

**Budget & Finance Weekly Digest**

Weekly updates and training from the Office of the UC President, including important updates related to Procurement & Payables, Concur Travel & Expense, Procurement Card, and more.

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### Week of June 7, 2021

**Important Dates**

- June 8: Last day to request for June posting
- June 8: UCPath high risk (routes to OPAFS for review) bi-weekly Direct

**New Training**

- **Oracle: Buying and Paying for PO Requisitioners**
  - Tuesday, June 8, 2021 @ 1:30pm - 4:00pm
  - This course will be especially valuable for new PO Requisitioners as it will cover the concepts of Oracle as well as PO creation, Approvals, commitment creation and reconciliation.

- **Oracle: Cost Transfer Guide; How to Perform a Full, Split or Select Multiple**
  - Option 1: Thursday, June 3, 2021 @ 9:00am - 11:00am
  - Option 2: Friday, June 4, 2021 @ 9:00am - 11:00am

- **Oracle: Building and Paying for POs**
  - Tuesday, June 8, 2021 @ 1:30pm - 4:30pm
  - This course will be especially valuable for new PO Requisitioners as it will cover the concepts of Oracle as well as PO creation, Approvals, commitment creation and reconciliation.

**In the News**

- **Departmental Fund Managers**
  - This course has recently been updated according to campus feedback to reflect general knowledge and understanding of buying on campus.

**Information For Your Information**

- **Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-2021**
  - Cutoff dates: June 11
  - If no user action, the Request should close automatically
  - For more information on locating the Request ID or that you are providing the right type of ID number (Request ID for Requests; Allowance/Itinerary: Request ID for Expense Reports). For information on locating the Request ID or that you are providing the right type of ID number (Request ID for Requests; Allowance/Itinerary: Request ID for Expense Reports).

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**Contact Us**

For more information or support, please contact the following:

- **UCOP ITS representative for San Diego Campus (Payroll/HR)**
  - Cruz, Arsenia
  - pagans@ucsd.edu

- **UCOP Payroll representative for San Diego Campus**
  - Ste Marie, Steven
  - ptrinidad@ucsd.edu

- **UCSD representatives for San Diego Campus (Legacy Financial Data)**
  - esanders@ucsd.edu

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**For More Information**

- Visit the [Training & Support](https://bah.ucsd.edu/)
- [Concur Travel & Expense](https://concur.ucsd.edu)
- [Procurement Card](https://bah.ucsd.edu)
- [Funding Entry Combination Request](https://bah.ucsd.edu/navigational/pathways/funding-entry-combination-request)
- [Tasks to Projects](https://bah.ucsd.edu/navigational/pathways/tasks-to-projects)
- [Project Personnel Update](https://bah.ucsd.edu/navigational/pathways/project-personnel-update)
- [Research Institute of the Future](https://bah.ucsd.edu/navigational/pathways/research-institute-of-the-future)
- [UC Learning Center](https://www.uclearningcenter.ucsd.edu)

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**About the Weekly Digest**

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