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Take a look at our new KBA
How to Create and Reconcile Travel Prepayments in Concur

learn about the Concur processes for reporting travel expenses on a Travel Expense Report.

procedure, including summarized guidelines and on-demand resources. Faculty and staff will

Thursday, February 24, 2022 @ 1:00pm - 3:00pm
UC San Diego Travel: Reporting Expenses

how to take advantage of TripIt Pro. It is recommended that you also attend the

Faculty and staff who travel or book business travel can further their understanding of

Thursday, February 24, 2022 @ 9:00am - 11:00am
UC San Diego Travel: Before You Go

reconciliation process in Concur.

and financial managers who are familiar with policy and would like to learn about the expense

This live course will include an in-depth explanation of Concur processes related to meetings,

Tuesday, February 22, 2022 @ 9:00am - 11:00am
Concur: Event and Expense Reimbursements

idea what to do next? Bring your issue to office hours and phone a friend.

How to get your direct retro with cap gap to work? See a wire you need to claim but have no

This week we will have open Q&A. Bring your questions and struggles.  Nothing a fund manager

Fund Management Office Hours

Thursdays, 10:00am - 11:00am
Campus Budget Office: Office Hours

San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It

Thursday, February 17, 2022 @ 9:00am - 11:00am
Oracle: Buying and Paying for PO Requisitioners

Watch recorded office hours and more on our

FSCM Help Portal

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Additional Spring Quarter Details:

For those who already applied and have yet to start the program, you should have received an

endorsement to complete your application. If you would like to look at the form please view it in

March 4. The program is intended to provide fundamental accounting knowledge that can

The Financial Accounting Program application cycle is set to open again on February 18 through

Hot Topics: From Cost Transfers to AP Cost Corrections

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

Have Finance-related questions? Call the

financesupport@ucsd.edu

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Tips & Tricks

How to Check Accounts Receivable Undergraduate Accounts

To check the account balance, open the Financial Statement of the university. Under the heading

the grant is listed as an inter-fund liability which means that it is not

the fund. To do so, log into the Financial System which is located at

UCSDHelp