Budget & Finance Weekly Digest

General

System Expenditures of Affiliated Institutions
IPS (Introduction to Payroll System) - as a follow-up to the most recent email, we now have online training available. Once you complete the online course, you must then attend the Business/Technical Meeting to obtain your access code for the employee payroll application.

To request access to the Payroll system, please contact Budget & Finance Support. Their office is open from 8:00 a.m. to 5:00 p.m. weekdays. If you have any questions or concerns, please contact Budget & Finance Support.

Fabrications

Fabrications should be charged to a Business Purpose Type. If you are working on a sponsored project, please refer to the sponsored project guidelines. For non-sponsored projects, please refer to the sponsored project guidelines. You can also check your Financial Systems Guide for a list of Business Purpose Types.

Expense Report Attachments are Now Visible in Oracle!

If you are unsure of which request form to use when ordering goods or services, please refer to the associated Request Form Blink page. This page provides an overview of how employees with different tasks can utilize Concur.

Tips & Tricks

Note that this is not an introductory course. Participants should first complete the Business Purpose Type course before attending this course.

Procurement Card Live Training Course

Listen as the team goes over the best practices on reconciling your monthly card transactions. For more information, please refer to the Oracle Financials Cloud page on Blink. This page provides an overview of how employees with different tasks can utilize Concur.

Unsubscribe

If you no longer wish to receive these emails, you can unsubscribe by clicking the unsubscribe link at the bottom of any email. You can also update your email preferences by visiting our website and selecting the "Update Your Preferences" link.

Contact Us

We are available to assist you at all times. To contact us, please call our customer service line or visit our website for more information.

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Budget & Finance Weekly Digest

University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093

Each Tuesday important updates related to Budget & Finance, including Oracle Financials Cloud, are sent out in this new email newsletter. To learn more about the Weekly Digest, visit us online.

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Training & Support

Register for an Upcoming Webinar!

Fund Management Training

The Fund Management training series is designed to address common questions and issues related to sponsored projects. These sessions are open to all employees involved in sponsored projects, regardless of their role. The sessions will cover topics such as budget management, revenue recognition, and financial reporting. For more information, please refer to the webinar schedule on our website.

Overview of Oracle Procurement Request Forms

You can now purchase from Digi-Key Electronics, Fastenal, and Genesee Scientific using Punchouts in Oracle Procurement. Check out the KBA on Oracle Procurement Request Forms Blink page for instructions on how to do so.

System Rejections of Approved Requisitions

When a requisition is rejected, the system will provide the reason for the rejection. If you have any questions about a rejection, you can contact the requisition approval team.

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Fabrications were converted with the award IDC rate. Please check your Financial Systems Guide for a list of Business Purpose Types.

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