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 any UC funds.

**March 20, 2023 - May 31, 2023**

*Reporting 1:1 Sessions*  
for departmental purchases who want to further their understanding of buying on campus.

*Processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases.*

*Oracle: Buying and Paying for PO Requisitioners*

*Understanding UC's Car Rental Rates*

*Project Summary, and DOPES report*

Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include reminders, Common Invoice Generation bottlenecks, Deposit reminders and Open Q&A. We look forward to seeing you there!

Join the Financial Operations team this Friday for updates on Fiscal Close, PADUA reminders, PPM Invoice Creation reminders, and financial systems updates. This office hour will be held on Fridays from 9:00am - 10:00am.

**Thursday, May 18 @ 9:00am - 11:00am**

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who review and/or certify effort reports. Intended for reviewers, preparers, and certifiers.

*Effort Report Training and Refresher*

*In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip and information about online tools.*

*Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, travel arrangers, preparers (Concur Delegates) and approvers.*

Don't miss it! Come get your questions answered and solidify your knowledge and understanding from a useful and fun information packed session. The seminar will be held on Thursdays from 11:00am - 12:00pm.

*UC San Diego Travel: Before You Go*

*Learn how to book travel via Concur Travel.*

*The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who review and/or certify effort reports. Intended for reviewers, preparers, and certifiers.*

*Course will be lead by Lisa Trivey, Oracle EBS Effort Reporting Expert.*

This seminar will be held on Thursdays from 11:00am - 12:00pm.

**Monday, May 22 @ 11:00am**

*Reporting Workshop: Dashboard of the Week Series*

*Monday, May 22 @ 11:00am - 12:00pm*

*Oracle: Buying and Paying for PO Requisitioners*

*Understanding UC’s Car Rental Rates*

*Project Summary, and DOPES report*

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**Friday, May 19**

*Financial Operations Office Hours*

*How do I...?*

*Who can help...?*

*What can I do...?*

**Tuesday, May 9, 2023 @ 10:00am - 11:00am**

*Concur User Interface (UI) Updates Coming Soon*

*From now until August 2nd, join the Fiscal Close Office Hours to ask questions and provide feedback regarding fiscal close reminders, Common Invoice Generation bottlenecks, Deposit reminders and Open Q&A. We look forward to seeing you there!*

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