The Support Framework: Your Guide to Finding Help

This digest is a compilation of articles related to budget & finance, including Oracle Financials Cloud and Concur Travel & Expense. The articles are based on real-world queries and experiences from the UC San Diego community.

**Questions?**

The budget & finance team is here to help! Contact us through the Services & Support page on the Finance website.

**Suggested Enhancements**

If you have suggestions for improving our support offerings, please feel free to contact us. We value your feedback and are committed to continuously improving our services.

**Tips & Tricks**

This section offers tips and tricks for efficient budget & finance management. These could include shortcuts, best practices, or other helpful information.

**Event Calendar**

Upcoming events are listed in this section, including workshops, training sessions, and other important dates.

**Finance-related questions?**

Call the UC San Diego Finance Help Line.

**More information about our services and resources is available on the Finance website.**

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**Oracle: Buying and Paying for PO Requisitioners**

Thursday, July 7, 2022 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as goods request forms (Buying Goods & Services - Oracle Procurement - Procurement Forms) if you have any questions. For a review of when to use the different request forms in Oracle Procurement, you may review the New Oracle Procurement Request Form.

**New Oracle Procurement Request Form**

A new request form has been launched in Oracle Procurement: Goods - Quoted Orders. This request form is identical in goods request forms (Buying Goods & Services - Oracle Procurement - Procurement Forms) if you have any questions. This form is meant to be used when a quote is issued to you by a supplier for goods.

**Register for this comprehensive training course providing instruction on contract, event, and invoice creation and Best Practices.**

**Be sure to try out the different calendar views in the upper right corner!**

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

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**Oracle: Budget & Finance**

Thursday, July 7, 2022

This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including summarized guidelines and on-demand resources. Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that faculty and staff review the below links:

1. UC San Diego Travel: Before You Go
   - 9:00am - 11:00am
   - Thursday, July 28, 2022
   - UC San Diego Travel: Reporting Expenses
   - 1:00pm - 3:00pm
   - Thursday, July 28, 2022

2. Concur: Event and Expense Reimbursements
   - 9:00am - 11:00am
   - Thursday, July 14, 2022
   - UC San Diego Core Resource Allocations Survey Results
   - UC San Diego Finance Help Line!

**Concur: Event and Expense Reimbursements**

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business meals. Faculty and students who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that faculty and staff review the below links:

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**Concur FAQ**

Click to access the Concur FAQ.

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**Concur Basics**

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