An introduction to the topic of budget and finance at UC San Diego, including a list of upcoming training sessions and workshops.

- **Concur Travel terminology and concepts.**
  - Travelers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced preauthorization and UC San Diego's instance of Concur Travel booking tool. Intended for travel arrangers, delegates, and finance officers who manage travel accounts. Thursday, September 22, 2022 @ 1:00pm - 3:00pm

- **Travel & Entertainment Card - Activating a New T&E Card.**
  - The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business travel. Thursday, September 15, 2022 @ 9:00am - 11:00am

- **PPM Contract and Invoice Training.**
  - We invite you to attend the Equipment Management Office Hours to learn how to Dispose of equipment when it is no longer of use, whether because of wear and tear, obsolescence, or some other reason. Wednesday, September 7, 2022 8:30am - 9:30am

- **Contract Management Office Hours.**
  - Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the internal control guidance page. Thursday, September 1, 2022 11:00am - 12:00pm

- **Concur: Event & Expense Reimbursements.**
  - Be able to request a new University Travel & Entertainment Card and learn how to submit event payment requests and employee reimbursements via Concur. Thursday, September 1, 2022 10:00am - 11:00am

- **Concur Travel: Before You Go.**
  - This course will be especially valuable for employees who host meetings and events and want to learn how to properly plan for the expenses associated with them. Thursday, September 1, 2022 @ 9:00am - 11:00am

- **UC San Diego Travel: Reporting Expenses.**
  - The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be valuable for preparers, requestors, and anyone who wants to learn more about how to claim traveler reimbursement. Thursday, September 22, 2022 @ 1:00pm - 3:00pm

- **UC San Diego Travel: Project Cost Adjustments.**
  - The course will include an in-depth explanation of Project Cost Adjustments. Thursday, September 22, 2022 @ 10:00am - 11:00am

- **Business Affairs Office Hours.**
  - Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions. Monday-Friday. Please leave a message if you cannot reach an agent in person. 858-534-3868

- **Oracle Workflow Notifications.**
  - Fiscal Year 2023 Final Budget Data Now Available in OFC<br>  - Monthly budget data for all fiscal years is available in EPCBS. Tuesday, August 30, 2022

- **Campus Budget Office Updates.**
  - This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to figure out the source of a GL-PPM discrepancy? Can't figure out how to get your direct retro with cap gap to work? See a wire transfer for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, requestors, and anyone who wants to learn more about how to claim traveler reimbursement. Thursday, September 22, 2022 @ 1:00pm - 3:00pm

- **Oracle Procurement & Payables.**
  - This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as requisitions, purchase orders, change orders, invoices, and accounts payable. Thursday, September 1, 2022 @ 9:00am - 11:00am

- **Campus IPPS Travel & Expense Classes.**
  - Thank you all for attending Camp IPPS travel & expense and procure-to-pay classes last week! If there are any sessions you would like to register for the next webinar on 09/13 at 10:00am. Please visit our YouTube channel or download a copy of our webinar guide for registration. August 30, 2022
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.