 announcements

General Information


Oracle: Buying and Paying for PO Requisitioners

Thursday, May 25 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Oracle Fixed Assets Module Office Hours

Beginning in June, the Oracle Fixed Assets (FA) Project team will kick off a series of office hours to discuss various topics and project updates. These sessions will be held on Mondays at 10:05 am beginning in June. The first office hour will be on How to identify and resolve GL transactions on no project.

Mixing Business with Personal Travel

Wednesday, June 7 @ 11:00am

We will be sharing some tips on how to do so without using any UC funds.

Mixing Business with Personal: Creating and Submitting a Travel Expense Report

Wednesday, June 7 @ 1:00pm

Here is a checklist for quickly creating and submitting a travel expense report. You can also find this checklist linked in these Blink pages:

Download the checklist and/or bookmark it in your browser of choice so that you keep it handy when creating and submitting a travel expense report.

Travel Process

Travel expense reports. You can also find this checklist linked in these Blink pages:

Key Reminders When Submitting a Travel Expense Report

The Survey

Thank you for completing the FY24 EPBCS Budget Process Survey! The survey closed on Friday May 19th and if you participated you were entered to win one of four $25 VISA cards. Using a random name selector, the winners are:

- Hannah Johnson
- John Doe
- Jane Smith
- Michael Brown

Congratulations to our winners!

The survey included questions on recent topics discussed in the Budget & Finance Weekly Digest, and an open-ended question asking about improvements to the campus budget process. Thank you for providing your feedback. We will be using the survey results to inform our future efforts to improve the campus budget process.

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The Support Framework: Your Guide to Finding Help

Who can help?

What can I do?

Where can I go?

Responsibilities, identify their resources based on the following questions:

- Who is responsible for this area?
- Who do I need to get help from?
- Where do I need to go to review this?

The Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, understand their roles and responsibilities. It also provides quick links to various resources available to you.

Visit our Event Calendar

- June 5, 2023 - 122nd Edition
- May 23, 2023 - Hot Topics

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

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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.