Manage or staff with financial responsibilities, identify their resources based on the following questions:

**The Support Framework: Your Guide to Finding Help**

Reminder: submit them for approval before the respective fiscal close cutoff dates.

- **Expense Reports**: Access the Travel & Expense System to record transactions from Available Expenses onto the proper Expense Report(s) and, as applicable, reimburse expenses within a reasonable period of time. Add expenses and move any pending card transactions from Available Expenses onto the proper Expense Report(s).
- **Researcher Dashboard**: Be sure to try out the different calendar views in the upper right corner!
- **Procurement Card**: Using your procurement card, reconcile card transactions on an annual basis. Be sure to try out the different calendar views in the upper right corner!
- **Oracle Procurement & Payables**: 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 procurement and purchase order (PO) Requisitioners, closing POs, processing non-PO payments, and checking invoice status. Development-related questions will also include payroll projection details. Stay tuned for more information!
- **Business Analytics Hub**: The new Expanded Project Summary Report will be available starting Tuesday, April 26. It will be standalone and searchable by award, project, and project-cost center. Visit Our Website to download a copy.
- **Financial Operations**: We reintroduced the Financial Operations team. Previously, our office hours only covered Accounts Receivable-related topics. We are happy to announce that our monthly Financial Operations Office Hours will now cover all Financial Operations topics.
- **Equipment Asset Management**: Announce that our monthly Financial Operations Office Hours will now cover all Financial Operations topics.
- **Accounts Receivable**: Bring your financial-related questions. Stabilizing cost management will be the talk of the town. Come to figure out the revenue of a GT-PPM discrepancy? Can’t figure out how to get your direct retro with cap gap to work? See a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.
- **Cash & Merchant Services**: Every Thursday, the Weekly Digest provides important updates related to Financial Operations topics, including Oracle Financials Cloud and Concur Travel & Expense. We’ll answer your questions or find a solution together. Our goal is to deliver timely information that matters to you.

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

**Thursday, April 21, 2022**

- 9:00am - 11:00am

- Introduction to Oracle Procurement & Payables eCourse
- Oracle Financials Cloud
- Oracle Technology and Legal
- Procurement Card

**Oracle: Procurement Expense Report**

**Thursday, April 28, 2022**

- 9:00am - 11:00am

- How to submit an enhancement or idea
- Access to all Financial Operations office hours
- Oracle Technology and Legal
- Procurement Card

**Concur: Event and Expense Reimbursements**

**Thursday, April 28, 2022**

- 11:00am - 12:00pm

- How can I request to add the MCC by submitting a T&E Card Action Request? What is the process for adding a new expense? How do I claim a wire? See a wire you need to claim but have no idea where to find answers? Get started using our Support Framework for quick links to various resources available to you. Please feel free to suggest future office hour topics here! We look forward to hearing from you!

**Fiscal Year Close Preparations**

**Thursday, April 28, 2022**

- 8:30am - 9:30am

- How can I request to add the MCC by submitting a T&E Card Action Request? What is the process for adding a new expense? How do I claim a wire? See a wire you need to claim but have no idea where to find answers? Get started using our Support Framework for quick links to various resources available to you. Please feel free to suggest future office hour topics here! We look forward to hearing from you!

**Fund Management Office Hours**

**Every Thursday (Opening Soon!**

- 9:00am - 11:00am

- What can I do on my own? Does this idea work? What do I do if this doesn’t work? Build a retro to a GL-PPM discrepancy? Can’t figure out how to get your direct retro with cap gap to work? See a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.

**Oracle: Budget & Finance**

**Thursday, April 21, 2022**

- 9:00am - 11:00am

- Oracle: Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.

**Upcoming Report Release: Expanded Project Summary Report**

**Tuesday, April 26, 2022**

- 67th Edition

**Support Framework**

**How to find Office Hours**

- Go to the UC San Diego Finance Help Line!
- Call the UC San Diego Finance Help Line!
- Visit Our Website
- Subscribe to our YouTube Channel
- Click to access the Event Calendar
- Click to access the Budget & Finance Library
- Click to access the Researcher Dashboard
- Click to access the Business Analytics Hub
- Click to access the Budget & Finance Library
- Click to access the Financial Operations Office Hours
- Click to access the Financial Operations Office Hours