**Budget & Finance Weekly Digest**

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### Reimbursement for Virtual Conferences

If you have approved requisitions or invoices associated with virtual conference registration, you can approve them from your worklist. You can also approve requisitions or invoices via Outlook. You can always go directly into Oracle and refer to your email for more information on invoices and requisitions.

### Approving Requisitions and Invoices from a Non-UCPath email

If your Outlook is associated with an email ending in @eng.ucsd.edu, you may receive requisitions or invoices that you cannot approve directly in Outlook. Please use your UCPath email to approve these requisitions or invoices.

### Oracle Financials Cloud

The preferred payment method for virtual conference registration is your Procurement Card. You can also pay via wire transfer or bank draft.

### Tips & Tricks

- **Oracle Financials Cloud**: The preferred payment method for virtual conference registration is your Procurement Card. You can also pay via wire transfer or bank draft.
- **Sponsored Projects Converted Revenue Update**: Sponsored Projects revenue for awards with multiple organizations may have to be reallocated. You may be required to submit a Cost Transfer Requisition to ensure sponsored projects equity is managed properly.
- **Oracle Cost Transfers**: Sponsored projects equity needs to be fully allocated to the project segment in order for the revenue to be reallocated.
- **Oracle Cost Transfers**: If a supplier has communicated to you that your purchase order (PO) must be released before your PO number can be entered in the Oracle system, please complete the following steps to resolve the issue:
  1. Navigate to Receivables > Click on Billing > Search for invoice
  2. In the Receipt Number column, search for %10104% instead of 150.50
  3. Search by amount, but exclude trailing zeroes. Example: Search for 150.5
  4. If the transaction > Click on Incomplete> Click on Show More > Miscellaneous Description
  5. Navigate to Receivables > Click on Billing > Search for invoice
  6. In the Receipt Number column, search for %10104% instead of 150.50
  7. Search by amount, but exclude trailing zeroes. Example: Search for 150.5
  8. If the transaction > Click on Incomplete> Click on Show More > Miscellaneous Description

### January Hot Topic: New Security for Authors

This month's hot topic is New Security for Authors. Attendees will have the opportunity to participate in a series of short Budget eCourses on January by watching a series of short Budget eCourses on January. For more information on upcoming webinars and training, visit the UCSD Budget Preparers page for more details on issues impacting financial processes and reports.

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Please note that report development in support of API integrations using NiFi will no longer work. All report access will be made available via reports.ucsd.edu in the next Hot Topic meeting. In an effort to protect production reports, as the Oracle BI team implements new security standards, it is expected that bookmarks, favorites, and saved links may no longer work. All report access will be made available via reports.ucsd.edu in the next Hot Topic meeting.

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The HD Supply Punchout is primarily limited to appliances and appliance-related repair parts/materials. You may receive "Your approved catalog does not include…” indicating the shopping category is not available, or the specific item is not available for purchase through HD Supply. Grainger and Fastenal include “…in the Top Categories” indicating the shopping category is not available, or the specific item is not available for purchase through HD Supply.