This email was sent to.

October 5, 2021 | 40th Edition

**Concur: Event and Expense Reimbursements**

- **Thursday, October 12, 2021 @ 9:00am - 11:00am**
  - Learn about the details related to meetings, entertainment, and business expense reimbursements.

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

- **Thursday, October 14, 2021 @ 9:00am - 11:00am**
  - Focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, and requesting nonPO payments.

**Fund Management Office Hours**

- **Thursday's @ 11:00am - 12:00pm**
  - Weekly office hours for any questions related to sponsored projects.
  - Contact the Office Hours Team via email at financialunits@ucsd.edu.

**Receivable team in BFS Financial**

- **Thursday's @ 11:00am - 12:00pm**
  - Offers support for any questions related to invoices, billing, and payments.
  - Contact the Receivable team via email at receivables@ucsd.edu.

**Oracle Production Environment Maintenance**

- **October 7, 2021 @ 1:00p.m. - 3:00p.m.**
  - The Oracle production environment will be down for maintenance on this day.

- **October 8, 2021**
  - The FY22 Budget Loaded to OFC.
  - The Final FY22 Budget was loaded to the General Ledger on September 28, 2021.
  - PO Requisitioner and PO Approver should be aware of this change.

**How to Process a Journal Entry**

- **Monday, October 4, 2021 @ 9:00am - 10:30am**
  - Covers the process of preparing, submitting, and obtaining approval for journal entries.

- **Tuesday, October 5, 2021 @ 1:00pm - 2:30pm**
  - Includes the process of preparing and submitting journal entries with detailed instructions and examples.

**How to Withdraw a Journal**

- **Monday, October 4, 2021 @ 1:00pm - 2:30pm**
  - Details the process of withdrawing a journal and the steps involved.

**Unsubscribe**

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- **Contact Us**

**FY22 Budget Loaded to OFC**

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**Financial Unit Approver**

- **Autumn 2021**
  - A part of the training includes learning the overhead reconciliation procedure, including summarized guidelines, resources, and examples.

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