**Budget & Finance Weekly Digest**

**October 19, 2021 | 42nd Edition**

**Announcements**

- **Travel Expense**
  - United States: $62 per person, no exception. Inquire with Oracle Procurement for details.
  - Check status via Oracle Procurement KBA or report issues directly to the supplier.

- **Oracle Procurement Order Status**
  - View order status and determine approval.

- **Fiscal Management Office Hours**
  - UC San Diego Research Administrators:
    - This Thursday’s office hours will be most useful for managers of operational units big and small.
    - Holly Paiva from the Campus Accounting & Financial Management Office will cover POETAF information on requisitions.
    - Recommended attendance is for understanding preauthorization, booking travel via Concur, and taking advantage of TripIt Pro.

- **Oracle Planning and Budgeting (EPBCS)**
  - Budget Plan now visible in UCPath.
  - 2021 Year-End Overpayment Recovery Deadline Approaching.

- **Calendar**
  - Event Calendar:
    - Join the IPPS Team for the next session of Hot Topics! This session will focus on understanding POETAF Report.
    - Hot Topics: Understanding POETAF.

- **New Budget & Finance Blink Updates**
  - New toolbar labeled Blink, available to you starting Tuesday, October 19.
  - Resources For: Toolbar:
    - UC San Diego Travel: Before You Go
      - Recommended attendance is for understanding preauthorization, booking travel via Concur, and taking advantage of TripIt Pro.
    - UC San Diego Travel: Reporting Expenses
      - Recommended attendance is for understanding POETAF information on requisitions.

- **Tools & Support**
  - UC San Diego Research Administration Training Program:
    - CMS Redesign Initiative:
      - Two new sections on Blink will be added/refined under the guidance of a stakeholder workgroup.

- **Budget and Planning Community of Practice on MS Teams**
  - Announcements:
    - For more information, please connect with the Campus Budget Office Allocation via the Campus Budget Office KBA Reports Panorama, please refer to the Budget versus Actual report via the Budget & Financial Management Office.

- **Financial Unit – Fund – Function – Project – Account (774900)**
  - FY22 budget development, and before final compensation program decisions are made.
  - Most are known and allocated by the end of the calendar year, or December 2021.

- **Financial Unit – Fund – Function – Project – Account (774950)**
  - Early salary and benefits planning assumptions at the time of the Budget Plan in the Oracle Planning and Budgeting (EPBCS) tool.
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- **Tech Tips**
  - Budget versus Actual report via the Budget & Financial Management Office.

- **Subscriptions**
  - Subscribe to Our Website.
  - Connect with the UC San Diego Office of the President via the Campus Budget Office KBA.

- **Our goal is to deliver timely information that matters to you.**

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**Instructor-Led Training Sessions**

- **UC San Diego Travel: Before You Go**
  - Recommended attendance is for understanding preauthorization, booking travel via Concur, and taking advantage of TripIt Pro.
  - Thursday, October 21, 2021 @ 9:00am - 11:00am

- **UC San Diego Travel: Reporting Expenses**
  - Recommended attendance is for understanding POETAF information on requisitions.
  - Thursday, October 21, 2021 @ 1:00pm - 3:00pm

- **FISCAL Management Office Hours**
  - This Thursday’s office hours will be most useful for managers of operational units big and small.

- **Oracle Procurement Order Status**
  - You may view the status of your orders and determine whose approval they are awaiting.

- **Oracle Procurement KBA**
  - You may inquire into the status of your shipment by reaching out to the supplier.

- **UC San Diego Travel: Reporting Expenses**
  - Recommended attendance is for understanding POETAF information on requisitions.
  - Thursday, October 21, 2021 @ 1:00pm - 3:00pm

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