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 on 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.

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.

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.

Registration Now Open!

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

Call the UC San Diego Finance Help Line.

1-866-284-0237
Tuesday - Thursday: 7:00am - 11:00pm; Friday: 7:00am - 5:00pm

Get help from our UCSD Finance Help Desk by clicking the link below. Our knowledgeable agents are standing by to assist you and answer your questions.

Tips & Tricks

The Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

What can I do on my own?
Where can I get help?

The Support Framework provides an overview of UC San Diego budget and policy, in addition to training and resources. Faculty and staff will learn about the Concur processes for claiming travel expenses on a Travel Expense Report.

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

Have Finance-related questions?

Call the UC San Diego Finance Help Line.

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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.