Upcoming Report Release: Faculty & Researcher Dashboard

On Tuesday, March 15, the Business Intelligence and Financial Reporting team will launch an enhanced Faculty and Researcher Dashboard in the Business Analytics Hub. Faculty and staff will have access to key academic and financial data, including projections, project/task health analytics, and improved performance over the current year's actual results. This course will be especially valuable for individuals responsible for departmental budget planning and forecasting.

Join the UCSD IPPS Travel Team and UCOP's Central Travel Office for a Q&A webinar on booking meetings and travel.

Q&A with UC San Diego IPPS Travel Team

Learn about the Concur processes for reporting travel expenses on a Travel Expense Report. This course provides an overview of UC San Diego travel policy and the trip reconciliation process, including summarized guidelines and on-demand resources. Faculty and staff who travel or book business travel can further their understanding of how to take advantage of TripIt Pro. It is recommended that you also attend the "Project Management for Travelers" course before your trip concludes.

Oracle: Buying and Paying for PO Requisitioners

Thursday, March 3, 2022 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It is intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about the expense reimbursement process in Concur.

Campus Budget Office: Office Hours

Thursdays, 10:00am - 11:00am

Until March 31, the Campus Budget Office will be hosting Office Hours to support budget planning and forecasting for the upcoming fiscal year. This course offers an opportunity to discuss any questions you may have about your department's budgetary performance.

Oracle Concur: Event and Expense Reimbursements

Thursday, March 10, 2022 @ 9:00am - 11:00am

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers, this course will provide an overview of how to use Concur for expense reimbursement requests.

Equipment Asset Management Office Hours

Tuesday, March 8, 2022 @ 8:30am - 9:30am

The Equipment Asset Management team will have open office hours to answer your questions regarding equipment life cycle management, how to navigate the equipment inventory system, and how you can help your department's equipment-related processes.

Annual PCI Validation Cycle

From March 1 through March 31, the annual PCI validation cycle will be temporarily paused so the BI & Financial Reporting team can conduct thorough testing. This will not impact the launch of the Faculty & Researcher Dashboard, nor will it impact the accuracy of the data in existing panoramas or reports. Updates will be provided in the Weekly Digest each Friday. If you have any questions or concerns, please reach out to merchantservices@ucsd.edu or contact your local UCOP PCI QSA/Auditor to complete the annual PCI validation process. This is a courtesy notice that we will not be setting up any new credit card merchant accounts until the completion of the annual PCI validation cycle.

Oracle Concur: Reimbursement Process

Tuesday, March 8, 2022 @ 1:00pm - 3:00pm

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Q&A with UC San Diego IPPS Travel Team

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