**Announcements**

**Annual Reviews**

An annual review involving assessment and documentation of your past year, APPE, or internship. There will be two steps in this process:

1. Data Collection: This step includes capturing data from the system to create linked reports for each participant.
2. Report Generation: This step involves reviewing the data collected and generating reports. The review process is designed to help participants identify areas for improvement and ensure compliance with relevant professional standards.

In order to maintain the confidentiality of the data, the review process may take up to two months to complete. For more information, please contact the appropriate department.

**Final Year (FY) 2021/22**

The final year of the program for FY 2021/22 may result in additional documentation requirements. Participants should consult their program-specific guidelines for more information.

**Internal Travel/Trip Requests**

It is important to submit all travel/expense requests in a timely manner. If a request is submitted after the specified deadline, the approval process may be delayed. Please review your specific program's guidelines for submission deadlines.

**Training & Support**

**Introduction to Oracle Procurement & Payables eCourse**

This course includes hands-on instruction on the use of Oracle Procurement & Payables, common uses, and the Concur processes for both Procurement Card and Travel & Entertainment Card cardholders. Current and prospective cardholders will learn about updates to the card reconciliation procedure, including summarized guidelines, resources, and FAQs.

**Oracle: Buying and Paying for Financial Unit Approvers**

This course provides an overview of UC San Diego travel policy and the processes for reporting travel expenses and how to submit a Travel Expense Report. Faculty and staff will learn about Concur procedures for reporting travel expenses and how to submit a Travel Expense Report.

**Oracle Systems Operations Town Hall**

The final Oracle Systems Operations Town Hall is scheduled for Tuesday, September 14, 2021, from 1:30pm to 4:00pm. This event is an opportunity to ask questions and discuss topics related to Oracle systems operations. The Town Hall is recommended for Oracle users in various roles across the university.

**In Case You Missed It...Finance Systems Operations Town Hall**

The transition to a modern financial management system remains difficult for many organizations. The Town Hall provides an overview of the challenges and solutions involved in such a transition. Participants can expect to gain insights into best practices and industry trends.

**APPLY NOW!**

Apply Now to the UC San Diego Financial Accounting Program!

The UC San Diego Financial Accounting program offers training at a basic-to-intermediate level. It is a comprehensive program that offers training at a basic-to-intermediate level. It is recommended that you also attend the UC San Diego Financial Accounting Program.

**UC San Diego Travel: Reporting Expenses**

Thursday, September 9, 2021 @ 1:00pm - 3:00pm

This course provides an overview of UC San Diego travel policy and the processes for reporting travel expenses and how to submit a Travel Expense Report. Faculty and staff will learn about Concur procedures for reporting travel expenses and how to submit a Travel Expense Report.

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

Thursday, September 9, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables, common uses, and the Concur processes for both Procurement Card and Travel & Entertainment Card cardholders. Current and prospective cardholders will learn about updates to the card reconciliation procedure, including summarized guidelines, resources, and FAQs.

**Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.**

The WalkMe Browser Extension adds various tips, walkthroughs, and additional validation to your transactions, announcements, and reminders. The WalkMe Browser Extension is available through the UC Learning Center.

**Tips & Tricks**

**Searching for Faculty/Staff Attendee Information**

When searching for a Faculty/Staff Member's contact via your Faculty/Staff Expense Reports, navigate to the ‘Attendee’ tab. To search for a specific Faculty/Staff Member, enter the first name, last name, or by email address.

**Managing Conference Commitments**

If you are a UC San Diego employee or contractor associated with a conference, the Concur application, available tasks, and UC San Diego resources relevant to conference management are available to help you manage your conference commitments.

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