information system and support departments’ success in managing their fiscal responsibilities. Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial resources. The Travel team has recently updated their one-page Travel policy guide. This guide highlights the very basics of Travel policy and is a useful reference for travelers and preparers alike. The guide can be accessed at [this link](https://example.ucsd.edu).

**Tips & Tricks**

- **How to Add POETAF to a Posted Payables Transaction**: For financial managers who are responsible for ensuring compliance with University policy, this guide provides step-by-step instructions on how to add POETAF to posted payables transactions. This feature is crucial for reconciling payments and ensuring that all transactions are properly accounted for.

- **Revised Payroll Reconciliation Toolkit**: This comprehensive guide provides a step-by-step process for reconciling payroll transactions. It includes best practices, provides a live demonstration, and hosts a Q&A session. The guide is designed to help financial managers address campus inquiries and key topics that matter to fund managers.

- **Concur Travel & Expense Guide to Catalog Ordering**: Learn how to purchase using the Punchouts in Oracle Procurement, and which goods and services are offered by the different Punchouts by category. This guide is particularly useful for departments that need to purchase Personal Protective Equipment (PPE), as IPPS is offering a catalog of inventoried PPE that can be accessed through their online platform.

**Oracle Financials Cloud**

- **How to Understand and Update Oracle PPM Project Roles**: This guide provides a comprehensive overview of Project Portfolio Management (PPM) and how to update project roles in Oracle PPM. The guide is designed to help financial managers better understand and manage their projects.

- **Oracle PPM Sponsored Project Request**: This guide provides a step-by-step process for requesting sponsored projects in Oracle PPM. It includes best practices, provides a live demonstration, and hosts a Q&A session. The guide is designed to help financial managers address campus inquiries and key topics that matter to fund managers.

- **Oracle PPM Project Role Update**: This guide provides a comprehensive overview of Project Portfolio Management (PPM) and how to update project roles in Oracle PPM. The guide is designed to help financial managers better understand and manage their projects.

**Miscellaneous**

- **Oracle PPM Project Role Update**: This guide provides a comprehensive overview of Project Portfolio Management (PPM) and how to update project roles in Oracle PPM. The guide is designed to help financial managers better understand and manage their projects.

**About the Weekly Digest**

The Budget & Finance Weekly Digest is a resource for financial managers, providing updates on financial policies, tools, and resources. The digest is designed to keep the UCSD community informed about the latest financial management practices and best practices. The digest includes links to training and support resources, as well as tips and tricks for managing financial resources. The digest is sent out weekly to all financial managers at the University of California San Diego. To remove a Supervisor Approver, delete the approver’s name from the appropriate field. To add a Supervisor Approver, select the approver from the list and enter their name in the appropriate field. 

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**Contact Us**

If you have any questions or feedback about the Budget & Finance Weekly Digest, please contact [our team](mailto:financial.manager@ucsd.edu). We are committed to providing the best possible resources to our community. Thank you for your continued support.