Getting Ready for Fiscal Close

May 10, 2022

New Report Release

Changes to Project Financial Setup

Effective May 11, 2022:

- This change only applies to new requests for project financial setup
- The change is intended to improve the usability and functionality of the setup process

Submit a request to the Budget & Finance Help Line for assistance with this change.

Additional steps will be published soon.

Related to: Best Practices on Internal Controls ID# 2 & 40 & Financial Reporting section

Limited-Edition Newsletter Launch:

From May to July to provide you with weekly updates and guidance related to Fiscal Close.

New Report Release

Transaction Details Report Blink page

This change removes the need for users to separately update transaction details and project costs.

Invoices under $5,000 coded as equipment

Costs posted after the project end date

Recharge costs

Submitting a request for a missing receipt:

Have you lost a receipt for one of your Procurement Card Transactions?

If the cardholder is not able to, they can now use the new missing receipt feature in Concur.

The red receipt icon will look like this:

The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only used if the original receipt is not available.

Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon. The cardholder/delegate will log into Concur, navigate to Expense, and add the transaction to an expense report.

If a transaction was cost transferred from another project-task, identify the project-task and number of the original receipt.

Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.

Invoices under $5,000 coded as equipment and the original receipt is no longer available:

Marissa Prough (PPM), Jamie Wheat (Equipment Asset Management), Wella Garcia (SPF), and Linda Gao (ICA)

The Campus Budget Office wants your feedback!

For questions on the guidance or the checklist, please consider attending the following events:

- Equipment Asset Management Office Hours
  - 9:00am - 11:00am
  - May 17, 2022
- Best Practices on Internal Controls
  - 11:00am - 12:00pm
  - May 11, 2022
- Oracle: Buying and Paying for Financial Unit Approvers
  - 9:00am - 11:00am
  - May 25, 2022
- Performance Management Office Hours
  - 11:00am - 12:00pm
  - May 25, 2022
- Budget & Finance Office Hours
  - 8:30am - 9:30am
  - May 25, 2022

The budget & finance administration has added new reports and additional functionality to support your campus

The Financial Accountability tab of the Business Analytics Hub now includes a new report feature.

Review this report to see transaction details and project cost details.


View the first edition here!

The UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer any questions or guidance.

Visit the UC San Diego Finance Help Line!

See example below of the Receipt Declaration:

How to Use the Missing Receipt Feature

Have you lost a receipt for one of your Procurement Card Transactions?

If the cardholder is not able to, they can now use the new missing receipt feature in Concur.

The red receipt icon will look like this:

The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only used if the original receipt is not available.

Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon. The cardholder/delegate will log into Concur, navigate to Expense, and add the transaction to an expense report.

If a transaction was cost transferred from another project-task, identify the project-task and number of the original receipt.

Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.

This means no more having to submit a request to the Budget & Finance Help Line for assistance with this change.

Additional steps will be published soon.

The red receipt icon will look like this:

The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only used if the original receipt is not available.

Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon. The cardholder/delegate will log into Concur, navigate to Expense, and add the transaction to an expense report.

If a transaction was cost transferred from another project-task, identify the project-task and number of the original receipt.

Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.

This means no more having to submit a request to the Budget & Finance Help Line for assistance with this change.

Additional steps will be published soon.

The red receipt icon will look like this:

The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only used if the original receipt is not available.

Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon. The cardholder/delegate will log into Concur, navigate to Expense, and add the transaction to an expense report.

If a transaction was cost transferred from another project-task, identify the project-task and number of the original receipt.

Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.

This means no more having to submit a request to the Budget & Finance Help Line for assistance with this change.

Additional steps will be published soon.

The red receipt icon will look like this:

The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only used if the original receipt is not available.

Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon. The cardholder/delegate will log into Concur, navigate to Expense, and add the transaction to an expense report.

If a transaction was cost transferred from another project-task, identify the project-task and number of the original receipt.

Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.

This means no more having to submit a request to the Budget & Finance Help Line for assistance with this change.

Additional steps will be published soon.

The red receipt icon will look like this:

The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only used if the original receipt is not available.

Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon. The cardholder/delegate will log into Concur, navigate to Expense, and add the transaction to an expense report.

If a transaction was cost transferred from another project-task, identify the project-task and number of the original receipt.

Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.

This means no more having to submit a request to the Budget & Finance Help Line for assistance with this change.

Additional steps will be published soon.

The red receipt icon will look like this:

The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only used if the original receipt is not available.

Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon. The cardholder/delegate will log into Concur, navigate to Expense, and add the transaction to an expense report.

If a transaction was cost transferred from another project-task, identify the project-task and number of the original receipt.

Simultaneously search for both PPM and General Ledger transactions using a single set of prompts.

This means no more having to submit a request to the Budget & Finance Help Line for assistance with this change.

Additional steps will be published soon.
Our goal is to deliver timely information that matters to you. Not sure where to find answers? Get started using our Support Framework.