**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 questions about the Financial Operations Support Center.
- The center is open from 8:00am to 5:00pm, Monday through Thursday, and 8:00am to 12:00pm on Friday. You can reach them by calling (858) 534-4587 or emailing its-bia@ucsd.edu.

**Research Community Resources:**

- The Essentials for Equipment Life-Cycle Management & Expense spaces in our next Hot Topics session.
- Learn how best to prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel Expense Report.
- Fiscal Year Close Preparations: 9:00am - 10:00am, Thursday, April 28, 2022.
- Equipment Asset Management Office Hours: 8:30am - 9:30am, Tuesday, April 19, 2022.
- Financial Operations Office Hours: 9:00am - 10:00am, Friday, April 15, 2022.
- UC San Diego Travel: Reporting Expenses: 8:30am - 10:00am, Thursday, April 14, 2022.
- Expanded Project Summary: 11:00am - 12:00pm, Every Thursday.
- Fund Management Office Hours: 10:00am - 11:00am, Thursday, April 14, 2022.
- Human Subject Compensation: Final Call To Return Unused Scrip Checks: Friday, April 15, 2022.
- VPN Requirement Removal: 10:00pm - 9:00pm, Thursday, April 14, 2022.
- Oracle System Maintenance: 10:00pm - 11:00pm, Friday, April 15, 2022.
- Cognos QA: 6:00pm to 7:00pm, Friday, April 15, 2022.
- Cognos Production: 6:00pm to 7:00pm, Friday, April 15, 2022.
- Tableau Production: 6:00pm to 7:00pm, Friday, April 15, 2022.

**Call the UC San Diego Finance Help Line!**

- We’ll answer your questions or find a solution together.
- Call UC San Diego Finance Help Line! 858.534.4587.
- Submit an enhancement or idea through MyPayments.
- Submit a request to the appropriate group.

**CAMS Recap:**

- Faculty and staff who travel or book business travel can further their understanding of preauthorization, claiming travel expenses on a Travel Expense Report.
- This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including preauthorization and trip claiming.
- 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 for travel expense reporting.

**CAMS Office Hours:**

- This week, we will demo the Expanded Project Summary that will be released on April 19. The Expanded Project Summary will be released on the UC San Diego Budget & Finance YouTube channel. Please subscribe to our channel to watch the webinar! This week, we will demo the Expanded Project Summary that will be released on April 19. The Expanded Project Summary will be released on the UC San Diego Budget & Finance YouTube channel. Please subscribe to our channel to watch the webinar!

**Oracle System Maintenance:**

- Oracle will be down for scheduled maintenance on Friday, April 15, 2022, from 10:00pm to 9:00pm.
- During the outage, Finance-related applications 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, etc.

**VPN Requirement Removal:**

- It is recommended that travelers and preparers also attend the UC San Diego Travel: Reporting Expenses course before the trip concludes.
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Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.

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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