Budget & Finance Notification



August 24, 2021

New Feature - Oracle Approval Notification Reminders

Good morning,

To ensure that requests are reviewed and approved in a timely manner, approval notification reminders will be sent every 5 business days. The approval reminders have the same look and feel as the original notification and will be sent to all Financial Unit Approvers who can act (Approve/Reject) on the pending requests.

Approvers can Approve or Reject either the original notification or a subsequent reminder notification. Like current approval notifications, the reminder notifications will appear in Oracle via the Worklist bell icon and will be sent to the approver's email inbox.

Oracle Approval Notification Reminders will be available in the Worklist bell icon and sent to the approver's email inbox starting Wednesday, September 1.

Commonly Asked Questions

Q: Why do we need reminder notifications?
A: We strive to support the University by adopting efficient processes, which includes the prompt review of pending requests. All Oracle approvers should be accessing their Worklist frequently to review Requisitions, Invoices, Journals, Project Budgets, Cost Transfers and more. Per the FIS Guiding Principles, UC San Diego will maximize system's "controls" capabilities and

leverage the system to stress discipline and accountability in sound financial management of UC San Diego resources, including timely response to transaction approvals.

Q: What happens if I don't respond to transaction approval requests?
A: Acting promptly on requests will help the end-to-end processes run more efficiently (e.g., P2P life cycle) and will help mitigate current month end closing issues (e.g., unable to close the General Ledger due to pending Journals)

Q: Who receives Oracle approval notification reminders?
A: Users who currently receive "FYI" notifications will not receive reminder notifications.

Q: Do I need to Approve/Reject all notifications?
A: The request only needs to be acted upon once, regardless of how many reminders are received.

Thank you for your support!

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