

October 3rd, 2023 | 141st Edition



Uncleared (Concur) Credit Memos in OFC – New Report!
A new report has been released in the Business Activity Hub (BAH) that displays outstanding Credit Memos from Oracle Financials Cloud (OFC), created via Concur Expense Reports with a net amount owed by the employee as a result of Personal/Non-Reimbursable Card Charges, Cash Advance Returns or Travel Card Per Diem Offset.

The report is accessible through two panoramas (1) the Department Exceptions Panorama, and (2) the Procure-to-Pay Panorama in the BAH, under Budget & Finance. Filters for employee, invoice number (i.e. Credit Memo number) and Financial Unit are available. Information about this new report is available through Blink.

If this is your first time accessing the Business Activity Hub, use your Single-Sign On to log in or take a look at the Get Started introduction.
Please join the Travel & Expense Office Hours or submit a Services & Support case if you have any questions.

Concur User Interface (UI) Updates are now LIVE!
Starting October 2nd, Concur has implemented a new default User Interface (UI). While this is now the standard look, you can still access the old UI by clicking the "New Theme" button in the top right corner of the homepage.

Please note that the old theme will be phased out by January 2024. To make a smooth transition, we recommend getting acquainted with the new theme. One significant change is that the Request, Expense, and Approval modules are now only accessible via the "Home" dropdown in the top left corner of the Concur homepage.

For a visual guide, watch our video on the new Concur User Interface. If you have any questions about these UI changes, reach out to us via Services & Support.

Update to Law AB 1887

As of September 13, 2023, Governor Gavin Newsom signed SB 447 which ends the ban on state funded travel effective immediately. Former **Law AB 1887** which *"prohibited state-funded travel to states that had passed a law after June 26, 2015 that (1) authorized discrimination based on sexual orientation, gender identity, and gender expression, or (2) voided or repealed existing state or local protections against such discrimination"* is no longer in effect. This update should not impact your upcoming trips, but if you have any questions please contact your fund manager.

Oracle Financials Scheduled Maintenance 10/06/2023

Oracle Financials Cloud will be down for scheduled maintenance on **Friday 10/06/2023** from **7:00 PM through 11:00 PM**.



Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

Travel Program Webinars

Join us to learn about the benefits of booking travel within our system-wide travel program! Hear from supplier partners and industry experts during these engaging sessions. You may even win a prize! Use this link for the schedule, session descriptions, and registration information.
Travel Webinars | Connexxus (ucop.edu)

ECERT Effort Reporting Office Hours

Every Wednesday @ 2:30pm - 3:30pm

Come get your questions answered, system access setups, or helpful hints on the effort report certification process.

Fund Management Office Hours

Every Thursday @ 11:00am - 12:00pm

Come get your questions answered and solidify your knowledge and understanding from a useful and information packed session. Don't miss it!

Internal Controls & Accounting Office Hours

Last Wednesday of the month @ 1:00pm - 2:00pm

Join our Internal Controls & Accounting team for office hours the last Wednesday of each month as a platform for discussion related to General Ledger related transactions, Intercampus

Recharges, and Payroll reconciliation. ICA team will provide any updates available and the session will be open for Q&A.

Reporting 1:1 Sessions

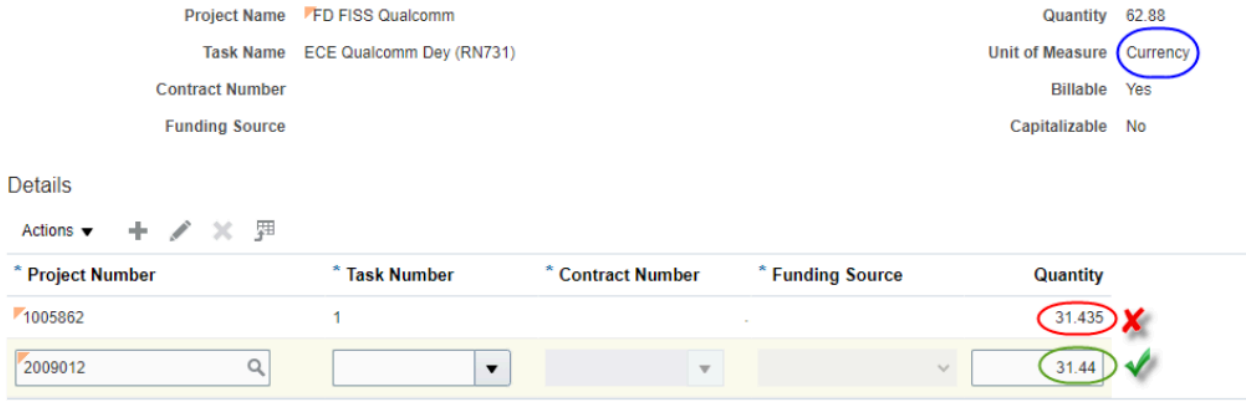
Sign up for a 1:1 Zoom session to meet with a member of the BI & Financial Reporting team who can answer your specific questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH).

Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!



Split amounts using Currency

When splitting costs in Manage Project Costs (for Splits or Split & Transfers), be sure to only enter currency amounts (2 digits past the decimal point) IF the unit of measure is Currency. Otherwise, rounding issues can occur that will not net to zero.



The Support Framework: Your Guide to Finding Help

Learning all there is to know about budget & finance can feel daunting.

The **Support Framework** is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What can I do **on my own**?
- Where can I **get help**?
- Who can **help escalate**?
- How do I **suggest enhancements**?

Bookmark or download a copy for quick links to various resources available to you.



Have Finance-related questions?
Call the UC San Diego Finance Help Line.

(858) 246-4237 **Tuesdays - Thursdays | 10:00am - 12:00pm & 1:00pm - 3:00pm**

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.
Our goal is to deliver timely information that matters to you.

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

Visit Our Website | Subscribe to our YouTube | Contact Us

UC San Diego

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