**Budget & Finance Weekly Digest**

**March 30th, 2021 - 13th Edition**

---

**General**

**System Requisitions of Approved Requests**

Due to a recent system change in our Financial System, all requests for system requisitions of approved requests are now completed correctly. If you or your team has been working on system requisitions of approved requests, please have your team members review the resulting requisitions for correctness. If any errors are found, please reach out to Finance Support.

**Fabrications**

Fabrications should be charged to the CEO. During conversion, some tasks for Fabrications were not converted to the correct fund. Please ensure that you submit a Fabrication Requisition if you have any Fabrication tasks that need to be requested. Fabrication Requisitions can be submitted in Oracle Procurement. If you do not see the Fund Manager you need in the list of Fund Managers, please reach out to Finance Support to have that Fund Manager added to the list.

---

**Expenses**

**Expenses Report**

Are you still looking for those old Expense Reports? Don’t worry! They are now available on the Expense Reports page in Oracle Procurement. You can access them by selecting the report date range you want. Additionally, there is guidance on how to submit Business Purpose Type. Then add the Business Purpose Type, select the type of expense, and then select the specific expense type. For non-event expenses, you can submit an Events & Other Reimbursements Expense Report. For employee reimbursement, select your T&E Card, select the type of expense, and then select the specific expense type. However, if you inadvertently paid for the virtual conference registration out-of-pocket or with your Travel & Entertainment (T&E) Card, there is guidance on how to report this expense. 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.

**Travel & Expense**

If you are unsure of which request form to use when ordering goods or services through the University Procurement Card Program, you may refer to our Request Forms Blink page. This page is designed to address campus matters to you.

---

**Webinars**

**General Ledger**

Topics include understanding the General Ledger in OFC and purpose, journal workflow, commonly used GL reports, and more! You can sign up here: [General Ledger](#).

**Incoming & Outgoing Subawards**

Initiated Clinical Trials, Fabrications, and Reading your Award Balance. Sign up here: [Incoming & Outgoing Subawards](#).

**Fabrications**

Fabrications will be discussed in the webinar on April 5th, sign up here: [How to Handle a Fabrication of Inventorial Equipment](#).

---

**Contact Us**

If you have any questions about this edition, the best way to contact our Budget & Finance Support team is via Email. For more information on upcoming webinars, please visit our [eCourse](#).