Financial Accounting Program Application Period Opens This Friday!

The Financial Accounting Program application cycle is set to open again on February 4 through March 15. This program is designed to provide an overview of core accounting principles, accounting for capital projects, and budget preparation. It is strongly encouraged that individuals with a basic understanding of accounting principles and UC San Diego requisitions and POs, closing POs, processing non-PO payments, and checking invoice status. This course focuses on topics such as shopping for and purchasing goods and services, searching across UC (IFIS), and the use of Oracle Procurement & Payables. It also includes hands-on instruction on the use of Oracle Financials Cloud. This workshop provides a foundation in the budgetary process, including budget development, budget monitoring, and budget reporting. It is targeted at faculty and staff who have an interest in understanding the budget process, including those who have a role in budget preparation and reporting. Please refer to the program Blink page for additional information and updates.

Oracle: Buying and Paying for PO Requisitioners

Thursday, February 17, 2022 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It is designed for requisitioners who need to create purchase orders (POs) and review requisition status. The course provides a comprehensive overview of the requisition process, including creating requisitions, managing requisition status, and reviewing requisition activity. Participants will also learn about the requisition approval process, including recommended individuals for approval and how to review requisition history. Please refer to the program Blink page for additional information and updates.

Oracle: Financials Cloud and Concur Travel & Expense

Thursday, February 24, 2022 @ 1:00pm - 3:00pm

This course will provide an overview of the Concur processes for creating and reconciling travel prepayments in Concur. It is designed for faculty and staff who need to create and reconcile travel prepayments in Concur. The course will cover the process of creating travel prepayments and reconciling them in Concur. Participants will learn about the Concur process for reconciling travel prepayments, including the use of the Concur Reconciliation tool. Please refer to the program Blink page for additional information and updates.

ITC UC San Diego - Travel & Entertainment Cards

Thursday, February 24, 2022 @ 9:00am - 11:00am

This course will provide an overview of the Concur processes for creating and reconciling travel prepayments in Concur. It is designed for faculty and staff who need to create and reconcile travel prepayments in Concur. The course will cover the process of creating travel prepayments and reconciling them in Concur. Participants will learn about the Concur process for reconciling travel prepayments, including the use of the Concur Reconciliation tool. Please refer to the program Blink page for additional information and updates.

UC San Diego Travel: Reporting Expenses

Thursday, February 24, 2022 @ 9:00am - 11:00am

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Concur: Event and Expense Reimbursements

Tuesday, February 22, 2022 @ 9:00am - 11:00am

This course will provide an overview of the Concur processes for creating and reconciling travel prepayments in Concur. It is designed for faculty and staff who need to create and reconcile travel prepayments in Concur. The course will cover the process of creating travel prepayments and reconciling them in Concur. Participants will learn about the Concur process for reconciling travel prepayments, including the use of the Concur Reconciliation tool. Please refer to the program Blink page for additional information and updates.

Fund Management Office Hours

Thursdays, 10:00am - 11:00am

This week our focus is on budget preparers throughout the planning process. This week’s Office Hours will have an additional focus on topics such as shopping for and purchasing goods and services, searching across UC (IFIS), and the use of Oracle Procurement & Payables. It also includes hands-on instruction on the use of Oracle Financials Cloud. This workshop provides a foundation in the budgetary process, including budget development, budget monitoring, and budget reporting. It is targeted at faculty and staff who have an interest in understanding the budget process, including those who have a role in budget preparation and reporting. Please refer to the program Blink page for additional information and updates.

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