Announcements
Oracle Financials Cloud
Begins Admin Catalog Updates
The Cloud Catalog for the Oracle Financials Cloud has been updated by Oracle Procurement and the time required to finalize this process will be less than 1 hour. You may see alerts in your email app that your Cloud Catalog is being updated. Click to review changes to the Cloud Catalog.

Getting Ready for Fiscal Close
We welcome new users to the Weekly Digest to help prepare you for Fiscal Close.

Cancel your Rejected Requisitions
When a user submits a requisition, a notification will be sent to the requisition's approver. The approver will have 7 business days to either confirm or deny the requisition. If the requisition is denied, the requisitioner will need to make changes before resubmitting it. If the requisition is confirmed, the requisitioner will receive an email notification.

Bill Student Billing
Departmental student accounts reconcile miscellaneous charges to be reflected on the student account balance and create credits on May 7.

Tips & Tricks
Oracle Financials Cloud
Revising and Canceling Purchase Orders
If you would like to cancel a PO, you must first go to the Requisition, and then go to the Approval tab. To cancel the PO, click the button labeled “Cancel.” To edit the requisition, click the button labeled “Edit.”

Travel Expense Report
Users and their delegates to reconcile Group Travel in Concur. Remember that only expenses incurred by the group leader should be claimed on the Group Travel Expense Report.

Submit Expense Reports
Before submitting expense reports, please refer to the appropriate module in Concur. Expense reports must be submitted by May 7.

Concur Expense Reports
Only expenses incurred by the group leader should be claimed on the Group Travel Expense Report. Remember that the supervisor should review the reports for approval.

Reimbursements
There will be a pause in June for the courses: Travel & Expense Live Training Classes and Travel: Submit Event and Expense Reimbursements. The team will be focused on fiscal close activities.

Vacation
Departments requiring student accounts receivable billing charges to be updated, please contact the Financials Cloud team via support.ucsd.edu. Additionally, there is a special office hour held on May 21, 2021, from 9:00-10:00 a.m., where we will answer questions related to the fiscal closing process.

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Contact us
Have questions about this edition? The best way to contact us is through our Support & Services.

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