Announcements of the UCSD Budget Request Form

The UCSD Finance office is releasing the Fiscal Year 2023-24 Budget Request Form. This form is designed to help the UCSD community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- Where can I find help? Click to access the UCSD Budget & Finance YouTube channel.
- What can I do on my own? Register early to add classes and Camp IPPS events to your calendar.
- How do I get help? Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer questions regarding budget and finance.

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.

August 15-19, 2022
Camp IPPS

BI & Financial Reporting

We’re 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 the payment category selected and will walk you through the process (e.g., when Gifts & Awards is selected, information about supporting documentation will appear). Note that supporting documentation is still required and Blink links are provided for additional information.

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.

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 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.

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.

Oracle: Introduction to Oracle Procurement & Payables eCourse
Thursday, July 21, 2022 @ 9:00am - 11:00am

This course is a required prerequisite for registration.

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

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the internal controls Blink page. Stop by the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the In-Depth Blink page.

Every Monday @ 11:00am - 12:00pm
Internal Controls Office Hours

Every Thursday @ 11:00am - 12:00pm
Fund Management Office Hours

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.

July 13, 2022 - 3rd Edition
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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