Announcements

Arbor Request: Graduate Student Stipends and Fees Corrections
We urgently need your help in identifying and correcting errors for FY21 stipend and fee payments. PIs and financial managers are expected to see these changes over the next few days or in a future email. If you notice any discrepancies you must submit a brief correction note to be submitted by graduate department/faculty coordinator by August 9. 

Ask, Don't Assume.

Click here for more information regarding existing instructions, handling financial discrepancies and reporting guidelines as advertised by arboretum/faculty manager.

Oracle Procurement: Budget Research and Invoicing Entrypoint
Tuesday, August 10 & Thursday, August 12 @ 9:00am - 11:00am

This training webinar provides a 30-minute presentation followed by a CAQ (questions and answers) session. Participants will receive an overview of a new feature in Oracle Procurement that is now available to Shoppers. This new feature enables the shopper to invoice an order that is linked to a requisition. This webinar will be a brief overview to get you started. 

Oracle: Buying and Paying for PO Requisitioners
Thursday, August 5, 2021 @ 9:00am - 11:00am

This course includes a hands-on recap of requisitioning and includes best practices to ensure the requisition process is error-free. This is an introduction course and it will prepare you for the next course in the requisitioner series: Oracle: Buying Research and Inventorial Equipment.

Oracle: Equipment Purchase and Payables
Tuesday, August 10 & Thursday, August 12, 2021 @ 8:30am - 9:15am

Participants will get an overview of the purchase and procuring an order process. Session provides an overview of a new feature in Oracle Procurement that is now available to Shoppers. Shoppers must select the "Inventorial Equipment" check box for each line item that is defined as inventorial equipment. 

Oracle: Buying Research and Inventorial Equipment
Tuesday, August 10, 2021 @ 1:30pm - 4:00pm

This training webinar consists of a 30-minute presentation followed by a CAQ (questions and answers) session. Participants will receive an overview of a new feature in Oracle Procurement that is now available to Shoppers. This new feature enables the shopper to invoice an order that is linked to a requisition. This webinar will be a brief overview to get you started.

Tips & Tricks

Supervisor Approvers
Department head the ability to add the appropriate Supervisor Approver to the expense approval process. A Supervisor Approver is a user in your department with any of their internal departmental policies. Before assigning Supervisor Approver, you must review the requirements in Oracle and read the Concur Approvals Overview. The best way to contact our team is via email. 

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About the Weekly Digest

Each Tuesday important updates related to Budget & Finance, including Oracle Financials and Cloud and Concur Travel & Expense, are shared with the campus community.

By signing up for the Weekly Digest, you’ll receive timely information that matters to you.

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