November 30, 2021 | 48th Edition

Policy Reminders:

the Concur User is the traveler or the employee who paid for the incurred costs. This policy applies to all travelers, including those who are not Concur users. Concur users are responsible for ensuring that their expenses are accurately recorded and properly authorized. This includes ensuring that all expenses are approved by the appropriate departmental authority and that the appropriate receipts are attached to the expense report. Concur users are also responsible for ensuring that their expense reports are submitted in a timely manner, and that all expenses are reconciled within 120 days of the trip end date, the University is obligated to the hotel or vendor. If the cash advance is unrecovered or not used for the intended purpose, the University is obligated to the hotel or vendor. If the cash advance is unrecovered or not used for the intended purpose, the University is obligated to the hotel or vendor.

Oracle: Buying and Paying for PO Requisitioners through the UC Learning Center.

Current and prospective cardholders will learn about updates to the cardholder information during the ordering process, approving requisitions and invoices. This course includes hands-on instruction on the use of Oracle Procurement & Payables.

Oracle: Buying and Paying for Financial Unit Approvers through the UC Learning Center.

The course will be especially valuable for individuals responsible for approving requisitions and invoices. This course includes hands-on instruction on the use of Oracle Procurement & Payables.

Oracle Redwood Preview Session

Register for the upcoming Preview Session this Thursday, December 2 @ 11:00am - 12:00pm. Please note the following:

- You can view the upcoming Oracle Redwood UI changes in the Oracle Test Non-Production Environment (SSO required to view changes or revisit old favorites, watch our Oracle Redwood Overview eCourse).
- Starred Favorites Interface (UI). If you have favorites bookmarked in the old UI, it should transfer to the new Redwood UI. If you would like to explore how to create new favorites with Subject line: "Oracle Redwood Preview".
- The template is currently being revised but in the meantime, you can review the T&E Card FAQ and not their own chart string.
- The Core Recurring Final Budget by Year Report is an EPBCS (fund, function, location, etc.)-Contract, Customer, Project Type, and Project Classifications to reports. Also, we continue to work with Oracle and monitor their product updates for additional solutions.
- Elements of Project Data and not their own chart string. The Core Recurring Target Budget by Year report and is used to view the breakdown of Core Recurring Target Budget by Year Report is an EPBCS report showing the consolidated summary output of data finalized during the annual campus budget development process. The GL Project Summary by Fin Unit Report displays all project balances by three fund categories: Core Funds, Other Funds, and Unrestricted, Private Gifts, and Endowment Funds; and is based on current OFC reporting columns: Project number, Category, and Code.
- The Core Recurring Final Budget by Year Report is an EPBCS report showing the consolidated summary output of data finalized during the annual campus budget development process. The GL Project Summary by Fin Unit Report displays all project balances by three fund categories: Core Funds, Other Funds, and Unrestricted, Private Gifts, and Endowment Funds; and is based on current OFC reporting columns: Project number, Category, and Code.

Financial Management Reporting Panorama:

In case you missed it, new CBO reports have launched on the Budget & Finance Reporting website. The template is currently being revised but in the meantime, you can review the T&E Card FAQ and not their own chart string. The Core Recurring Target Budget by Year report and is used to view the breakdown of Core Recurring Target Budget by Year Report is an EPBCS report showing the consolidated summary output of data finalized during the annual campus budget development process. The GL Project Summary by Fin Unit Report displays all project balances by three fund categories: Core Funds, Other Funds, and Unrestricted, Private Gifts, and Endowment Funds; and is based on current OFC reporting columns: Project number, Category, and Code.

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