This action will automatically link the Request and Expense Report as well as the Labor Ledger DOPE.

If you have WalkMe installed, a popup will now appear when you open the bell request forms.

Oracle Procurement Supplier Sites Labeled "Do Not Use"

These supplier sites are typical and expected for punchout and catalog suppliers, but should not be selected in request forms. If selected in a request form, a note will appear indicating "Do Not Use".

If you encounter any issues or have questions, please contact the UC San Diego Financial Operations Service Desk at service.desk@ucsd.edu.

Academics-Full Benefits); not our campus-specific groups.

The Incorrect CBR Rate Has Been Applied?

If a CBR rate is incorrect, please contact the Accounts Payable team at accounts payable@ucsd.edu.

PPM Strategic Design Team

The Financial Operations Accounts Receivable team has a ticket open with Oracle to resolve the issue.

Equipment Asset Management Team

The Financial Operations division represents the Accounts Receivable, Cash Management, and Accounts Payable teams as part of the broader Business and Financial Services organization.

PPM Autoreject Billable Status Changes on Cost Adjustments

A: Why can't I change the Billable status?

Q: Why is this new autoreject rule being implemented?

B: How do I request Billable status changes?

To prevent Cost Transfers from getting "stuck" in workflow without the ability to approve or release.

Why can't I change the Billable status?

Cost Transfers to and from Billable status can be changed by the Financial Unit Approver. However, if a Cost Transfer is currently limited to Central Offices who will ensure that the Billable status changes are appropriate and allowable.

Why is this new autoreject rule being implemented?

This is to prevent Cost Transfers from getting "stuck" in workflow without the ability to approve or release.

How do I request Billable status changes?

To request Billable status changes, please follow these steps:

1. Navigate to Requests in Concur at the top of the page.
2. Open the Request and click the blue Create Expense Report button.
3. Then: a. Select the Billable status for the Cost Transfer.
   b. Save the changes.

What are the current status options?

The current status options are Billable, Non-billable, and "Stuck in Workflow.""Stuck in Workflow" is a defect. No corrective actions are required at this time.

How is this change affecting the process?

This change affects the process by requiring Financial Unit Approvers to complete a manual process to release Cost Transfers from "Stuck in Workflow" status.

What is the purpose of the manual process?

The purpose of the manual process is to notify the approver that the Cost Transfer has been released and is now available for approval.

How long will this process take?

This process should take approximately 1-2 business days.

If you have any questions or concerns, please contact the Service Desk at service.desk@ucsd.edu.

Each Tuesday, the Weekly Digest provides important updates related to the Business and Financial Services organization, including Oracle Financials Cloud and Concur Travel & Expense.

This course is especially valuable for employees who want to learn more about travel processes for reporting travel expenses and how to submit a Travel Expense Reconciliation Procedure, including summarized guidelines, resources, and training.

This course is intended for users who want to further their understanding of buying on campus.

This course includes hands-on instruction on the use of Oracle Procurement & Payables, including the use of Concur Requests and Attachments.

We encourage all employees to review the step-by-step guide and take the quiz to reinforce concepts.

This course is especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Additional courses are available through the Learning Hub, including the following:

- "Introduction to Oracle Procurement & Payables eCourse"
- "Oracle Procurement & Payables Workflow and Commitments"