Responsibilities, identify their resources based on the following questions:

The Support Framework: Your Guide to Finding Help

The UCSD BI Consumer JR role is required to access the report. It contains links to commonly used reports. Find it on the Administration tab under Budget & Finance on bah.ucsd.edu. The report will be especially valuable for anyone responsible for departmental purchases who want to further their understanding of buying on campus.

Camp IPPS

Mix and match classes or attend them all in this immersive, camp-themed training week.

August 15-19, 2022

Camp IPPS

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.

1:00pm - 3:00pm
Thursday, July 28, 2022

UC San Diego Travel: Reporting Expenses

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.

9:00am - 11:00am
Thursday, July 28, 2022

UC San Diego Travel: Before You Go

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.

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

Oracle: Buying and Paying for PO Requisitioners

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business travel. Participants will have the opportunity to ask questions of the instructor and hands-on practice claiming expenses in Concur. This course is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities.

9:00am - 11:00am
Thursday, July 14, 2022

Concur: Event and Expense Reimbursements

This course provides an opportunity for faculty and staff to learn about the expense reconciliation process in Concur.

9:00am - 11:00am
Thursday, July 7, 2022

Calling all Fund Managers! Attend Fund Management Office Hours to get your questions answered and view best practices.

Every Thursday
11:00am - 12:00pm

Instructor-Led Training on Blink

Instructor-Led Training on Blink is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, understand the Instructional Support Framework (ISF). This training is a required prerequisite for registration.

July 25th - August 26th, 2022

Thursday, Thursday, Thursday... - 10:00am to 12:00pm
Instructor: Gail Buxton

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Budget & Finance website. Each week will feature a different theme: Policies, Process, Technology, and Hot Topics.

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

Internal Controls Office Hours

Have finance-related questions? Call the UC San Diego Finance Help Line.

858-534-4555

Trader Joe's Day 2022: Procure-to-Pay Help Desk. Stop by the Procure-to-Pay Office Hours to ask questions about the new form. 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 "Pending External Validation" Delay in Concur.

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

Procure-to-Pay Office Hours

The training is "Plan ahead. Register early to add classes and Camp IPPS events to your calendar. Every Thursday, Tuesday, Wednesday, or Friday to ask questions about the new form.

Best Practices

With the support of an experienced team, you will learn the best practices you need to know to succeed in your role.

Do you have questions about the In - tent's Event Calendar? Be sure to try out the different calendar views in the upper right corner! Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

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 the gift will appear). This enhancement will also allow you to make up to 5 add-ons in the Comments section (annual limits will appear). Note that supporting documentation is still required and Blink links are provided for additional guidance.

We are happy to announce that two enhancements have been made to the Budget & Finance In - tent. First, the Services & Support form is now more dynamic. With this enhancement we have taken advantage of Services & Support functionality to optimize the form’s performance by reducing busy form behavior. Second, the guidance that appears on the Payment Request form has been simplified. This will allow you to skip sections of the form if they are not applicable to your request. For example, if you are making a vendor payment, the transactions section will not appear on the form.

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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

Manage your preferences | Opt Out using TrueRemove™

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