Announcements

Revenue Request: Graduate Student Stipends and Fees Corrections
We urgently need your feedback by August 5 for FY2021 stipend and fee payments. PIs and financial managers are expected to see these changes in their Oracle financial and/or Concur; changes to charges may be uploaded by graduate department/payee coordinator by August 5. Click here to get started.

Oracle Procurement: Budget & Finance and Financial Solutions
Tuesday, August 10 & Thursday, August 12, 2021 @ 8:30am - 9:15am
This training webinar consists of a 30-minute presentation followed by a Q&A session. Each session provides an overview of a new feature in Oracle Procurement that is now available to UCSD. Shoppers must select the "Financial Solutions" tab to select their fund before accessing a financial environment. Register for the training webinar here.

Oracle: Budgeting & Forecasting w/ Oracle Cloud Financials
Thursday, August 12, 2021 @ 9:30am - 10:30am
This webinar focuses on an in-depth exploration of Oracle processes related to forecasting, budgeting, and business expense reimbursement. Interactive questions, knowledge, and hands-on review sessions will ensure attendees walk away with a solid understanding of the budget solution. The webinar will focus on key features such as Budgets, both the program and common uses, and the Concur processes for both Procurement Card and Non-PO Requisitions. Click here to access the webinar.

Concur: Event and Expense Reimbursements
Tuesday, August 10, 2021 @ 9:00am - 11:00am
This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Interactive questions, knowledge, and hands-on review sessions will ensure attendees walk away with a solid understanding of the budget solution. The webinar will focus on key features such as Budgets, both the program and common uses, and the Concur processes for both Procurement Card and Non-PO Requisitions. Click here to access the webinar.

Tips & Tracks

Superior Appraiser
Department heads are the spearhead of finding the appropriate Superior Appraiser to the employee. As an employee, you will receive a letter notifying you of your new Superior Appraiser. Information can be found in the UC Procurement Policies Guide. Using a Superior Appraiser, employees can continue to view requisition and approval information within a department, in order to prevent any over purchasing or disputes with Requests and Expense Requests. Please consult with your department head or UC Procurement.

Update - KB0032695: How to Request a Concur Approver Role
Please consult within your department before using this feature. Departments have the option of adding the appropriate Concur Approver to a Supervisor Approver in Concur. Information regarding Oracle and Concur Role Requests and instructions on how to request access for authorized individuals to review and approve expenses and documents in Concur. Please consult within your department before using this feature.

Oracle Procurement: Buying and Paying for PO Requisitioners
Thursday, August 5, 2021 @ 9:00am - 11:00am
This course includes hands-on instruction on the use of Oracle Procurement & Payables. You can now search your expenditure types by description! Need help finding which account number to use? Enhancements include the updated Expenditure Type Lookup report with a new description search. Search by description is now available to order items in our new environment. Click here to access the webinar.

Oracle Procurement: Buying Research and Inventorial Equipment
Tuesday, August 10, 2021 @ 1:30pm - 4:00pm
This training webinar includes a 30-minute presentation followed by a Q&A session. Each session provides an overview of a new feature in Oracle Procurement that is now available to UCSD. Shoppers must select the "Financial Solutions" tab to select their fund before accessing a financial environment. Register for the training webinar here.

Oracle: Payables and Concur Approvals Overview
Wednesday, August 11, 2021 @ 9:30am - 11:00am
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About the Weekly Digest
Each Tuesday, we update our database with the latest information. To be sure you receive the latest information, please add us to your address book. If you have any comments or suggestions for topics you would like to see in future editions, please let us know.

Have questions about this edition? Contact Us!