Getting Ready for Fiscal Close

Budget & Finance Weekly Digest

May 5, 2022

Announcements

The Procurement Card team is changing the way Missing Receipt Requests are processed. As of May 11, submitting a
Services and Support ticket to obtain approval and a Missing Receipt Declaration will no longer be required.

How to Use the Missing Receipt Feature

When a cardholder has lost a receipt, the cardholder needs to ensure they have done everything to try and obtain a copy of the
receipt. If the receipt is never found, the cardholder/delegate can submit a request for a Missing Receipt.

This week, Ken Jardine will discuss the proper way to manage equipment fabrications from inception to close.

Every Thursday, the Fund Management Office Hours will be held from 8:30am - 9:30am to discuss issues related to
the Community Budget Office.

May 10, 2022

Best Practices in Internal Controls

Along with the release of the new Transaction Details report in the Business Analytics Hub, Internal Controls & Accounting is
introducing the Best Practices on Internal Controls ID# 2 & 40.

This report includes a list of best practices for managing internal controls, along with real-world examples of how these
practices can be applied in the workplace.

The internal controls guidance includes a checklist with periodic control activities to be performed and certified by
performers and certifiers, and it includes links to articles and Blink pages that provide instructions on how to
perform these activities.

The Campus Budget Office wants your feedback!

The Campus Budget Office is seeking feedback on the new Transaction Details report in the Business Analytics Hub.

We are excited to announce the launch of the Budget & Finance Fiscal Close Bulletin, a limited-edition newsletter issued
every Friday, starting May 6, 2022.

Limited-Edition Newsletter Launch:

We are inviting you to be a part of the launch of the Budget & Finance Fiscal Close Bulletin. This newsletter will provide you with
weekly updates and guidance related to Fiscal Close.

We encourage you to submit feedback on the report and let us know how we can improve it. Your feedback will help us create a
more effective and user-friendly newsletter.

To find out how to use this new feature in Concur, visit the UC San Diego Finance Help Line!

Knowledgeable agents are standing by to assist you and answer your questions about the new feature.

Concur, Balboa, and Kahala.

To use the Missing Receipt feature in Concur, follow these steps:

1. Log into Concur, navigate to Expense, and add the transaction to an expense report.
2. Identify all revenue transactions without having to select all revenue account codes.
3. Eliminate or isolate transactions that have been cost transferred off of a project in PPM.
4. Accept & Create when a change in Fund, Function, Program, Location or Project Organization is needed.

The cardholder/delegate will click on the icon and a new pop up window will open.

The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only
available for expenses where the red receipt icon shows. The cardholder/delegate will fill out our interest form to submit a
request.

Invoices under $5,000 coded as equipment
Costs posted after the project end date
Misposted cost sharing
Best Practices on Internal Controls ID# 2 & 40
Best Practices in Internal Controls

These are the top three issues that the Committee has identified for the May 2022 meeting. The committee, attended by several IPPS representatives including our Directors of Procurement and Disbursements/Travel, was
originally established to work through ESR changes, enhancements and roadblocks. The committee meets every other Friday,
in the Tips & Tricks section.

Performance of the UC San Diego Budget & Finance YouTube channel is available for expenses where the red receipt icon shows.

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Our goal is to deliver timely information that matters to you.

Not sure where to find answers? Get started using our Support Framework.