Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial information system and support departments’ success in managing their fiscal responsibilities.

**Budget & Finance Weekly Digest**

**Tips & Tricks**

**Oracle PPM Initiatives**

- **Monday, April 12th**
  - **Seminar 6**: External Revenue
  - **Seminar 7**: Incoming & Outgoing Subawards

**New Oracle BI Report Released:**

The new Financial Deficit - Operating funds has been released on reports.ucsd.edu. The report displays all financial unit/fund deficits in excess of $25,000 as a default but allows the user to view all deficits as well. Financial deficits in the report are subdivided by unit/fund and are displayed as a list. Users can also sort the list by unit/fund or by deficit amount.

**Oracle Procurement**

- **Wednesday, April 7, 2021 @ 9 - 10:30am**
  - **Incoming & Outgoing Subawards**
  - **Wednesday, April 14, 2021 @ 9 - 10:30am**
  - **External Revenue**

**Concur Travel Expense**

- **Wednesday, April 14, 2021 @ 9 - 10:30am**
  - **Concur: Event and Expense Reimbursements Live Training Course**

**Concur Travel Agency Updates**

- **Wednesday, April 14, 2021 @ 9 - 10:30am**
  - **Concur: Event and Expense Reimbursements Live Training Course**

**Fund Management Training Series**

- **Saturday, April 10th**
  - **Subledger Variances**

**Training & Support**

- **Oracle BI Training**
  - **Wednesday, April 7, 2021 @ 9 - 10:30am**
  - **Wednesday, April 14, 2021 @ 9 - 10:30am**
  - **Wednesday, April 21, 2021 @ 9 - 10:30am**

- **tipsandsupport@ucsd.edu**

**Concur: Event and Expense Reimbursements Live Training Course**

You may view each address in full by hovering over the text. Oftentimes when you select a supplier in a request form in Oracle Procurement, the Supplier Site (or address) automatically defaults. There are some situations, however, where you will need to select the address to proceed. To resolve this, you must remove the selected address from the list and then re-select it from the list. You can do this by clicking the supplier's name, then selecting the desired address from the list of available addresses. The address will then be removed from the list and re-added to the list, allowing you to select the desired address.

**View Supplier Addresses in Request Forms**

**FAQ Blink Page**

**What is the difference between a Concur Expense Type and a PPM Expense Type?**

Concur Expense Types are used to categorize expenses and are defined by the user. PPM Expense Types, on the other hand, are predefined and are used to categorize expenses within the PPM system. Concur Expense Types can be assigned to transactions and are used for reporting purposes, while PPM Expense Types are used to track and analyze expenses within the PPM system.

**FAQ Blink Page**

**How do I add a new subawardee?**

To add a new subawardee, first select the subaward type from the drop-down menu. Then, enter the subawardee's name and address information. You can also assign specific roles to the subawardee, such as primary, secondary, or tertiary. Once you have entered all the necessary information, click the "Save" button to add the new subawardee to the subaward list.

**FAQ Blink Page**

**How do I view incoming invoices?**

To view incoming invoices, first select the subaward type from the drop-down menu. Then, enter the subawardee's name and address information. You can also assign specific roles to the subawardee, such as primary, secondary, or tertiary. Once you have entered all the necessary information, click the "Save" button to add the new subawardee to the subaward list.