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

**The Support Framework: Your Guide to Finding Help**

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We would like to thank the following individuals for submitting enhancement requests:

- Expenditure comments with URLs are now hyperlinked in the Faculty and Researcher Dashboard Report.
- For a demo of these enhancements, join us for Fund Manager Office Hours on Thursday, November 17!
- Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer
- Join the Financial Operations team this Friday for updates on General Projects Contract Billing, IPPM - Cost Transfer

### UC San Diego Travel: Before You Go

**Before You Go**

**Concur Travel terminology and concepts.**

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

**Thursday, November 17, 2022**

**UC San Diego Travel: Reporting Expenses**

Concur Travel terminology and concepts.

Intended for: travel arrangers, delegates, and approvers. This course provides an overview of UC San Diego travel policy and procedure,

**Thursday, November 17, 2022**

**UC San Diego Travel: After You Go**

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

**9:00am - 11:00am**

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

### New Enhancement Release:

**New-prompted Research**

- A new unapproved requisitions table has been added
- Changes to prompts:
  - New fields and drill-thrus including:
    - Addition of PPM Commitment Details tab
    - Addition of PPM Cost Transactions
  - Multi-select on PI/PM/TM

### UC San Diego Travel: Reporting Expenses

**Balboa Travel Fee Structure**

Balboa Travel provides valuable services to our UC travelers, such as trip advisement and monitoring, management of

Our fees are also consistently below prices paid at other UC campuses.

The new fee structure with Balboa remains well below industry standard, where a typical booking fee ranges from

### Internal Controls Office Hours

- Reminder to all approvers that you can expand the number notifications that appear in your Worklist by opening the servers

### IPPS Office Hours

- Reminder: Worklist Setting

### Recurring Billing

Recurring billing allows users to set up a contract in Oracle for invoices to automatically generate per a designated Bill Cycle

### UC San Diego Move/Relocation

- The end of the year Move/Relocation deadline for monthly/bi-weekly paid employees has passed. Any expense reports that

### UC San Diego and Balboa Travel

UC San Diego and Balboa Travel have initiated a new service fee structure that better reflects Balboa Travel's dedication and

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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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