Not sure where to find answers? Get started using our Support Framework. This site is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What do I need to do?
- Why are these emails being sent?
- Where do I go to find answers?
- How do I contact support?
- How do I submit a request?
- Where can I submit an enhancement or idea?
- Where do I go to learn more about our support strategy?
- Why are these emails being sent?

For Procurement Card Expenses or Expense Reports that have the status Approved, Unassigned, Not Submitted, Not Sent for Payment, or an Expense Report is pending approval for those responsible for approving requisitions and invoices on behalf of their financial unit.

**Oracle: Buying and Paying for Financial Unit Approvers**

Thursday, June 16, 2022 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as

- processing nonPO payments, and checking invoice status.
- shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs,
- reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising
- orders, and checking PO invoice status.

This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

To learn more about our support strategy, please visit the Financial Management website for quick links to various resources available to you.

**ESR Finance Systems Update: From Stabilization to Optimization**

Two years ago, UC San Diego implemented our new finance systems during a stressful pandemic. While our systems are now functioning as intended, the campus community is still adjusting to this new way of operating. In our recent quarterly survey of Oracle users and faculty/researchers, we heard resoundingly that while there has been slight progress in the transition of processes and systems, the campus community is still adjusting to the new way of operating. In our recent quarterly survey of Oracle users and faculty/researchers, we heard resoundingly that while there has been slight progress in the transition of processes and systems, the campus community is still adjusting to the new way of operating.

Today's update will be a solid start in the next phase focused on process and system optimization. We recognize the need to focus on the following:

- Process improvements to improve performance and increase the efficiency of transactions.
- Enhancements to improve user experience and increase adoption.
- Support from Finance to help the campus community adjust to the new way of operating.

We have made changes to the frequency of when these notification emails will go out. In addition, we have also changed some of the language within the emails to provide more clarification on what action is being requested.

Starting on June 13, you may notice a change in the Concur notification emails for Procurement Card transactions. We have made changes to the frequency of when these notification emails will go out. In addition, we have also changed some of the language within the emails to provide more clarification on what action is being requested.

45 days: every weekday, a notification email will be sent to the cardholder and delegate to take action

30 days: every 2 days, a notification email will be sent to the Cardholder and Delegate to take action

15 days: one notification email reminder will be sent to the Cardholder and Delegate

We encourage any of your Purchase Order Requesters to attend, for a detailed walkthrough on how to properly research and resolve these holds.

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This course will be especially valuable for individuals responsible for those orders, and checking PO invoice status.

To learn more about our support strategy, please visit the Financial Management website for quick links to various resources available to you.

**Practice Finance-related questions? Call the UC San Diego Finance Help Line!**

Knowledgeable agents are standing by to assist you and answer your questions.

**Fund Management Office Hours**

At this week's office hours, Matt Frankos, Director of Payroll Accounting, will be on hand to answer your UCPath and payroll questions.

**Travel Policy on Air Travel**

For Concur notification emails for the Procurement Card will be as follows:

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**BI & Financial Reporting**

Training, documentation, and dashboard videos for the reporting products, including access to the.

For additional questions on how to gather comparable airfare, please contact the UC San Diego Travel Policy on Air Travel. To find out what the different Expense Report statuses mean, visit the Concur reporting tab for quick links to various resources available to you.

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