responsibilities, identify their resources based on the following questions:

**Card Office Hours**
For questions about this process enhancement, please contact the Procurement Card Team via Services & Support!

Cardholders and Delegates can begin using the new red receipt icon as of May 11.

Visit the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer questions on Concur, Balboa, and Kahala. Wednesday, May 25, 2022

Management team.

Continue the discussion on physical inventory and learn how to update asset record fields on CAMS with the Equipment Asset Management, Balboa, and Concur training. Tuesday, May 17, 2022

Please note the next IPPS Advisory Committee meeting is May 24th. This is a required prerequisite for registration. This week, the Management Team and Finance leaders plan to continue the discussion on the general ledger. Please join us to learn how to update field entries in the Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Thursday, May 12, 2022

Effective immediately, to ease the reconciliation of projects and improve controls, departments should create a new project or task when a change in Fund, Function, Program, Location or Project Organization is needed.

New Procurement Card Change: Missing Receipt Declaration

Effective May 11, 2022:

The Procurement Card team is changing the way Missing Receipt Requests are processed. As of May 11, submitting a request via Services and Support ticket to obtain approval and a Missing Receipt Declaration is no longer required. Instead, effective May 11, 2022, cardholders can now submit a request via the Procure to Pay (PTP) system. A new red icon has been added to the PTP system to indicate when a receipt is required. Additionally, the Procurement Card team has released a new video tutorial on how to use the Missing Receipt Declaration feature. To find out how to use this new feature in Concur, visit the UC San Diego Finance website or contact the Procurement Card Team.

The Campus Budget Office wants your feedback! Starting today, we are opening up our IPPS Advisory Committee (IAC) to evaluate membership for the next fiscal year. This is an opportunity for anyone interested in IPPS to learn more about the committee and how it operates. The IAC meets monthly to discuss and make recommendations on IPPS-related issues. The IAC also provides feedback to the Campus Budget Office on IPPS-related projects. The IAC is composed of representatives from various departments across the University. The checklist allows departments to document the control activities that have been completed by performers and certifiers, and it includes links to articles and Blink pages that provide instructions on how to use the new feature in Concur.

Limited-Edition Newsletter Launch:

Along with the release of the new Transaction Details report in the Business Analytics Hub, Internal Controls & Accounting is releasing a limited-edition newsletter to provide updates on internal controls and accounting-related topics. This newsletter includes information on new feature releases, upcoming training sessions, and other relevant topics. The newsletter is available online at the UC San Diego Budget & Finance website.

New Report Release:

We are excited to announce the launch of the Budget & Finance Fiscal Close Bulletin, a limited-edition newsletter issued once a year to provide updates on the fiscal close process. This newsletter includes information on the timeline of the fiscal close process, key dates, and other relevant topics. The newsletter is available online at the UC San Diego Budget & Finance website.

Tips & Tricks

**Tricks section below.**

**To find out how to use this new feature in Concur,** visit the UC San Diego Finance website or contact the Procurement Card Team. Click here to read more about the Missing Receipt feature.

**Previewing upcoming developments before they're launched**

Discussing problems or roadblocks we're experiencing and potential solutions

**The UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer questions on Concur, Balboa, and Kahala.**

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

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

Download a copy of the Black & White version of this newsletter for quick links to various resources available to you.

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

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

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