
### Don't Use Special Characters in Requisitions

When shopping in Oracle Procurement, it is best to not use special characters including periods, commas, slashes, parentheses, or any symbols located above the numbers on your keyboard in requisitions. This will prevent the requisition from being rejected or cause errors in the requisition. For example, if you type “January” with an apostrophe, the system will reject the requisition because of the apostrophe. It is better to type “January” without the apostrophe.

When submitting requisitions, it is important to ensure that the requisition is complete and accurate. Using the wrong or inappropriate characters can result in errors or delays in the procurement process. The easiest way to avoid this is by avoiding the use of special characters in requisitions.

### Examples of Special Characters to Avoid

- Periods (.)
- Commas (,)
- Slashes (/)
- Parentheses (())
- Any symbols above the numbers on your keyboard

### Special Characters in POs

When creating purchase orders, it is also important to be mindful of special characters. Oracle Procurement allows for the use of some special characters in POs. For example, you can use periods in PO numbers, but you should not use commas, slashes, or parentheses.

### Exceptions Report Update

The Exceptions Panorama is now separated into Department Exceptions Panorama and Central Exceptions. This change will help improve the accuracy and efficiency of the report.

### New Report Release

**New Report Release:** UCSP Budgeting Accountability Report

This report provides new information on how departments and units are tracking their budgeting accountability. It includes details on budget variances, spending trends, and other key metrics for easy analysis.

### Additional Information

For sponsored projects, UCSP Accountants will use a specific set of budget categories to track project expenses. These categories are designed to ensure that project expenses are accurately recorded and aligned with the project's objectives. If you have any questions about budgeting accountability or the UCSP Budgeting Accountability Report, please contact the UCSP Accountants office.

### Fiscal Year Close Preparations

For more information on Fiscal Year Close Preparations, please refer to the BI & Financial Reporting section on our website.

### Other Announcements

- **Office Depot Name Change:** ODP Business Solutions LLC
  - Office Depot will officially change its name to ODP Business Solutions LLC. The Office Depot punchout will be updated to reflect the name change shortly after launch. The update will not change the functionality of the punchout or impact in-progress orders.
  - Use the punchout search engine rather than the Oracle search bar when shopping for Office Depot.

- **New Report Release:** Intercampus Transactions Blink Page
  - The following reports have been added to the Intercampus Transactions Blink Page:
    - PPM Budget Version History
    - Incorrect PPM Budget Resources
    - Detailed Project Summary Report Blink
    - UCSP Budgeting Accountability Report

- **Office Budget Changes:** PFPB Budget Changes
  - The Office Budget Changes report has been updated to include new information on budget changes.

- **Interlocation Transfer of Funds (ILTF) to other UC's**
  - Interlocation Transfer of Funds (ILTF) to other UC's must be submitted by May 31, 2022.

- **Fiscal Year 2022 Report Release:**
  - To support Fiscal Year 2022, the following reports have been added to the BI & Financial Reporting section:
    - UCSP Budgeting Accountability Report
    - Intercampus Transactions Blink Page
    - PPM Budget Version History
    - Incorrect PPM Budget Resources

- **Campus Budget Office Updates**
  - The Campus Budget Office has made some updates to the Budget and Planning Community. For more information, please refer to the BI & Financial Reporting section on our website.

- **Tips & Tricks**
  - **How to Create a Capital or General Project PPM Budget KBA**
    - This KBA provides a step-by-step guide on how to create a capital or general project PPM budget.
  - **How to Manage the PPM Budget**
    - Learn how to manage and update the PPM budget to ensure accurate tracking of project expenditures.
  - **How to Use the PPM Budget KBA**
    - Explore the PPM Budget KBA to gain insights on budgeting best practices and potential issues.

- **Oracle Planning and Budget Tool (EPBCS)**
  - The Oracle Planning and Budget Tool will be in administrator-only mode on April 26, 2022. This will allow for planned downtime and maintenance of the tool.