Tip of the Week

How to Create a PO Change Order

A PO change order is used to change the purchase order number on a requisition or invoice that has already been processed. The preferred payment method for virtual conference registration is your Concur Travel & Expense. If you have Closed/Inactivated your Request, but the commitment has not lifted, you may need to rectify with Oracle PPM. To "lift" the commitment in Oracle PPM, select Cancel Request this request from your Active Requests view in Concur. The Procurement process allows you to update the General Ledger since it cannot be changed afterward. If there are other expenses claimed that relate to the G-28 Travel Policy (e.g. business/technical meeting), then you may submit an Events & Other Reimbursements Expense Report for approval from your worklist. You can also refer to our procedures for instructions on how to request this and other changes. KBA for instructions on how to request this and other changes.

Reimbursement for Virtual Conferences

For instance, you had paid for travel expenses for a conference that was originally set as in-person and changed to virtual. If the conference is conducted virtually, the expenses claimed should reflect this to ensure that the appropriate reimbursement rate is applied. If you find that your expense report is not being processed due to an insufficient conference address, please submit an Events & Other Reimbursements Expense Report for approval from your worklist. You can also refer to our procedures for instructions on how to request this and other changes. KBA for instructions on how to request this and other changes.

PO Change Orders

In an effort to protect production reports, as the Oracle BI team implements new features, the last month of development reports will be fully protected to support ongoing development efforts. This environment will no longer work. All report access will be made available via reports.ucsd.edu and the Production BI & Financial Reporting updates are being published with the regular monthly refresh from PROD to Development. This is the regular monthly refresh from PROD to Development. A new Security for Authors will be in place at the end of January to provide greater control over who can use the refresh and to limit development reports from prior to the refresh for authors developing on DEV4 environment.

Sponsored Projects Revenue Update

Oracle BI Catalog Migration Request

Authors with the help of the BI and Catalog Migration teams will begin moving all development reports to the Production environment starting January 12, 2021. This is the regular monthly refresh from PROD to Development. New Security for Authors will be in place at the end of January to provide greater control over who can use the refresh and to limit development reports from prior to the refresh for authors developing on DEV4 environment.

Sponsored Projects Converted Revenue Update

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