Learning all there is to know about budget & finance can feel daunting. Get ahead of the game by committing to participate in the upcoming survey to help guide the budget development cycle for the next fiscal year. Your feedback is valuable to CBO. We will use the results of the survey to identify potential improvements in both process and system for the next budget development cycle, so make sure your voice is heard! The survey is available at [this link](#).

Your feedback. This evaluation covers the tasks that you completed in EPBCS as well as the support and communications you received during the FY24 budget development cycle. If you helped to prepare your department's FY24 budget plan in Oracle Planning and Budgeting (EPBCS), we want to hear from you in advance for your participation!

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**Announcements**

**Reporting 1:1 Sessions**

Join Integrated Procure-to-Pay Solutions for its next session of Hot Topics to learn how to best prepare your transactions to ensure timely and error-free processing. On Wednesday, May 3rd from 11:00am - 12:00pm, we will cover topics such as managing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for processing nonPO payments, and checking invoice status.

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

Thursday, April 27th from 9:00am - 11:00am. This session will focus on the process of buying and paying for PO requisitions, including release, Inventory Updates, Wire Fee Process and Open Q&A. We look forward to seeing you there!

**UC San Diego Travel: Reporting Expenses**

Every Thursday from 1:00pm - 3:00pm. This session is designed for those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced topics.

**Concur Travel Terminology and Concepts**

Thursday, April 20th from 1:00pm - 3:00pm. This session is intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced topics.

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

1-858-246-4127

**Tips & Tricks**

**Travel and Entertainment Card, and centrally billed airfare/hotel charges that are awaiting action from a cardholder/traveler or department approver. These charges have been received by Concur from the university's bank but have not yet posted in your Concur profile.**

**Outstanding Card Charges Report**

For created events without a draft invoice after the scheduled job runs, the workaround is to manually run "Generate Invoices" in EPBCS and then run the "PROD" this upcoming Friday, 4/21. If you still do not see a draft invoice upon successful run of the job, please let us know by opening a ticket.

For created events with draft invoices, the workaround is to check the "PROD" this upcoming Friday, 4/21. If you still do not see a draft invoice, please let us know by opening a ticket.

**Unassigned Card Charges**

Lists all credit card charges that have not yet been assigned to an expense report in Concur. This includes unassigned credit card charges that are on hold, and those that have been flagged as unassigned.

**Aged Transactions**

Lists all credit card charges that are nearing 365 days past the date the charge was posted to UC San Diego. This includes credit card charges that have been posted to UC San Diego but have not yet been assigned to an expense report in Concur.

**Concur Travel**

Learn how to book travel via Concur Travel. Review the process to request travel preauthorization via Concur Request. Learn how to save your airline loyalty program numbers in your Concur profile.

**Air Travel Updates & Reminders**

Due to the complexity of the airline industry, seat selection can be tricky. There are many factors that impact seat availability. Due to airline policies, seat selection must be made 24 hours in advance of a flight. If your travel plans change, Concur recommends updating the date of your travel as soon as possible. Airlines release seat availability in batches, so it is recommended to check your seat selection multiple times before your flight to ensure you have been allocated the seat you desire. Concur recommends making your seat selection directly on the airline's website or in the airline's mobile app.

**Benefits**

Many of our partner airlines offer priority seat selection to our UC San Diego travelers. Best practices for accessing these benefits include:

- Saving your airline loyalty program numbers in your Concur profile.
- Making deposits, such as for hotels.
- Traveling with a group.