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May 25, 2021 - 21st Edition
Budget & Finance Weekly Digest

Concur Approvals Overview
Submitting Documents

When viewing alerts in Concur, be sure to select the carrot symbol to the right of the alert title. This will take you to the assignment details. Eligible expense documents will be listed for this assignment with a progress bar indicating the status of each document. If the status is "Pending", you can view the details of the document and select "Approve" to finalize it. If the status is "Pending Authorization", you can select "Submit" to assign the document to an approver. If the status is "Rejected", you can select "Finish" to remove the document from the assignment.

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial system and support departments' success in managing their fiscal responsibilities.

Hot Topics: Commitments
Tip:
Commitments in Oracle Financials Cloud (OFC) allow you to prepay for goods and services that you expect to receive in the future. This can be useful for aligning your budget with anticipated expenses. However, it is important to be careful when making commitments, as they can lock in resources that may not be needed if the plans change. If you are unsure about the commitment process, consider reaching out to the Budget & Finance Support team for guidance.

New Commitments Blink Page

The New Commitments Blink page is a tool that highlights new commitments in Oracle Financials Cloud. This page is updated regularly to ensure that you have access to the most up-to-date information. If you are unsure about a commitment, you can view the details on the Blink page and reach out to the Budget & Finance Support team for guidance.

New Commitments Blink Page

If you have a recharge transaction on your FinUnit Project DFLT (or another project), you should be canceled. This will lift commitments associated with these cost transfers. If you have questions about this edition, the best way to contact our team is through the Unsubscribe link at the bottom of the email.

New Introduction to Oracle Procurement & Payables eCourse
IPPS has developed a new on-demand ecourse as a prerequisite to the live course. This course will be especially valuable for employees who have little to no experience with buying and paying for goods and services at UC San Diego. Instruction will involve an introduction to Oracle Procurement, Payables, and Oracle Financials Cloud, as well as summarized guidelines, resources, and information about online tools. In this course, you will learn about Concur processes for prepaying travel arrangements. If travelers or travel arrangers are unable to book travel online, our latest KBA on Concur Approvals Overview will be especially helpful.

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