Announcements
Airing September 7, 2021 | 36th Edition

Welcome to the UC San Diego Finance & Payables Town Hall for Thursday, September 7, 2021. During this town hall, we will discuss the following topics:

1. Managing Concur Commitments
2. Oracle: Buying and Paying for Financial Unit Approvers
3. University Procurement Card Program
4. UC San Diego Travel: Reporting
5. UC San Diego Travel: Before You Go
6. University Financial Accounting Program

In addition, we will have a section for Q&A to address any questions that you may have.

Recap of Last Week

- Regarding any closed Travel/Event Requests. For more information on viewing Travel/Event Requests, please contact the Travel & Expense team via Services & Support for questions regarding any closed Travel/Event Requests. For more information on viewing Travel/Event Requests, please contact the Travel & Expense team via Services & Support for questions.

- Faculty/Staff Attendee Types to add to your Event Expense Reports in Concur. This topic will be covered during our next town hall on September 14, 2021.

- Managing Concur Commitments: For more information, please refer to our previous town hall on this topic.

- Oracle: Buying and Paying for Financial Unit Approvers: For more information, please refer to our previous town hall on this topic.

- University Procurement Card Program: For more information, please refer to our previous town hall on this topic.

- UC San Diego Travel: Reporting: For more information, please refer to our previous town hall on this topic.

- UC San Diego Travel: Before You Go: For more information, please refer to our previous town hall on this topic.

- University Financial Accounting Program: For more information, please refer to our previous town hall on this topic.

Looking Forward to Next Week

- Managing Concur Commitments
- Oracle: Buying and Paying for Financial Unit Approvers
- University Procurement Card Program
- UC San Diego Travel: Reporting
- UC San Diego Travel: Before You Go
- University Financial Accounting Program

The Summer 2021 Financial Year has come to a close, and we have completed the year-end close process. This includes processing all unprocessed transactions, adjusting balances, and finalizing the financial statements.

In Recognition

- Congratulations to the team at the UC San Diego Fire Department for successfully completing the year-end close process.

- We would also like to recognize the efforts of the UC San Diego Procurement team for their hard work in ensuring that all transactions were processed accurately and on time.

Please join us next week for our next town hall on Thursday, September 14, 2021. As always, we strive to provide valuable information and insights to help you make informed decisions in your financial management roles.

Tips & Tricks

- Saving to your Faculty/Staff File: When saving a Faculty/Staff File (e.g., faculty or staff expense reports), save the file to a personal location on your computer. This will allow you to access the file easily from anywhere.

- Managing Concur Commitments: When managing Concur commitments, always review the commitment details carefully. This will help you ensure that all necessary information is included and that the commitment is correctly set up.

- Oracle: Buying and Paying for Financial Unit Approvers: When purchasing items for your financial unit, always consult the approver list and ensure that the correct person is notified.

- University Procurement Card Program: Always review the card holder’s details before making purchases.

- UC San Diego Travel: Reporting: When submitting travel expense reports, always double-check that all required fields are completed accurately.

- UC San Diego Travel: Before You Go: Before booking travel, always check the travel policy for the destination and ensure that all travel expenses are approved.

- University Financial Accounting Program: Always review the financial statements and budget reports before submitting them for approval.

Please join us next week for our next town hall on Thursday, September 14, 2021. As always, we strive to provide valuable information and insights to help you make informed decisions in your financial management roles.