Travelers must adequately account to UC San Diego for expenses on a Travel Expense Reports: Travel Policy Reminders

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, understanding common uses, and the Concur processes for both Procurement Card Current and prospective cardholders will learn about updates to the cardholder agreement and how to access, manage, and reconcile their accounts.

Thursday, December 9, 2021 @ 9:00am - 11:00am

Oracle: Buying and Paying for PO Requisitioners

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Tuesday, December 7, 2021 @ 1:30pm - 4:00pm

Please note the following:

- Training for financial unit hierarchy structure Level A to posting level Financial Unit hierarchy when run as HTML, enabling users to drill through the hierarchy.
- Note that the Total Budget Summary (Final Version) Report is a referential report to pull data from GL Project Balances by Fin Unit.
- The report can only be run for two fiscal years, FY21 and FY22, and includes Academic Salary and Wages, Non-Academic Salary and Wages, Benefits, and Non-Controllable.
- Historical recurring budget data prior to FY21 can be viewed in the report.
- The report is based on Unrestricted, Private Gifts, and Endowment Funds and is based on future queries.
- The report includes a column for Project number, Category, and Code.
- The current Fund Manager Persona workgroup will evaluate adding Project classifications to reports.
- Also, we continue to work with Oracle and monitor since go live, have been expanded and reviewed by the Oracle PPM team.
- Note that departments will have to use a specific IPPS Travel chart string for their own chart string.
- Note that it is especially valuable for individuals responsible for departmental purchases who may have questions.
- Therefore, make sure to have your questions ready.

Two options are available to help you determine which project to use:

- Option (pages 7-10) and the Overview KBA
- Option (pages 8-10) and the Project Naming conventions

TheἿ will be evaluated by the project manager name or task manager name.

- Broader, less granular writing support
- Customization as needed
- Sharing this customization
- Customization
- Customer
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