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**More Specifically:**

- Related To:
  - Over the phone to make your airfare booking. You will be able to provide them with your names while also allowing for booking directly through Concur. If this situation occurs frequently, please ensure to notify Concur of your preferred name. Employees can follow the steps below to add or change their preferred name in Concur:
    - [Concur: New Card Request](#)
    - [Concur: New Card Request](#)
  
  An employee's "preferred name" appearing in Concur is imported into the system during the prepay process. If the "preferred name" in Concur does not match their legal identification documents that are required by UC San Diego, there will be delays in the prepay process. If this situation occurs frequently, please ensure to notify Concur of your preferred name.

- Student Employees
  - For students who are not employees of UC San Diego, they should use Concur to book travel if their preferred name is different from their legal identification documents. If this situation occurs frequently, please ensure to notify Concur of your preferred name.

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**How to Lift PO Commitments**

Download the extension to your browser for additional validation to your transactions, announcements, and reminders.

The WalkMe Browser Extension adds various tips, walkthroughs, and video tutorials that will help you learn about Concur and Oracle Procurement & Payables. It is available for free to all UC San Diego employees and students.

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**New Budget & Finance Home Page!**

Changes mark the first of many as we update Blink Budget & Finance with the new Home Page.

- **New Event Calendar!!**
  - Please note the new Event Calendar on Blink.

- **Oracle: Buying and Paying for PO Requisitioners**
  - This course includes hands-on instruction on the use of Oracle Procurement & Payables, Oracle: Buying & Paying for PO Requisitioners. You will learn about Concur processes for prepaying travel expenses, setting up and using travel policies, and understanding how to use the Concur system to process nonPO payments, and checking invoice status. This course will be offered on Thursday, July 29, 2021 @ 1:00pm - 3:00pm.

- **UC San Diego Travel: Reporting Expenses**
  - Join the IPPS Team for the next session of Hot Topics! This session will focus on understanding preauthorization, booking travel via Concur, prepaying with UCPath, and processing nonPO payments. This course will be offered on Wednesday, July 28, 2021 @ 11:00am - 12:00pm.

- **UC San Diego Travel: Before You Go**
  - This course provides an overview of UC San Diego travel policy and procedure, including tips for booking travel, prepaying travel expenses, and processing nonPO payments. This course will be offered on Thursday, July 29, 2021 @ 1:00pm - 3:00pm.

- **Hot Topics: Procurement and Travel & Entertainment Cards**
  - In this course, you will learn about Concur processes for prepaying travel expenses, setting up and using travel policies, and understanding how to use the Concur system to process nonPO payments, and checking invoice status. This course will be offered on Wednesday, July 28, 2021 @ 11:00am - 12:00pm.

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**Concur System Errors**

- The team has resolved bugs in the system specific to the action of creating an expense report in Internet Explorer or when opening a returned expense report. This affects "Green Screen" access and will NOT affect existing spreadsheet journal entries.

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**Legacy Applications**

- This notice is to confirm the upcoming deprecation of Legacy Applications as part of fiscal close. Each Tuesday important updates related to Finance, HR, and Payroll on July 30, 2021 will be made.

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**IFIS & PPS**

- This is a notice to confirm the upcoming deprecation of IFIS & PPS as of July 31, 2021. The Oracle production environment will be down for scheduled maintenance from 7:00 PM Friday, July 30, 2021 through 11:00 PM.

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**Fund Management Office Hours**

- The Fund Management Office will begin hosting office hours on Tuesday, August 3, 2021. For more information, please contact your fund administrator.

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**Faculty and Researcher Office Hours**

- Curt Hanley and Heather Sears, this is an opportunity to continue learning new reports as part of fiscal close. Co-hosted by Beverly Baker and Heather Sears, this is an opportunity to continue learning new reports as part of fiscal close.

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**Concur System Errors**

- The team has resolved bugs in the system specific to the action of creating an expense report in Internet Explorer or when opening a returned expense report. This affects "Green Screen" access and will NOT affect existing spreadsheet journal entries.

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**Concur: New Card Request**

- The Oracle production environment will be down for scheduled maintenance from 7:00 PM Friday, July 30, 2021 through 11:00 PM.

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**QueryLink/FinancialLink reports**

- There is currently no plan to deprecate the use of QueryLink/FinancialLink reports. This change affects "Green Screen" access and will NOT affect existing spreadsheet journal entries.

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**Legacy Applications**

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