Creating a Requisition from a Multi-Line Quote

To support budget preparers throughout the planning process, the Campus Budget Office will be hosting Office Hours every Thursday, 10:00am - 11:00am, starting February 3 until March 31. These Office Hours will be held online through the UC Learning Center.

Campus Budget Office: Office Hours

Watch recorded office hours and more on our Campus Budget Office YouTube channel.

Oracle: Buying and Paying for Financial Unit Approvers

This course focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental budget preparation and the approval of requisitions and invoices on behalf of their financial unit.

Oracle: Buying and Paying for PO Requisitioners

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for approving requisitions and invoices on behalf of their financial unit.

You Asked, We Delivered!

We are excited to announce the official launch of the UC San Diego Finance Help Line! The Finance Help Line is a centralized support line staffed by knowledgeable representatives, providing simplified and improved support for questions related to campus business processes. The Finance Help Line is available through the UC San Diego Budget & Finance YouTube channel.

Finance Help Line Officially Launches Today!

Please refer to the Finance Help Line Campus Notice for details. We thank you for your continued support!