Responsibilities, identify their resources based on the following questions:

Learning all there is to know about budget & finance can feel daunting. The Support Framework: Your Guide to Finding Help contains links to commonly used reports. Find it on the Administration tab under Budget & Finance on bah.ucsd.edu. By popular demand and based on input from attendees of Fund Manager Office Hours, we have created a report object that contains links to commonly used reports.

Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer any Finance-related questions you may have. Find it on the Support Framework.

Mix and match classes or attend them all in this immersive, camp-themed training week. Camp IPPS is back with 30 instructor-led zoom courses spanning hot topics in Oracle, Concur, Payables, Logistics, and more! August 15-19, 2022

This training is "must have" for those looking to become experts in their profession. Faculty and staff will learn about the Concur processes for claiming travel expenses on a Travel Expense Report. This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including summarized guidelines and on-demand resources. Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that travelers and preparers also attend the Concur: Event and Expense Reimbursements course before the trip concludes.

Oracle: Buying and Paying for PO Requisitioners. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

UC San Diego Travel: Before You Go. This course will demonstrate the appropriate place to go when booking travel expenses. Participants will learn how to use and navigate the Concur portal and will have the opportunity to apply their knowledge in on-demand resources. Faculty and staff will learn how to access reports for travel expenses on a Travel Expense Report.

UC San Diego Travel: Reporting Expenses. This course will explain the appropriate place to go when booking travel expenses. Participants will learn how to use and navigate the Concur portal and will have the opportunity to apply their knowledge in on-demand resources. Faculty and staff will learn how to access reports for travel expenses on a Travel Expense Report.

Introduction to Oracle Procurement & Payables eCourse. This course will explain the appropriate place to go when booking travel expenses. Participants will learn how to use and navigate the Concur portal and will have the opportunity to apply their knowledge in on-demand resources. Faculty and staff will learn how to access reports for travel expenses on a Travel Expense Report.

Oracle: Buying and Paying for PO Requisitioners. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

UC San Diego Budget & Finance YouTube channel. Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Internal Controls Blink page. Every Monday @ 11:00am - 12:00pm.

Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

Procure-to-Pay Office Hours. These office hours are for those looking to learn more about the Procure-to-Pay process. Faculty and staff can ask any Finance-related questions, and the meeting is "must have" for those looking to become experts in their profession. Faculty and staff will learn about the Concur processes for claiming travel expenses on a Travel Expense Report. This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including summarized guidelines and on-demand resources. Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that travelers and preparers also attend the Concur: Event and Expense Reimbursements course before the trip concludes.

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Internal Controls Blink page. Every Monday @ 11:00am - 12:00pm.

Optimization of the Payment Request Form. We are excited to announce a major enhancement to the Payment Request form in Services & Support! Attaching a separate document to the Payment Request form in Services & Support made it difficult for preparers to understand the payment category selected and will walk you through the process (e.g. when Gifts & Awards is selected, information about the Gift(s) will appear). Note that supporting documentation is still required and Blink links are provided for additional guidance.

Register early to add classes and Camp IPPS events to your calendar.

We're here to help! How can I get help on my own?
What can I do on my own?
Where can I find help?
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Who do I go to?
Where do I go to?
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Where can I find help?
Who do I go to?
Where can I find help?
Who do I go to?
Who can help escalate?

How do I suggest enhancements?

Bookmark or download a copy for quick links to various resources available to you.

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.

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Manage your preferences | Opt Out using TrueRemove™

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