Payee Type

<table>
<thead>
<tr>
<th>Supplier Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/E Supplier</td>
<td>Employee, Student, T/E Supplier.</td>
</tr>
<tr>
<td>Payee Type</td>
<td>When the User pays with their Travel &amp; Entertainment (T&amp;E) Card, select Employee. If the host paid out of pocket and/or with their Travel &amp; Entertainment (T&amp;E) Card, select Employee. If the individual to be reimbursed/paid is a non-employee student, then select Student. If the event supplier, select T/E Supplier.</td>
</tr>
</tbody>
</table>

**Important Note:**
- If this expense report is a prepayment, or direct payment to an event supplier, select T/E Supplier.
- If the host paid out of pocket and/or with their Travel & Entertainment (T&E) Card, select Employee.
- If the individual to be reimbursed/paid is a non-employee student, then select Student.
- If the event supplier, select T/E Supplier.

**Correction Deadline:**
You can submit your corrections by 5/21. Look for an update including additional guidance in next week's digest!

**Tasks to Projects, Project Personnel Update**
- A new Subaward or PO number is issued yearly by the sponsor. The subaward or PO number for UC San Diego is 4001. Once on the report, go to the PO Outstanding Commitments tab. Run Report in Oracle Financials Cloud to view the PO Outstanding Commitments. You may query by several fields - including project, task, and financial unit - to filter the POs. You can view POs which are still committed on your ledger by going to the Disbursements tab and selecting the milestone you would like to view.

**Lift PO Commitments in Oracle Procurement**
- You may lift PO commitments on your PPM ledger. You can lift them by手工 and entering the unique PO number in the search bar or query by several fields - including project, task, and financial unit - to filter the POs. You can view POs which are still committed on your ledger by going to the Disbursements tab and selecting the milestone you would like to view.

**Oracle Financials Cloud**
- If you are noticing PO commitments on your PPM ledger, you may lift them by手工. If the PO has not been invoiced, you may reduce the PO to what has been invoiced via a change order. This may occur if the PO has been partially invoiced. If the PO has been partially invoiced, you may cancel the PO via a change order. If the PO has been partially invoiced, you may lift any outstanding commitments. If the PO has been partially invoiced, you may lift any outstanding commitments.

**Expense Report**
- In order to mitigate payroll expenses hitting the department default project, on May 24th, the University Prepaid Airfare Office will begin triggering corrective actions by department fund managers.

**New Set Up Process for Flow Through Awards**
- New set up process for flow through award payments. The flow through award payment program is a mechanism for tracking external, award-specific projects. Please note all external, award-specific projects have financial implications. The accounting team has created a quick reference for the payee type associated with each project specific to the four types of project funds. This list was curated specifically to support financial review and corrective actions by department fund managers.