The Learning all there is to know about budget & finance can feel daunting. Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions.

Topics Covered:

Concur: Event Expenses & Other Reimbursements

- Learn how to book travel via Concur Travel
- Receiving credits through refund checks
- Making deposits, such as for hotels
- Claiming traveler reimbursement
- Checking PO and NonPO invoice status
- Receiving credits through refund checks
- Approving invoices and requisitions
- Closing POs
- Searching across UC San Diego requisitions and POs
- Approving invoices and requisitions

Thursday, January 19 @ 9:00am - 11:00am

Concur: Event Expenses & Other Reimbursements

Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced topics covered in the course.

UC San Diego Travel: Before You Go

- Understanding how to plan and book travel
- Traveling for business
- Traveling for personal
- Traveling for vacation

Thursday, January 26 @ 9:00am - 11:00am

UC San Diego Travel: Before You Go

Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced topics covered in the course.

Wednesday, January 25 @ 10:00 AM – 11:00 AM

Reporting Workshop: Dashboard of the Week Series

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include an interactive report demo, discussion of what questions the report can answer, opportunities to ask questions and walk through your use cases, and hear how others are using the dashboard or report. Next week’s session will feature the Intended for: Fiscal administrators, fund managers and their approvers.

Monday, January 23, 2023 @ 11:00 a.m. - 12:00 p.m.

Reporting Workshop: Dashboard of the Week Series

Join the Financial Operations team this Friday for updates on Multiple Services Billing, PPM Updates-cost transfer Dual Roles, Approver, Accounts Receivable Updates, PCI Audit, Entertaining Knowledge Sharing and followed by open Q&A. We look forward to seeing you there!

Friday, January 20, 2023 9:00am - 10:00am

Join the Financial Operations team this Friday for updates on Multiple Services Billing, PPM Updates-cost transfer Dual Roles, Approver, Accounts Receivable Updates, PCI Audit, Entertaining Knowledge Sharing and followed by open Q&A. We look forward to seeing you there!

Tips & Tracks

Support Framework

- Information I’ve Just Found
- Why Help Desk?
- Resources
- Where can I go from here?
- Who else can help?
- How do I suggest enhancements?
- Help escalate
- Where can I get help on my own?
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.