**Support Framework: Your Guide to Finding Help**

The Learning all there is to know about budget & finance can feel daunting. This webinar, hosted by Jamie Wheat & the Equipment Asset Management team, provided staff, faculty, and the research community with the essentials for managing inventorial equipment (property) owned by or in the custody of UC San Diego. Click the link above to watch the recorded webinar!

**Equipment Life-Cycle Management**

This webinar is designed to help the Budget & Finance community, including faculty and staff with financial responsibilities, identify their resources based on the following questions:

1. **Where do I go to find answers to my financial questions?**
2. **Where can I submit a request?**
3. **What can I do on my own?**
4. **Who do I call if I can’t find what I need?**

We’ll answer your questions or find a solution together. Call the UC San Diego Finance Help Line!

**Fiscal Year Close Preparations**

- **9:00am - 10:00am**
  - **Understand the concepts**
  - **Review the process**
  - **What’s new**
  - **Preparation tips**

**Tuesday, April 19, 2022**

8:30am - 9:30am

- **Equipment Asset Management Office Hours**

9:00am - 10:00am

- **Financial Operations Office Hours: Introducing Financial Operations**

1:00pm - 3:00pm

- **UC San Diego Travel: Reporting Expenses**

**Thursday, April 14, 2022**

9:00am - 11:00am

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

**Friday, April 15, 2022**

9:00am - 10:00am

- **Fiscal Year Close Preparations**

11:00am - 12:00pm

- **Every Thursday**
  - **Fund Management Office Hours**

**June 19, 2021**

- **Human Subject Compensation: Final Call To Return Unused Scrip Checks**
  - **For those that have any outstanding items left and wish to receive funds back, all items must be received no later than June 30, 2021.**

**Oracle System Maintenance**

**9:00pm to 10:00pm**

- **Oracle will be down for scheduled maintenance on Friday, April 15, 2022.**

**VPN Requirement Removal**

- **VPN 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.)

**Human Subject Compensation: Final Call To Return Unused Scrip Checks**

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

- The full COA in which you'd like the funds to be returned to
- The original Scrip check number
- The issue has been corrected
- The original Scrip check is voided
- The Scrip check has been returned

All Scrip checks were stale dated as of June 19, 2021, and are no longer negotiable. If you have any outstanding items left and wish to receive funds back, all items must be received no later than June 30, 2021.

**Oracle**

- The full COA in which you'd like the funds to be returned to
- The original Scrip check number
- A statement that this is a correction to an existing Oracle transaction
- The original Scrip check is voided
- The issue has been corrected
- An email address and a phone number for the person who approved the transaction

**Finance-related questions**

- Email: its-bia@ucsd.edu
- Phone: 858-534-3350

**Tips & Tricks**

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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.

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