Closing Legacy Purchase Orders

If you need to close any legacy (Marketplace) POs to lift their commitments, please first confirm all goods and services have been fully paid for on this PO, and no further invoices are expected. Then, you can submit a case via Services & Support (Buying Goods & Services – Oracle Procurement – Revising or Canceling an Order) with a list of POs and a confirmation of the latter statement. All POs submitted before the last week of the month will now be closed and have their commitments lifted in the following month.

Fiscal Year End Cutoff for Departmental Journal Entries

In case you missed it, instructions regarding the Fiscal Year End (FYE) cutoff for departmental journal entries were announced. View the full communication on the Fiscal Close Bulletin here. As a reminder, the last day for authorized users to submit journal entries for FY21-22 is this Friday, July 22.

Internal Controls Office Hours

Every Monday @ 11:00am - 12:00pm
Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Best Practices in Internal Controls Blink page.

Fund Management Office Hours

Every Thursday 11:00am - 12:00pm
This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to figure out the source of a GL-PPM discrepancy? Can’t figure out how to get direct repo set up? We have the answers. Let’s have a conversation and find a way to make it happen.

Oracle: Buying and Paying for PO Requisitioners

Thursday, July 21, 2022 9:00am - 11:00am
This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Please note the Introduction to Oracle Procurement & Payables eCourse is a required prerequisite for registration.

AP Invoice Holds Approval

Tuesday, July 26, 2022 1:00pm - 1:45pm
Join us for our next session of IPPS Hot Topics! Learn about the various ways to research and resolve an AP invoice hold approval in Oracle.

UC San Diego Travel: Before You Go

Thursday, July 28, 2022 9:00am - 11:00am
Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that travelers and preparers also attend the UC San Diego Travel: Reporting Expenses course before the trip concludes.

UC San Diego Travel: Reporting Expenses

Thursday, July 28, 2022 1:00pm - 3:00pm
This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including summarized guidelines and on-demand resources. Faculty and staff will learn about the Concur processes for claiming travel expenses on a Travel Expense Report.

Camp IPPS

August 15-19, 2022
Camp IPPS is back with 30 instructor-led zoom courses spanning hot topics in Oracle, Concur, Payables, Logistics, and more! Mix and match classes or attend them all in this immersive, camp-themed training week.

The training is “in tents”! Plan ahead. Register early to add classes and Camp IPPS events to your calendar.

Call the UC San Diego Finance Help Line.

(858) 246-0207
Tuesday - Thursday 10:00am - 2:00pm

To call our UC San Diego Help Desk at (858) 246-0207, please have available a working computer with internet access, and provide us with the following information:

- **Name:**
- **Email:**
- **Phone:**
- **IP (if available):**
- **Campus ID (if available):**
- **Transaction IDs and/or PO numbers:**
- **Nature of Support Request:**
- **Time of day and duration:**
- **PBI (if applicable):**
- **Account and/or location information:**
- **Problem/issue details:**
- **Any other relevant information:**

We are here to help you. Please be patient when reaching us, and we will do our best to resolve your issue.

TIPS & TRICKS

The Support Framework: How to Find What You’re Looking For

Learning how to locate support articles when you don’t know what you’re looking for can be challenging.

What can I do on my own?
- Research on your own
- Ask colleagues for help
- Search the knowledge base

Where can I get help?
- Call Finance HelpLine
- Visit the Budget & Finance website
- Reach out to UC San Diego IT Support

Please be patient when reaching us, and we will do our best to resolve your issue.
Who can help escalate?

How do I suggest enhancements?

Bookmark or download a copy for quick links to various resources available to you.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

Not sure where to find answers? Get started using our Support Framework.

Visit Our Website | Subscribe to our YouTube | Contact Us

UC San Diego