Information System and Support Department’s Success in Managing Fiscal Responsibilities.

**Budget & Finance Support** promotes training, tools, and communications to take full advantage of the financial system. This email discusses various topics including:

- The T&E Card transaction and its reconciliation on the Travel Request.
- The role of the trip authorization number.
- Payment to employees and the process of processing a Concur document.
- Delegates and how they affect the expense report creation.
- PPM Billing vs. Receivables, with updates to Appendix (with glossary).
- The PPM User Guide as a living document.
- How to reference shipping charges on purchase orders and use a preferred address.
- The option to pay out of pocket and the availability of new Blink pages.
- Reports for financial officers looking to reconcile expenditures.
- How to request a Requisition and its implications.
- Change orders and how to handle them.
- Addressing carriers prone to misdelivery.
- How to route packages using Trade Street.
- Preferred addresses in Oracle Procurement.
- Financials Cloud and Concur Travel & Entertainment system updates.

**Getting Ready for Fiscal Close**

- Changes to contracts and agreements.
- PPM User Guide improvements.
- Commitment resolution requests for expensing.
- Closing projects with outstanding commitments.
- Cost transfers in the new fiscal year.
- BFS teams working towards eliminating cost transfer backlogs.

**New Blink Pages**

- New Blink page: Alternatives to Out-Of-Pocket Expenses.
- Blink page: How to Reference Shipping Charges on Purchase Orders.
- Blink page: Use a Preferred Address in Oracle Procurement.

**Submissions**

- For activities having significant work-in-progress, make deposits on 6/28/2021, the last business day of June. The last day to submit June-2021 Submissions is 7/1/2021.
- PPE 6/26/2021; Pay date 7/7/2021.

**Risks to Consider**

- The risk of over or under billing sponsors.
- Cleansing efforts continuing into the new fiscal year.

**Fiscal Close**

- The President is primarily focused on aggregate expenses hitting the appropriate fiscal year.
- Equity is account 300000, and resources transferred during the year, including for this scenario, are completed using account 77409.
- Transactions meant to hit Project Portfolio Management (PPM) and that your department is tracking must be expensed.

**Questions**

- Contact the Financials Cloud and Concur helpdesk for any further clarifications or questions.

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**Fund Management Office Hours**

- 9:00am - 12:00pm, June 23, 2021
- 1:30pm - 2:00pm, June 24, 2021
- https://ucsd.zoom.us/j/93680320405
- https://ucsd.zoom.us/j/2267888520

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**Payment Detail**

- Check out the New Blink page: Alternatives to Out-Of-Pocket Expenses.