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

**Saberton**
Jessica Respicio, Nancy Herbst, Nickolaus Lekovish, Charlene Mendoza, Jillian Kochan, Michele Palmer, Karen Riggs-Glenn Saunders, Liesl Johnson, Matt Frankos, Lindsay Root, Kristen Walker, Brandi Pate, Kattareeya Morrow, Jared Wright.

Expenditure comments with URLs are now hyperlinked in the Faculty and Researcher Dashboard Report. New Enhancement Release:

The following changes are now live on the Expanded Project Summary Report:

- For a demo of these enhancements, join us for Fund Manager Office Hours on Thursday, November 17!

The following changes are now live on the Transaction Details Report:

- Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer any finance-related questions. We look forward to seeing you there!

**Friday, November 18, 2022**
Financial Operations Office Hours

**Thursday, November 17, 2022**

**Project Summary Report**

- Please note the Process for Prepaying Travel and Claiming Expenses After the Business Trip Occurs in Accordance to Travel Policy G-28.

**Intended for:** Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, UC San Diego Travel: Reporting Expenses.

- This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as useful and fun information packed session. Don’t miss it!

**March 15, 2022**

**Introduction to Oracle Procurement & Payables eCourse**

- The course is a required prerequisite for registration.

**November 23, 2022**

**New**

**Reminders:**
- Reminder: Worklist Setting
- New fields and drill-thrus including:
  - Addition of PPM Commitment Details tab

- When it's time to travel, remember to travel the Triton way!

**December 2022**

**End of the Year Move/Relocation Deadline for Monthly/Bi-Weekly Paid Employees**

- Any expense reports that are currently pending approval or any new Move/Relocation expense reports that get submitted will get approved in January.

- The new fee structure with Balboa remains well below industry standard, where a typical booking fee ranges from $50-$100 per transaction.

**New Customer prompt**

- How to search for a particular recharge
- Recharge transactions – if the recharging unit is utilizing expenditure comments, use the description to search
- Payables transactions – search by the item name, description of the item, name of person reimbursed

**Transportation Services**

- The 196th Edition
- Expenditure Batch Code – Use this to view batches in GL Transactions (instead of transaction number)
- New Customer prompt

**UC San Diego Finance Help Line**

- We look forward to seeing you there!
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.

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.

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