Budget & Finance Weekly Digest
March 15, 2021 - 11th Edition

Announcements

General

System Requests for Project Reimburse: Requests to pay for travel and event fees for system project reimbursement can be submitted via the Financial System Project Request tool. The PPD/Financial System Project Request tool can be accessed through the Oracle Financials page. If you have questions, please reach out to your Budget & Finance Support representative.

Fabrications

Fabrications should be charged to a CO. During revisions, some tasks for Fabrications are charged to Event or Project accounts. Please ensure that Fabrications are updated with the most current expenditures. When you add costs to Fabrications, please ensure that all cost data is not updated. If you inadvertently charge expenses to Fabrications, please ensure that all the transaction codes are updated. If you find yourself in this situation, please reach out to your Budget & Finance Support representative.

Expense Report/Travel

Expense Report/Travel is how you file for reimbursement. You can file for reimbursement through the world of Concur and Travel at UC San Diego. Knowledge Base Articles, and training as a means to help you navigate through the Concur and Travel at UC San Diego. It provides an overview of how employees with different tasks can utilize Concur. Additionally, it gives insight as to how to engage with our Blink pages, provides an overview of how employees with different tasks can utilize Concur.

Trainings & Support

Register for an Upcoming Webinar!

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial systems. We have a variety of trainings throughout the year, which are designed to address campus needs.

Tips & Tricks

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Fabrications will be discussed in the webinar on April 5th, sign up here: https://events.ucsd.edu/event/fab-matters-remote-2021-

If you are unsure of which request form to use when ordering goods or services or updating a project, you can visit the Knowledge Base Articles, which will provide an overview of how employees with different tasks can utilize Concur. Additionally, it gives insight as to how to engage with our Blink pages, provides an overview of how employees with different tasks can utilize Concur.

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In this edition, we will be discussing:

- Fabrications
- Oracle Procurement Request Forms
- Oracle Financials Cloud
- Tips & Tricks
- System Requests for Project Reimbursement
- Announcements

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Oracle Procurement Request Forms

Oracle Procurement Request Forms is designed to address campus needs. Our goal is to deliver timely information that matters to you.

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