
**Information System and Support Departments' Success in Managing Their Fiscal Responsibilities.**

**Support Related To:**

If that does not work, please submit a case via your legal name to ensure that the airfare bookings align with what is required. We are currently working on a long-term solution to accommodate preferred names over the phone to make your airfare booking. You will be able to provide them names while also allowing for booking directly through Concur. If this situation continues, we will provide an update on the timeline for the new solution.

We have received an increase of inquiries from travelers whose preferred name is not captured on the Concur profile. Concur is currently working on a solution to handle these names. If your preferred name is not captured on your Concur profile, please update it to maximize your travel experience.

The process for employee reimbursements in Concur for student employees has been updated to include the name, department, and title of the student employee. Student employees should use UCPath to submit their travel or personal reimbursements. If you need to request a UCPath profile for a student employee within your department, please submit a request via the Faculty Request Form.

**Finance Tutorial Series**

With the creation of the new PO Balances report in the P2P Panorama, this report highlights new functionality available to users. Please review the new PO Balances report in the Concur support articles. If you require further assistance, please reach out to the support team.

**The WalkMe Browser Extension**

The WalkMe Browser Extension adds various tips, walkthroughs, and resources to enhance the Concur user experience. You can now access helpful tips, videos, and articles directly within the Concur application. The WalkMe extension is available for all major web browsers and is compatible with both desktop and mobile devices.

**Check Out the Newly Redesigned Budget & Finance Home Page**

The New Budget & Finance Home Page! Training sessions, and Hot Topics. We hope you find this calendar useful - be sure to try out the different calendar views in the upper right corner! Each Tuesday important updates related to payments, processes, and training will be featured. The best way to contact our team is via Services & Support.

**ISIS Error Corrections**

The team has resolved bugs in the system specific to the action of creating an ISIS purchase order. If you encounter an error when creating an ISIS purchase order, please contact the support team for assistance.

**Accounts Payable, and Journals created directly within the General Ledger.**

For more information, please contact a DSA within your respective VC Areas.

**Purchase Order 'Not Applicable' Funds Status**

IFIS & PPS report.

The team has resolved bugs in the system specific to the action of creating an ISIS purchase order. If you encounter an error when creating an ISIS purchase order, please contact the support team for assistance.

**Concur: New Card Request**

Each Business unit has a Financial Officer who is responsible for Concur card requests. To request a Card, please use the Concur page. Concur recommends that you clear your web browser's cache before making a card request. If you need access to legacy data and are no longer able to log in, you will have access to FinancialLink and all the reports you know and love. This notice is to confirm the upcoming deprecation of Legacy Applications activities such as reconciliation and variance reporting.

**Oracle Production Environment**

The Oracle production environment will be down for scheduled maintenance starting August 1. Check out the newly redesigned Budget & Finance Home Page!

This hour is dedicated to supporting faculty as they work within Oracle to view, interpret and understand their project financials. Co-hosted by Beverly Baker and Heather Sears, this is an opportunity to continue learning new reports as we load budget data into Oracle Financials Cloud (OFC) from Enterprise Purchasing System (EPS) and ERP.

The Oracle production environment will be down for scheduled maintenance on Thursday, August 5, 2021 @ 9:00am - 11:00am. Please plan your work accordingly. For more information, please contact a DSA within your respective VC Areas.

**Procurement Card, and Human Subject Procurement Card.**

You can check the Concur System Errors report. The team has resolved bugs in the system specific to the action of creating an ISIS purchase order. If you encounter an error when creating an ISIS purchase order, please contact the support team for assistance.

This notice is to confirm the upcoming deprecation of Legacy Applications. This change affects "Green Screen" access and will NOT affect existing GL accounts. It is important to ensure we had real-time access to legacy data for an additional fiscal year for all departments.

**Student Employees**

This report highlights new functionality available to users. Please review the new PO Balances report in the Concur support articles. If you require further assistance, please reach out to the support team.

**How to Lift PO Commitments**

Concur recommends that you clear your web browser's cache before making a card request. If you need access to legacy data and are no longer able to log in, you will have access to FinancialLink and all the reports you know and love. This notice is to confirm the upcoming deprecation of Legacy Applications activities such as reconciliation and variance reporting.

**SAP Concur: New Card Request**

In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs. The course includes the following topics: prepaying travel, claiming expenses, and managing budgets. You will have the opportunity to practice Concur processes by completing a case study.

This course is free and open to all employees who need to prepay travel and claim expenses. To register, please click here. This course is required prerequisite for registration.

**Oracle Procurement & Payables eCourse**

Please process any travel or personal reimbursements on the student employee for a different department (such as the Bookstore, HDH, or Mail Services). If you need further assistance, please reach out to the support team.

**IFIS & PPS**

The course will focus on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, and Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, and Payables. This course will be offered on Thursday, August 5, 2021 @ 9:00am - 11:00am. To register, please click here.

This course is free and open to all employees who need to prepay travel and claim expenses. To register, please click here. This course is required prerequisite for registration.

**UC San Diego Travel: Before You Go**

The course will focus on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, and Payables. This course will be offered on Thursday, August 5, 2021 @ 9:00am - 11:00am. To register, please click here. This course is required prerequisite for registration.

**UC San Diego Travel: After You Go**

The course will focus on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, and Payables. This course will be offered on Thursday, August 5, 2021 @ 9:00am - 11:00am. To register, please click here. This course is required prerequisite for registration.