Announcements

Arvok Requisition: Graduate Student Stipends and Fees Corrections
We urge our research fund managers to use FY2021 stipend and fee payments. PIs and financial managers are expected to see these changes show on reports and correct charges if need be. This information is only to be submitted by graduate department/program coordinators by August 13. Stop by the UC Learning Center.

Click here for more information on corrections, pending financial processing and reports. This is the best way to contact our team is via email.

Oracle Procurement: Budget & Finance Environmental Improvement

August 10 & 12, 2021 @ 8:30am - 9:15am

This training webinar consists of a 30-minute presentation followed by a Q&A session. This webinar provides an overview of a new feature in Oracle Procurement known as "Equipment," which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner.

Note that this is not an introductory course. Participants should first request and transaction reconciliation.

Supervisor Approver
Department is pleased to bring back the Supervisor Approver. In order to prevent any confusion or delays with Requests and Expense Reports, please consult within your department before using this feature. Information regarding Oracle and Concur Role Requests and Rejections is available through the UC Learning Center.

Approval requirements for Supervisor Approver have been updated KBA 0310811. Please consult within your department before using this feature.

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 focuses on topics such as shopping for and purchasing goods and services, searching across UC and Campus requisitions and POs, and closing POs. It also includes a demonstration of a purchase order processing non-PO payment, and resolving stock issues.

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Please note the following enhancement Alert - Search by Description:

You can now search your expenditure types by description! Need help finding which account number to use? Simply type in the words you want to search for (note: this is not case sensitive) and hit enter. You will now be redirected to your desired expenditure type.

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