**The Learning all there is to know about budget & finance can feel daunting. The Support Framework: Your Guide to Finding Help**

Knowledgeable agents are standing by to assist you and answer your Budget & Finance-related questions. Click the link above to watch the recorded webinar!

### In Case You Missed It!

#### Essentials for Equipment Life-Cycle Management
- **Where do I go to find guidance?** The Equipment Asset Management Office Hours will include an Equipment Asset Management feature in CAMS.
- **What can I do?** This week's office hours will include an Equip
- **Start at:** 8:30am
- **End at:** 9:30am
- **Date:** Tuesday, April 19, 2022
- **Location:** Online via Zoom

#### UC San Diego Travel: Before You Go
- **Where do I go to learn how to book travel?** This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including outlining what to do before, during, and after the trip to claim travel expenses on a Travel Expense Report.
- **Start at:** 9:00am
- **End at:** 11:00am
- **Date:** Thursday, April 14, 2022
- **Location:** Online via Zoom

#### UC San Diego Travel: Reporting Expenses
- **Where do I go to learn about how travel expenses are reported?** This course provides a summary of guidelines and on-demand resources. Faculty and staff will learn about the Concur processes for booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro.
- **Start at:** 1:00pm
- **End at:** 3:00pm
- **Date:** Thursday, April 14, 2022
- **Location:** Online via Zoom

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**Access Issues to Oracle & Concur for New Hires Resolved**

Last week we experienced some issues with a UCPath report that is used to create new user accounts in the discounted database (e.g., Krow, Kanno). The original query has been updated to allow anyone that changed departments in the last two weeks try logging into Oracle and/or Concur.

**To return unused Scrip, write VOID on the face of the checks and mail them to Disbursements, MC 0955. Please include the following information:**

- Full COA in which you’d like the funds to be returned to
- The original Scrip check
- Request number
- Details, commitment details, payroll details, payroll projection details, and General Ledger transaction details.

**The issue has been corrected and is now a standard practice.**

If they continue experiencing issues logging in, please have them submit a ticket through MyPayments or its-bia@ucsd.edu.

**Oracle System Maintenance**

Oracle will be down for scheduled maintenance on:
- **Start at:** 10:00pm
- **End at:** 11:00pm
- **Date:** Friday, April 15, 2022

This will affect the following BI environments:
- Cognos Quality Assurance
- Cognos Production
- Tableau Production

Please have new hires or anyone that changed departments in the last two weeks try logging into Oracle and/or Concur.

**VPN Requirement Removal**

Cognos and Tableau will be unavailable at this time. DUO will be applied to the following BI environments:
- Faculty and Researcher Panorama
- Default Project Payroll
- GL-PPM Reconciliation
- DOPES

**Fund Management Office Hours**

Every Thursday, faculty and staff who travel or book business travel can further their understanding of preauthorization, claiming travel expenses on a Travel Expense Report.

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Our goal is to deliver timely information that matters to you.

Not sure where to find answers? Get started using our Support Framework.

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