Announcements

Ankur Request: Graduate Student Stipends and Fees Correction

We urge you to check your account for any pending balances due for FY2021 stipend and fee payments. PIs and financial managers are expected to see these charges on their Banner Finances menu and to approve any changes based on guidance provided by graduate departmental coordinators by August 13. Check for details here.

Click to view the updated KBA regarding Oracle and Concur Role Requests and approvals. This is a required prerequisite for all requesters.

Oracle Procurement: Budget Research and Invoicing Equipment
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. It provides an overview of a new feature in Oracle Procurement called the "Inventorial Equipment." This feature is now available to Shoppers. Shoppers must select the "Inventorial Equipment" option when selecting inventorial equipment as a line item in a requisition. This course will include an explanation of why this feature is needed and how it will help streamline financial processes.

Oracle: 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. It offers the Expenditure Type Lookup report with a new description search. You can now search your expenditure types by description! Need help finding which account number to use? This webinar offers the Expenditure Type Lookup report with a new description search. Simply type in the words you want to search for (e.g., "equipment"), click apply, and voila! Happy reporting!

Oracle: Buying Research and Inventorial Equipment
Tuesday, August 10, 2021 @ 1:30pm - 4:00pm
This webinar provides an overview of the new feature in Oracle Procurement called "Inventorial Equipment." This feature is now available to Shoppers. Shoppers must select the "Inventorial Equipment" option when selecting inventorial equipment as a line item in a requisition. This course will include an explanation of why this feature is needed and how it will help streamline financial processes.

Oracle: Approver's Role in the Budgetary Process
Tuesday, August 10, 2021 @ 9:00am - 11:00am
This course includes 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. The best way to contact our team is via email at services@ucsd.edu or phone at (858) 534-6200.

Contact Us!

For more information or questions about any of the training webinars, please contact the Financial Affairs' Finance Support Department at finrep@ucsd.edu or (858) 534-6061.

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