**Budget & Finance Weekly Digest**


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**Announcements**

**New Event Calendar!!**

We are excited to announce the launch of the New Event Calendar on Blink! This calendar showcases a consolidated view of Office Hours, Instructor-Led 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!

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**Training for Faculty & Staff**

**UC San Diego Travel: Reporting Expenses**

- **Date:** Thursday, July 29, 2021 @ 1:00pm - 3:00pm
- **Description:** This course will provide a detailed understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro.

**Hot Topics: Procurement and Travel & Entertainment Cards**

- **Date:** Wednesday, July 28, 2021 @ 11:00am - 12:00pm
- **Description:** This interactive course will provide a hands-on understanding of buying on campus, especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

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**Finance and Account Management**

**SAP Concur**

- **Target Audience:** Authorized users
- **Description:** Concur is a secure platform that allows UC employees to book travel through approved sites, create and pay expenses directly in the system, and access automated reminders. A training course on the Concur process for prepaying travel was held on Thursday, July 29, 2021.

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**Unclassified**

**CIBS: New Card Request**

- **Target Audience:** Authorized users
- **Description:** This course provides an overview of the new Concur card process, including quick access to links, tools, and additional validation to your transactions, announcements, and reminders.

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**IT & Systems**

**Oracle Financials Cloud Scheduled Maintenance**

- **Impact:** Oracle Financials Cloud service will be unavailable from 10:00am to 11:00am (PST) on Friday, July 30, 2021
- **Description:** This scheduled maintenance is required to perform system upgrades and maintain overall system performance. If you have any questions, please contact the ITS Help Desk at 858-453-5000 or submit a ticket at https://ucsd.its.ucsd.edu.

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**Accounts Payable**

**Journals**

- **Description:** A journal correction was made centrally to reverse the duplicate GL transaction entries made under Period 13. Any journal corrections related to this period should be reviewed in the General Ledger application. If you have any questions, please contact Accounts Payable at 858-246-0620 or accounts.payable@ucsd.edu.

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**Legacy Payroll / HR, and Financial Mainframe Applications**

**Transition from Legacy Payroll / HR, and Financial Mainframe Applications to UCPath**

- **Impact:** The transition from Legacy Payroll / HR, and Financial Mainframe Applications to UCPath will continue to affect Finance, HR, and Payroll on Thursdays @ 11:00am - 12:00pm
- **Description:** After the major transitions affecting Finance, HR, and Payroll on Thursdays, it was important to review the system and ensure that all relevant activities such as reconciliation and variance reporting were completed.

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**Other Notes**

**Oracle Financials Cloud**

- **Description:** We have received an increase of inquiries from travelers whose preferred name in Concur does not match their legal identification documents that are required for booking. We are currently working on a long-term solution to accommodate preferred name requests.

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**Fund Management Office**

**Faculty and Researcher Office Hours**

- **Target Audience:** Faculty and Researchers
- **Date:** Tuesdays @ 1:00pm - 2:00pm
- **Description:** We are here to support our Faculty and Researchers! Each Tuesday our team will be here to discuss policy rule or COA/POETAF validation. We encourage their participation in this weekly office hours series. If you have any questions, please contact the Fund Management Office at 858-246-0620 or fmo@ucsd.edu.