you may want to do so at the supplier's request. Although it is not required to edit the start or end date of your purchase order, if the transaction is meant to hit Project Portfolio Management (PPM) and your carryforward and revenue was transferred to new projects as a result, you will see that carryforward and revenue reversed in PPM as a transaction level could be significant, but fiscal close will continue as scheduled and impact your GL-based reporting.

- **User and Administration**

  - The PPM User Guide is a living document updated as processes are refined. To view the latest PPM guidance, including the clarification of PPM Billing vs. Receivables, 12 Appendix (with glossary), and updates to the PPM Billable Period Calculation Guide, visit [this link](https://bah.ucsd.edu/).

- **Additional Tips & Tricks**

  - Particularly when ordering items to be delivered to an on-campus location, it is important to know the benefits of taking advantage of these payment products. The page outlining the myriad of payment options available at UC San Diego - and get to paying out of pocket is a thing of the past! Check out our newest tips & tricks.

- **Fiscal Close**

  - As follow-up to the notice to Faculty, Researchers, and Fund Managers, the primary audience for this report are financial officers looking to reconcile the transactions meant to hit Project Portfolio Management (PPM) and that your carryforward/equity or revenue - displaying as zero in PPM.

- **Telecom Recharges**

  - Telecom recharges posted to their department ledgers. We've added a new section in the Weekly Digest to help prepare you for Fiscal Carryforward 2021. The Telecom Recharge Details Report and Cellular Recharge Summary Report are available to assist with identifying outstanding telecom expenses.

- **Paying Out of Pocket**

  - When ordering items to be delivered to an on-campus location, it is important to know the benefits of taking advantage of these payment products. The page outlining the myriad of payment options available at UC San Diego - and get to paying out of pocket is a thing of the past! Check out our newest tips & tricks.

- **Business Services & Support**

  - The Telecommunications team is via [this link](https://bah.ucsd.edu/). Have questions about this edition? The best way to contact our support team is via [this link](https://bah.ucsd.edu/).

- **Webinars & Office Hours**

  - ATTENTION ORACLE USERS!!! Both Webinars and Office Hours are available to assist with Oracle T&E and Financials Cloud. To view the latest PPM guidance, including the clarification of PPM Billing vs. Receivables, visit [this link](https://bah.ucsd.edu/).

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- **About the Weekly Digest**

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- **Fiscal Close**

  - As follow-up to the notice to Faculty, Researchers, and Fund Managers, the primary audience for this report are financial officers looking to reconcile the transactions meant to hit Project Portfolio Management (PPM) and that your carryforward/equity or revenue - displaying as zero in PPM.