October 12, 2021 | 41st Edition

The first workflow approval level after a document is submitted. One Financial Unit Approval is required on every Concur document and generally, if you have WalkMe installed, a popup will now appear when you open the bell request form.

Implemented to issue a warning when these supplier sites are chosen in "Do Not Use". These supplier sites are typical and expected for punchout and reviewing the supplier site on a Purchase Order, you may see one labeled as "When selecting a supplier site in Oracle Procurement request forms or ...

This course provides an overview of UC San Diego travel policy and the Expenses course before your trip takes place. Faculty and staff who travel or book business travel can further their commitment. Instruction will involve an overview of the life cycles of different documents as well as a quiz to reinforce concepts. This course is intended for fiscal administrators, fund managers and financial managers who would like to learn about the workflow and commitments in Oracle Procurement & Payables.

Oracle: Buying and Paying for PO Requisitioners

This week, we will continue that conversation to go over any pending questions and the following topics:

- Introduction to Oracle Procurement & Payables eCourse
- Introduction to Oracle Procurement & Payables eCourse: PPM Manage Project Costs Filter by Accounting Period
- Introduction to Oracle Procurement & Payables eCourse: PPM Manage Project Costs Performance
- Introduction to Oracle Procurement & Payables eCourse: Revenue Accounting Corrections
- Oracle Financials Cloud Bug Fixes
- UC San Diego Travel: Reporting Expenses
- UC's documentation to be submitted to the PCI QSA/Auditor before the start of the Annual PCI Validation Cycle
- Summer Salary is a special category that requires an earn code with a special designation: "Summer Salary" (See screenshot below. An “X” means non-billable, and a check mark means billable. How do I know if my cost is billable or not?)

To request a Billable status change, submit a Services & Support case or email: servicesandsupport@ucsd.edu. Include the following information:

1. Transaction number(s) that you would like changed
2. Reason for status change request (i.e. to be able to transfer for cost reimbursement)
3. Additional comments or information

The new workflow will be implemented as of Monday, 10/11/2021. Submitted by a campus end user will be automatically rejected by the system. Billable to Non-billable or vice versa get "stuck" in the Cost Transfer workflow. New Workflow: Cost Transfer Billable Status Change Autoreject

Oracle: Buying and Paying for PO Requisitioners

For some users, viewing request attachments in a new window in Chrome causes the browser to crash. The team is working closely with SAP Concur to address these issues. The Financial Operations Accounts Receivable team has a ticket open with Oracle to address the issue of some invoices not being sent out to the correct address. Currently, we are awaiting assistance from Oracle to identify all affected invoices and their associated reconciliations. Additionally, the team is responsible for campus cash operations, merchant services, PCI compliance, and drawdown of funds from letters of credit accounts.

Revenue Accounting Corrections

The team is working with Oracle to address accounting issues stemming from letters of credit accounts.

What Do I Do If...?