**Announcements**

**UC San Diego Travel: Before You Go**
- 9:00am - 11:00am
- Thursday, September 22, 2022
- UC San Diego Travel: Before You Go
- This course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for individuals responsible for shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, issuing invoices, processing nonPO payments, and checking invoice status. 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 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 expense reimbursements.

**Oracle: Buying and Paying for PO Requisitioners**
- 9:00am - 11:00am
- Thursday, September 15, 2022
- Oracle: Buying and Paying for PO Requisitioners
- This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to answer your questions about the Fund Management Office Hours. If you are experiencing issues with your funds, please let us know so we can help you resolve them.

**Introduction to Oracle Procurement & Payables eCourse**
- 9:00am - 11:00am
- Thursday, September 15, 2022
- Introduction to Oracle Procurement & Payables eCourse
- This training course will provide an overview of the Procurement process and its components. Participants will learn about the different types of transactions that can be processed through Oracle Procurement and Payables, including purchase orders, invoices, and payments. The course will also cover the importance of accurate data entry and the role of the accounts payable specialist in ensuring timely and accurate payment processing. The course will include hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as purchase order creation, invoice processing, and payment processing. This course is designed for individuals who are new to Oracle Procurement and Payables and want to learn how to use the system effectively.

**Oracle Update Coming Soon**
- Oracle Update Coming Soon
- An Oracle enhancement that will streamline the requisition approval process is slated to launch later this month. The new process will auto-generate a PO before routing it to the appropriate professional buyer for review. This minor change to the requisition process will allow for quicker PO generation and approval.

**Spare Parts**
- Spare Parts
- This week, the Financial Operations team will cover General Projects Contract Billing updates, Oracle 22C Version Updates, internal controls for the processing of non-PO payments, and checking invoice status. This course will be especially valuable for individuals responsible for this process.

**Tips & Tricks**

**How to Login to Concur**
- How to Login to Concur
- When logging in to Concur for the very first time:
  1. Go to https://ucsd.anxter.com/
  2. Click on the “Remember My Choice” box:
  3. Enter your username and password.
  4. Click Login.
  5. If you are still unable to log in, please ensure your username is correct.

**Contact representatives below with questions or for quotes:**
- Field Sales Rep: Ron.Rivers@anxter.com, (760) 212-9790
- Inside Sales Rep: Tony.Isaacson@anxter.com, (858) 503-7309
- Anixter San Diego (858) 571-6571

**Services & Support**
- Services & Support
- Use “My Quotes” aka quote retrieval to add quoted items to your cart
- Two-day delivery on all in-stock items, for orders received before 3:30 pm
- Use a valid credit card to place your order
- billing@anxter.com
- (888) 547-7000
- Inside Sales: (858) 503-7309

**Fund Management Office Hours**
- Fund Management Office Hours
- Every Monday
- Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the internal controls Blink page. We will be covering general updates, including changes to the internal controls guidance and recent updates to the internal controls process.

**Oracle Cloud Scheduled Maintenance on September 16**
- Oracle Cloud Scheduled Maintenance on September 16
- For more information, please review the KBA on Oracle Cloud Scheduled Maintenance on September 16.
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.

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