**Announcements**

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

Thursday, April 27 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as creating purchase orders, invoices, purchase orders with purchase order requisitions, and implied purchase orders. It is designed for departmental purchases who want to further their understanding of buying on campus.

**Concur Travel terminology and concepts**

Friday, April 21

This course is a great option for new users of Concur Travel or those who need a refresher on key terms and concepts. Topics covered include Concur Travel architecture, data management, travel policies, and more.

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

**Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.**

**Tips & Tricks**

**Campus Budget Office Updates**

We’ve added a new feature to help faculty and staff who are managing the financial portion of their department.

- **Fixed Asset**
  - A fixed asset creates a record in Oracle Financials Cloud and a corresponding entry in the Completes System.
  - If you cannot find an asset that already exists, you can update the details of the existing asset in Oracle Financials Cloud.

**Oracle Financials Cloud**

- **Fixed Asset**
  - You can manage fixed assets in Oracle Financials Cloud, which provides a comprehensive view of your department’s assets.
  - Fixed assets are listed in the department’s Fixed Asset Report, which is generated automatically.

**Concur Travel updates**

- **Aging Transaction**
  - The Aging Transaction lists all credit card charges that are nearing 365 days past the date the charge was posted to UC San Diego.
  - The report is updated every day at midnight and can be downloaded as an Excel file for analysis.

**Tips & Tricks**

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

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  - This course provides hands-on instruction on Oracle Procurement & Payables.
  - It covers topics such as creating purchase orders, invoices, and purchase orders with purchase order requisitions.
  - It is designed for departmental purchases.

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  - This course is a great option for new users of Concur Travel or those who need a refresher on key terms.
  - The course includes topics such as Concur Travel architecture, data management, and travel policies.

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**Have Finance-related questions? Call the UC San Diego Finance Help Line.**

**Visits Our Website**

[Click to access the Support Framework](https://www.ucsd.edu/office/finance/services-and-support).