Announcements

Oracle Financials Cloud

Subject: Admin Chatting Update

The Budget & Finance Support team has updated our Oracle Fins Cloud, and the value is here: the budgeting function is now available. If you have any trouble following that guidance, you may also ask for their help in searching in the Oracle Procurement catalog.

So click on our admin list for more information on the budgeting function and responsive actions by departmental End Users.

Getting Ready for Fiscal Close

We’ve added one new section to the Weekly Digest to help prepare you for Fiscal Close:

1. Cancel your Rejected Requisitions
   - When a requisition has been rejected and a card has been blocked, you will need to cancel it in your PPM ledger. The individual who submitted the requisition is responsible for cancelling it by going to the requisition that is pending to the requisition to Cancel the requisition to Complete the requisition’s cancelation.

2. Submit Your Concur Documents
   - Take a look at the Request and Expense reconciliation in Concur for any Line Item, and remember that the official name of SNOW? ServiceNow? Services & Support?

3. Travel Expense Report
   - Only expenses incurred by the group leader should be claimed on the Group Travel Expense Report. Remember that the team is via Office Hours Support.

4. Procurement Card Transactions
   - The individual who submitted the requisition can lift the commitment by going to the requisition to Cancel the requisition to Complete the requisition’s cancelation. Remember to call the budgeting function.

5. Concur Travel & Expense Live Training Classes
   - These courses will resume in the new fiscal year. Spots are still available for the May 25-27, 2021, training session. Please note that you can also search "Concur" in the UC Learning Center to browse through instructor-led Concur courses.

6. Office Hours Support
   - The team will be focused on fiscal close activities. Additionally, it is a special office hour on May 21, 2021, from 8:00-10:00 a.m., where we will answer questions related to the fiscal closing process.

7. Reimbursing Travel Reimbursements
   - The team will go over the process for reimbursing travel expenses. This is not an introductory course. Participants should first complete the associated instructor-led Concur courses. The course will include more in-depth explanations of changes to the University Procurement Card Program.

8. Submitting Group Travel Expense Reports
   - Remember that you can also search "Concur" in the UC Learning Center to browse through instructor-led Concur courses.

9. Taking a Look at the Request and Expense modules in Concur
   - Please note that you can also search "Concur" in the UC Learning Center to browse through instructor-led Concur courses.

10. Submit Your Concur Documents
    - The individual who submitted the requisition can lift the commitment by going to the requisition to Cancel the requisition to Complete the requisition’s cancelation. Remember to call the budgeting function.

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