

July 12, 2022 | 79th Edition



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 PDF form to each request is no longer required. Detailed questions will appear right on the Services & Support form based on the payment category selected and will walk you through the process (e.g. when Gifts & Awards is selected, information about annual limits will appear). Note that supporting documentation is still required and Blink links are provided for additional guidance.

With this enhancement we have taken advantage of Services & Support functionality to optimize the form's performance by making it more dynamic.

Stop by the Procure-to-Pay Office Hours Monday, Wednesday, or Friday to ask questions about the new form.

"Pending External Validation" Delay in Concur
We are working with Concur on Requests stuck in the "Pending External Validation" approval step. We hope to have this resolved within the next 48 hours. There will be no additional action required once resolved. Note that this will not impact Travel bookings. Thank you for your patience.





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

Internal Controls Office Hours

Every Monday @ 11:00am - 12:00pm

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Best Practices in Internal Controls Blink page.

Fund Management Office Hours

Every Thursday

11:00am - 12:00pm

At this week's office hours, representatives from the Office of Contract and Grant Administration (OCGA) will demo the Research Administration Activity Dashboard and answer your questions about the recent reorganization of OCGA.

Concur: Event and Expense Reimbursements

Thursday, July 14, 2022

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.

Oracle: Buying and Paying for PO Requisitioners

Thursday, July 21, 2022 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, 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.

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

UC San Diego Travel: Before You Go

Thursday, July 28, 2022

9:00am - 11:00am

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 *UC San Diego Travel: Reporting Expenses* course before the trip concludes.

UC San Diego Travel: Reporting Expenses

Thursday, July 28, 2022

1:00pm - 3:00pm

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 will learn about the Concur processes for claiming travel expenses on a Travel Expense Report.

Camp IPPS

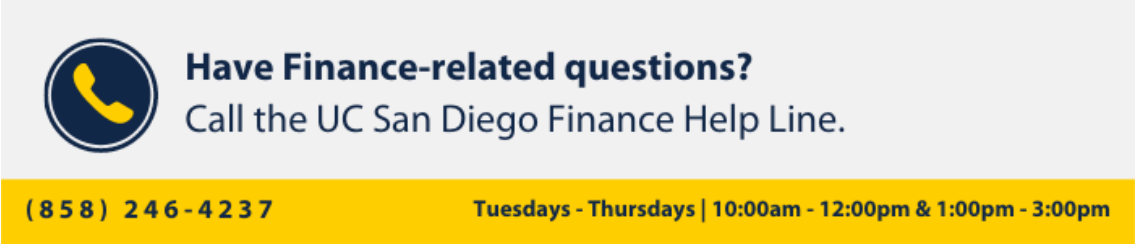
August 15-19, 2022

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



Registration Now Open!

The training is "*in-tents*"! Plan ahead.
Register early to add classes and Camp IPPS events to your calendar.



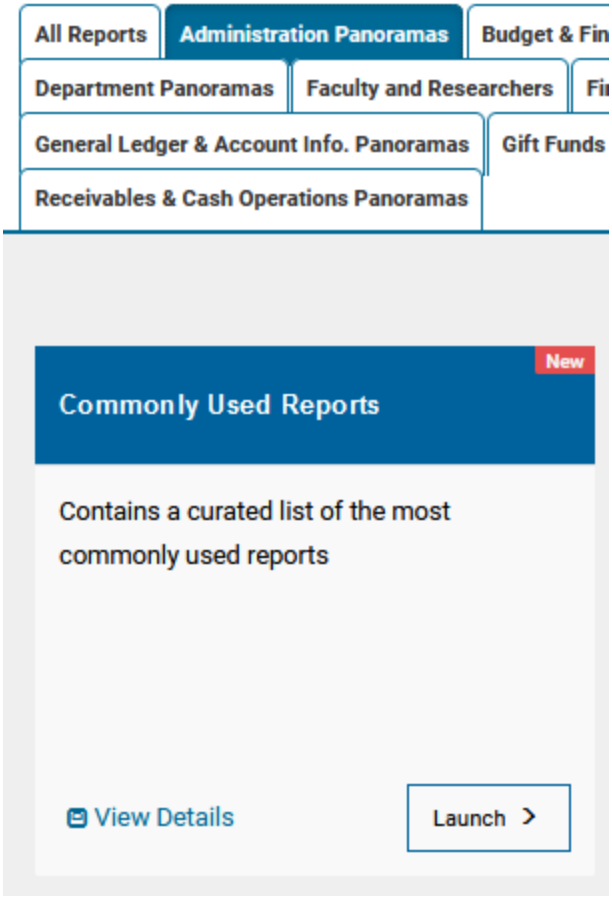
Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer Finance-related questions.

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!



Commonly Used Reports

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. Find it on the Administration tab under Budget & Finance on bah.ucsd.edu. The UCSD BI Consumer JR role is required to access the report.





The Support Framework: Your Guide to Finding Help

Learning all there is to know about budget & finance can feel daunting.



The **Support Framework** is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What can I do **on my own**?
- Where can I **get help**?
- 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.

Visit Our Website | Subscribe to our YouTube | Contact Us

UC San Diego

Manage your preferences | Opt Out using TrueRemove™
Got this as a forward? Sign up to receive our future emails.
View this email online.

9500 Gilman Dr, | La Jolla, CA 92093 US

This email was sent to .
To continue receiving our emails, add us to your address book.

Subscribe to our email list.