January 12, 2021 - 2nd Edition

**Tips & Tricks**

**Steps to Take in the Receivables module**

1. Navigate to Receivables > Click on Billing > Search for invoice
2. Search by check number. Example: To find check # 10104, enter

**Oracle Cost Transfers**

- Oracle Cost Transfer has a character limit of 1000 for the justification, and
- This limit may cause issues with transferring large amounts of data.

**New Punchout**

- The Punchout is now available in Oracle Procurement! From the
- Punchout, you can access product details and place orders for
- the HD Supply catalog.

**New Monthly Meeting Series**

- The January Hot Topic will be held on
- The meeting will feature a 15-minute Q&A at the end of each meeting.

**Oracle BI Team**

- The Oracle BI Team is in the process of transitioning report development work
- to DEV4* and implementing security standards throughout all Oracle reporting
- environments. The Oracle BI Report SDLC Implementation Timeline tracks
- the next Hot Topic meeting.

**Oracle Budget: Introduction to Entering Core and Non-Core Funded Budgets**

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**Oracle BI Authors**

- Oracle BI Authors should select
- the next Hot Topic meeting.

**Oracle BI Catalog Migration Request**

- The Oracle BI Catalog Migration Request
- is not available for purchase through HD Supply. Grainger and Fastenal
- are the two primary sources for related repair parts/materials. You may receive "Your approved catalog does not
- related repair parts/materials. You may receive "Your approved catalog does not
- sponsored projects. However, if the project is an IPPS contract or has been
- sponsored projects.

**New Mileage Rate**

- The new mileage rate is 16 cents a mile.

**Sponsored Projects Equity Allocations Adjustment**

- Each sponsored project should have
- sponsorship and submit your Mileage Expense Report after 2/1.

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