and information about online tools. In this course, you will learn about Concur processes for prepaying travel and claiming

The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, travelers, preparers (Concur Delegates) and approvers.

This course is intended for those involved in the process of trip reconciliation for business travel at UC San Diego, including

Thursday, September 22, 2022

UC San Diego Travel: Reporting Expenses

Bookmark

Learning all there is to know about budget & finance can feel daunting. The Support Framework: Your Guide to Finding Help

your UCPath ID number. If you have trouble activating your card, please reach out to us via

Security Number but since we do not use Social Security Numbers on our accounts, you should simply use the last 4 digits of

When activating your new Travel & Entertainment Card, you will be prompted to enter the last four digits of your Social

Travel & Entertainment Card - Activating a New T&E Card

historical purposes in OFC. Monthly budget data for all fiscal years is available in EPCBS.

The FY23 Final Budget from Oracle Planning and Budgeting (EPBCS) is

FY23 Final Budget Data Now Available in OFC

be especially valuable for employees who travel or book business travel and want to further their understanding of travel

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will

9:00am - 11:00am

UC San Diego Travel: Before You Go

and would like to learn about more advanced meetings and entertainment terminology and concepts.

meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79

expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to

Concur: Event & Expense Reimbursements

will reoccur on 10/11 and 11/08.

requirements. This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and

Register for the upcoming comprehensive training course providing instruction on contract, event, and invoice creation and

PPM Contract and Invoice Training

your ideas to help us serve you better.

use to your department or broken. Join us to learn more about equipment life-cycle management, ask questions and share

8:30am - 9:30am

Please note the

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

Oracle: Buying and Paying for PO Requisitioners

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

This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to

Every Thursday

Fund Management Office Hours

Every Monday

Internal Controls Office Hours

Watch recorded office hours and more on our

You can register for the following Office Hours by visiting our "Software Updates and Move Management" section. For questions or issues you may have, please reach us via our HelpDesk or phone help line. For questions about application guidance and FAQs.

Please note the

for viewing and reporting in the OFC-

Campus Budget Office Updates

E-mail BudgetOffice@ucsd.edu for quick links to various resources available to you.

Tips & Tricks

You can subscribe to this newsletter, asking for Office Hours info.

This week’s trick is to fight the “time management” battle by making sure your calendar is a visual representation of your projects.

You are now subscribed to the Campus Budget Office Updates. To unsubscribe or view your profile, visit our

You can also send the "subscribe or unsubscribe" form via email to BudgetOffice@ucsd.edu.

The Campus Budget Office is open to all and provides a platform for budget-related discussions and concerns.

The next slice of "Tips & Tricks" is to take advantage of the ability to approve your transactions via email. You can review the details of the following notifications

FYI Purchase Order Implemented

FYI Requisition Approved

Contracts

Contract Invoices

Accounts Payable Invoices and Invoice Holds

Blink

Proposals

Blink

Invoices

Blink

Oracle Workflow Notifications have been updated with more detailed information to allow you to

FYI Purchasing Cards

FYI Purchasing

FYI Receipts

FYI

Invoicing

Oracle Workflow Notifications

Get help on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions,

August 30, 2022

86th Edition

Best Practices

Services & Support


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.