Announcements

- **Cost Transfer Frequently Asked Questions**
  - Cost Transfer Frequently Asked Questions
  - First Step:
    - Partial transfers are a two-step process. First, split the transaction on the original project. Then, transfer the costs to the new project.

- **New Report Release: Default Project Payroll**
  - BI & Financial Reporting is happy to announce the release of the Default Project Payroll report!
  - For support on how to use this report:
    - BI & Financial Reporting is happy to announce the release of the Default Project Payroll report!

- **UC San Diego Travel: Before You Go**
  - Learn how best to prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel Expense Report.
  - UC San Diego Travel: Before You Go

- **UC San Diego Travel: Reporting Expenses**
  - This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including how to properly file claims and time the trip reconciliation to coincide with other deadlines.
  - UC San Diego Travel: Reporting Expenses

- **Oracle: Buying and Paying for Financial Unit Approvers**
  - This course provides an overview of the Oracle Financials system and how to use it for purchasing and paying for financial unit approvers.
  - Oracle: Buying and Paying for Financial Unit Approvers

- **PCI Update and Continued Merchant Support**
  - PCI and University policy, our credit card merchants and ensure that their solutions meet standards of compliance for both PCI and University policy.
  - PCI Update and Continued Merchant Support

- **Jot down your chart string or project information now and enter it in the Header/Allocations section**
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.

- **Effective March 28, 2022:**
  - For General Project Re-Open Requests
  - Previously:
    - For General Project Re-Open Requests
  - The Procurement Card (P-Card) team is excited to announce the launch of a new Concur enhancement that streamlines two popular P-Card requests!
  - The Procurement Card (P-Card) team is excited to announce the launch of a new Concur enhancement that streamlines two popular P-Card requests!

- **UC San Diego Budget & Finance YouTube channel**
  - We'll answer your questions or find a solution together.
  - UC San Diego Budget & Finance YouTube channel

- **Request/Expense Information, or check out the Add your default chart string to your Profile (Concur > Profile > Profile Settings > Profile/Default Chart String)**
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.

- **Download a copy of the UC San Diego Budget & Finance Event Calendar**
  - Thursday, April 14, 2022
  - UC San Diego Budget & Finance Event Calendar

- **Submit an enhancement or idea**
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.
  - As a best practice when completing your Request/Expense Report, search and select from your default chart string.

- **Event Calendar**
  - Every Thursday
  - Monday, April 7, 2022
  - Thursday, April 14, 2022
  - Monday, April 18, 2022
  - Thursday, April 21, 2022
  - Monday, April 25, 2022
  - Thursday, April 28, 2022
  - Monday, May 2, 2022
  - Thursday, May 5, 2022
  - Monday, May 9, 2022
  - Thursday, May 12, 2022
  - Monday, May 16, 2022
  - Thursday, May 19, 2022
  - Monday, May 23, 2022
  - Thursday, May 26, 2022
  - Monday, May 30, 2022
  - Wednesday, May 31, 2022
  - Thursday, May 31, 2022 @ 8:00am - 11:00am, Financial Operations Office Hours will be held on every third Friday of the month. This will be the last day for office hours and phone a friend.

- **Fund Management Office Hours**
  - As a reminder, Concur will be clearing out the Most Recently Used section has been reset or most recently used.
  - Fund Management Office Hours

- **P-Card Office Hours**
  - As a reminder, Concur will be clearing out the Most Recently Used section has been reset or most recently used.
  - P-Card Office Hours
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.

Not sure where to find answers? Get started using our Support Framework.