Announcements

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

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

3. Camp IPPS is back with 30 instructor-led zoom courses spanning hot topics in Oracle, Concur, Payables, Logistics, and more! August 15-19, 2022

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

5. UC San Diego Travel: Reporting Expenses
   - 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 or after the trip concludes. Thursday, July 28, 2022

6. UC San Diego Travel: Before You Go
   - 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 live course. Thursday, July 14, 2022

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

8. Concur: Event and Expense Reimbursements
   - This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business travel expense reimbursements. Intended for preparers, hosts/payees, and financial managers who are familiar with policy and 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. Thursday, July 14, 2022

9. Introduction to Oracle Procurement & Payables eCourse
   - This self-paced course provides an overview of Oracle Procurement and Payables capabilities and provides best practices for common finance-related tasks. Tuesday, July 26, 2022

10. Procure-to-Pay Office Hours
   - No scheduling required. The email will include a link to where you can ask questions about the new form.

11. Best Practices for Tracking and Reporting on Blink
   - Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Internal Controls Blink page.

12. Procure-to-Pay Office Hours
   - Stop by the Procure-to-Pay Office Hours to ask questions about the new form.

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

**Tips & Tricks**

**The Report Request Process**

Any user can initiate a new Report Request on the Budget & Finance portal.

- Visit bhac.ucsd.edu
- Click on "Create Report Request"
- Fill out the required fields
- Submit the request

**Best Practices**

- Use the "Quick Search" feature to find existing report requests
- Keep track of report requests in the "Pending" status
- Follow up with approvers if necessary

**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 supporting documentation and annual limits will appear). Note that supporting documentation is still required and Blink links are provided for additional guidance.

- We are working with Concur on Requests stuck in the "Pending External Validation" approval step. We hope to have this issue resolved within the next 48 hours. There will be no additional action required once resolved. Note that this will not impact "Pending Approval" Requests in Concur.

**Procure-to-Pay Office Hours**

- Monday, Wednesday, or Friday to ask questions about the new form.

**Procure-to-Pay Office Hours**

- Monday, Wednesday, or Friday to ask questions about the new form.
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.

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