Announcements

Feature: Cognos Time Stamps

New feature: Cognos reports now feature a time stamp in PST that shows the last time data in the report was updated. Time stamps are available for all Cognos reports and help you get an idea of the report's relevance.

New Features of Oracle Procurement & Payables eCourse

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as managing requisitions, POs, and purchase orders. The course is divided into five sections:

- Oracle: Buying and Paying for PO Requisitioners
- Oracle: Approving POs and Revisions
- Oracle: Closing and Revising POs
- Oracle: Viewing Purchase Order Enhancements
- Oracle: Oracle Procurement & Payables Certification

Oracle: Buying and Paying for PO Requisitioners

This section covers the basics of requisitioning goods and services, including creating requisitions and generating purchase orders. You will learn how to search across UC San Diego requisitions and POs, close POs, and review for and populate POETAF information during the ordering process.

Oracle: Approving POs and Revisions

This section focuses on the process of approving requisitions and invoices, revising POs, reviewing for and populating POETAF information during the ordering process, and checking PO invoice status. This course will be especially valuable for individuals responsible for those tasks.

Oracle: Closing and Revising POs

This section covers the process of closing POs, which includes validating POs, processing nonPO payments, and checking invoice status. It is a required prerequisite for registration.

Oracle: Viewing Purchase Order Enhancements

This section covers the enhancements in Travel & Expense and Procure-to-Pay which came out of 2022. Join us in reviewing these enhancements and learning how to take advantage of them when booking travel.

Oracle: Oracle Procurement & Payables Certification

This section covers the various certification exams that can be taken to become certified in Oracle Procurement & Payables. You will learn how to pass the certification exams and earn your certification.

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