**Announcements**

**Policy Change: Concur Procurement Card Notification Email**

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 content and wording of these emails. Please see the table below for the updated notification schedule:

<table>
<thead>
<tr>
<th>Interval</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 days: every weekday</td>
<td>A notification email will be sent to the cardholder and delegate to take action.</td>
</tr>
<tr>
<td>25 days: one notification email reminder</td>
<td>A notification email reminder will be sent to the Cardholder and Delegate.</td>
</tr>
<tr>
<td>Sent for Payment</td>
<td>An email notification is sent to the Cardholder and Delegate to indicate that the Procurement Card transaction has been sent for payment.</td>
</tr>
<tr>
<td>Unassigned</td>
<td>A notification email is sent to the Cardholder and Delegate if the Procurement Card transaction is unassigned.</td>
</tr>
<tr>
<td>Not Submitted</td>
<td>A notification email is sent to the Cardholder and Delegate if the Procurement Card transaction is not submitted.</td>
</tr>
<tr>
<td>Not Approved</td>
<td>A notification email is sent to the Cardholder and Delegate if the Procurement Card transaction is not approved.</td>
</tr>
<tr>
<td>10 days: every weekday</td>
<td>A notification email is sent to the Cardholder and Delegate if the Procurement Card transaction is not approved.</td>
</tr>
<tr>
<td>7 days: every weekday</td>
<td>A notification email is sent to the Cardholder and Delegate if the Procurement Card transaction is not approved.</td>
</tr>
<tr>
<td>3 days: every weekday</td>
<td>A notification email is sent to the Cardholder and Delegate if the Procurement Card transaction is not approved.</td>
</tr>
</tbody>
</table>

**Procurement Card Notification Email Enhancement**

Our new BFS Costing Policy & Analysis Office operating guidance has been published for Sales & Service Activities. Read the full policy here: [New BFS Costing Policy & Analysis Office operating guidance](https://www.ucsd.edu/apps/fms/doclib/attachment/112463). To learn more about our support strategy, please visit the Financial Management website [here](https://www.ucsd.edu/apps/fms). If you have any questions, please reach out to your Campus Budget Manager or Budget Officer.

**Training & Support**

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

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as 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 invoices, and monitoring invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

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

**Oracle Procurement & Payables eCourse**

Please note the following enhancements:

- Name selection on the Faculty and Researcher Dashboard has been enhanced to include AD username in addition to email.
- Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions.
- Process Financial-related questions? Call the UC San Diego Finance Help Line at 858-534-1000, or email us at [financehelp@ucsd.edu](mailto:financehelp@ucsd.edu). Matthew is available to answer your questions.
- New course on Oracle: Buying and Paying for Financial Unit Approvers.
- IPSs will be hosting a demo during Office Hours to provide training and answer questions. Please consider attending, and bring your questions!

**Oracle Financials Cloud**

The new financial management system is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, with processes related to budgeting, planning, forecasting, and financial reporting. To learn more about our support strategy, please visit the Financial Management website [here](https://www.ucsd.edu/apps/fms). If you have any questions, please reach out to your Campus Budget Manager or Budget Officer.

**Fund Management Office Hours**

Every Thursday from 9:00am to 11:00am, you can join us for Fund Management Office Hours to ask any questions you may have. Join us to discuss budgeting, planning, forecasting, and financial reporting.

**June 7, 2022**

**Our goal is to deliver timely information that matters to you.**

- What can I do to resolve these holds?
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