**Announcements**

**4:00pm - 7:00pm Thursday, September 22, 2022**

**UC San Diego Travel: Reporting Expenses**

**Learning all there is to know about budget & finance can feel daunting.**

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

**If you are being redirected to the UCOP website when attempting to login to Concur:**

- When logging in to Concur for the very first time:
- Seeing the UCOP page when you try to login to Concur?

**Codes can be changed in the Categories and Class Codes, which are now being used to determine whether PPM costs are reported as year-to-date (YTD)**

*Based on suggestions from the Fund Management Office Hours, we have created a new table that lists Project Class*

**Questions and Answers:**

- Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions.

**Attendees**

- 4 winners will get status upgrades (winners will go up one tier from their current status up to and including President's status).
- 4 winners will be entered to win a “Homes and Villas by Marriott” gift tote bags with water bottles (FIVE winners will be selected).

**Wednesday, September 14, 2022 @ 11:00am**

**Upcoming Travel Webinars**

**Hot Topics: Travel Booking**

- Concur Travel terminology and concepts.
- preauthorization and UC San Diego’s instance of Concur Travel booking tool. Intended for travel arrangers, delegates, and would like to learn about more advanced meetings and entertainment terminology and concepts.

**Thursday, September 15, 2022**

**Concur: Event & Expense Reimbursements**

- The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business travel expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments for expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur.

**Thursday, September 22, 2022**

**Cost Transfer error updates, the Equipment Allocation process, followed by an open Q&A.**

**Financial Operations Office Hours**

- Please note the change in time for departmental purchases who want to further their understanding of buying on campus.
- shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, and much more.

**Thursday, September 28**

**Concur Travel Best Practices**

- This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to help them out with each other.
- Fund Management Office Hours

**Friday, September 16, 2022 @ 7:00pm**

**Oracle Update Coming Soon**

- September 18, 2022
- Oracle production environment will be down for maintenance from 10:00am to 11:00am.

**Inside Sales Rep:**

- Tony.Isaacson@anixter.com, (858) 503-7309

**Field Sales Rep:**

- Ron.Rivers@anixter.com, (760) 212-9790

**Anixter San Diego:**

- (858) 571-6571

**Highlights:**

- A selection of instant savings on your favorite brands
- Offers that are valid for a limited time
- Partnership with UC on sustainability goals

**Contact representatives:**

- Field Sales Rep: Ron.Rivers@anixter.com, (760) 212-9790
- Inside Sales Rep: Tony.Isaacson@anixter.com, (858) 503-7309
- Anixter San Diego: (858) 571-6571

**For more information:**

- Please review the KBA on Oracle Procurement! Access it in Oracle by going to Procure to Pay > Purchase Requisitions > Top Categories > All Punchouts > Contracted UC pricing is displayed, deeper discounts apply in Locking Solutions, Access Control, and Cabling & Connectivity.

**How to Login to Concur**

- Open your web browser and enter https://concur.ucsd.edu
- Login with your UC username and password
- Click on the “Remember My Choice” box:
- Make sure to select UC San Diego (not UC Office of the President) from the dropdown field:
- Enter your username and password and click “Login.”

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The Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What can I do on my own?
- Where can I get help?
- Who can help escalate?
- How do I suggest enhancements?

Bookmark or download a copy for quick links to various resources available to you.

Each Tuesday, the Weekly Digest provides important updates related to 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.

Visit Our Website | Subscribe to our YouTube | Contact Us

Manage your preferences | Opt Out using TrueRemove™

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