Budget & Finance Weekly Digest



September 14, 2021 | 37th Edition

Announcements



Oracle Cloud Scheduled Maintenance
Oracle production environment will be down for maintenance from **7:00PM Friday 09/17/2021** through **7:00PM Sunday 09/19/2021**.

UC San Diego Financial Accounting Program Update
The UC San Diego Financial Accounting Program is a comprehensive financial accounting program that offers training at a basic to intermediate level. This program is intended to establish foundational knowledge that is consistent across the UC San Diego staff members who are in finance and accounting roles.

The UC San Diego Financial Accounting Program application is currently active! **If you are interested, the application is open until this Friday, September 17th.**

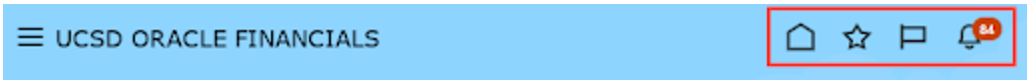
We also recently updated the application platform from Google to **Qualtrics** to support more interested applicants and remove difficulties accessing the form. The application process and new link can be found here. Additionally, we are looking to support as many course interests as possible, so keep an eye out for a question that offers the **option to select your interest in completing the entire program or select courses**.

To view the Information Session and FAQs, please click here. The application closes in three days, so be sure to apply!

Apply Now!

Enhanced Look and Feel of the Oracle Global Header Icons

Starting Monday, September 20, the theme of the Global Header Icons will have an enhanced look and feel! This new theme is part of a larger Oracle initiated transition to a new User Interface (UI) that will be released to campus in phases over the next few months. As updates are released, including enhanced user navigation, we will actively work to keep training materials, Blink guidance, and KBAs in sync with the releases.





Install the WalkMe Browser Extension!

The WalkMe Browser Extension adds various tips, walkthroughs, and resources to your Oracle and Concur applications. We also use WalkMe to add additional validation to your transactions, announcements, and reminders. Download the extension to your browser to unlock these features.



Fund Management Office Hours

Thursdays @ 11:00am - 12:00pm

This Thursday, we will compare and contrast expenses vs. expenditures, as well as talk about the managerial vs. standard account hierarchy. We will also be brainstorming topics and format for future office hours, so come with your ideas!



Watch Recorded Fund Management Office Hours

Oracle: Buying and Paying for Financial Unit Approvers

Thursday, September 16, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as 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 those responsible for approving requisitions and invoices on behalf of their financial unit.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

Concur: Event and Expense Reimbursements

Tuesday, September 28, 2021 @ 9:00am - 11:00am

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about the expense reconciliation process in Concur.

Hot Topics: Concur Approver Roles

Wednesday, September 29, 2021 @ 11:00am - 12:00pm

Join the IPPS Team for the next session of Hot Topics! This is a monthly series dedicated to critical concepts and processes in Oracle Procurement and Concur. This session will cover the Approvals system in Concur – how it works, how to become an approver and best practices for departments managing their approvers.

Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out

the different calendar views in the upper right corner!



New Blink Page: Concur Tax Process

The new Concur Tax Process Blink Page will guide users through the Sales Tax and Use Tax processes in Concur. Included in the page are information on which fields impact taxability, the amount of tax that will be assessed, and other helpful information.

Business Meetings and Entertainment

Information regarding COVID-19 Event Planning and Attendance can be found on the Return to Learn website. Be sure to follow these campus event guidelines in addition to UC Entertainment Policy requirements when handling an in-person event and submitting the Event Expense Report.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

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