Employee Reimbursement Tips & Tricks

A new Subaward or PO number is issued yearly by the sponsor when a new fiscal year begins. You will need to submit the Subaward or PO number to the appropriate department for acknowledging and proper approval. If the Subaward or PO number is not submitted, the purchase may be closed out in Oracle purchased goods and services. In addition, the University should not be liable for any future expenses if this process is not followed. To submit the new Subaward or PO number, please visit the Budget & Finance CoP.

Invoices

Issuing an invoice can be very simple when you know what you’re doing. Invoices are typically sent via email or mail to the vendor. Invoices must be in PDF format and cannot be opened/printed in Word. It is important to use a specific payment format so that the checks can be properly paid to the vendor. Invoices that are not in the payment format are not paid. Invoices must contain the following information:

- Vendor name
- Invoice number
- Date
- Description of goods/services
- Payment terms
- Total amount
- Tax amount (if applicable)
- Payment address

If the invoice is not submitted correctly, the vendor will not be paid. It is important to submit the invoice in a timely manner to ensure prompt payment.

 Oracle Process: PO Approval

The PO Approval process is used to approve the purchase of goods or services. The PO approval process is initiated by the requester and is then reviewed by the approver. If the PO approval is approved, the purchase is then sent to the vendor for payment. If the PO approval is rejected, the requester must return the purchase to the approver for a new review.

Oracle Process: Payment Approval

The Payment Approval process is used to approve the payment of a purchase. The payment approval process is initiated by the requester and is then reviewed by the approver. If the payment approval is approved, the payment is then sent to the vendor for payment. If the payment approval is rejected, the requester must return the payment to the approver for a new review.

Getting Ready for Fiscal Close

Budget & Finance Machines for University of California San Diego employees.

Tips & Tricks

Training & Support

In order to mitigate payroll expenses hitting the department default project, on the change order, write "VOID" across the front of each item. If you are noticing PO commitments on your PPM ledger, you may lift them by submitting a case via Services & Support to ask the POs be closed. If the PO has been partially invoiced, you may cancel the PO via a change order. If the PO has not been invoiced, you may reduce the PO to what has been invoiced via a change order. This process is outlined in our "Getting Ready for Fiscal Close" guide available at the following link: [Getting Ready for Fiscal Close](https://budgetandfinance.ucsd.edu/getting-ready-for-fiscal-close)