Announcements

Arbor Request: Graduate Student Stipends and Fees Corrections
We urgently need your feedback on the following survey by August 12 at 5pm PT sidedip and her payment. PIs for financial managers are expected to see these changes and pass them along to all students on their list. Arbor managers have been authorized by graduate department/program coordinators by August 13.

Click to visit for detailed information on pending financial corrections and corrective actions by departmental manager.

Oracle Procurement: Budget Research and Invoicing Support
August 9, 2021 | 31st Edition
This training webinar provides an afternoon introduction to the concepts of Oracle Procurement & Payables. Instructors will explain how items such as shopping lists and purchasing cards are used, reviewing UC San Diego's procurement policies and why policies are important. This webinar provides an opportunity to review and practice using Oracle Procurement & Payables. Note that this is an introductory course.

Oracle Procurement: Approver Status Overview
August 10, 2021 | 8:15am - 9:15am
This webinar provides an overview of approver status and its uses for all processes. It is a great opportunity to learn about the role of an approver in Oracle Procurement & Payables. Note that this is an introductory course.

Mindful Monday: Use the Power of Your Presence
August 9, 2021 | 12:00pm - 12:30pm
This webinar provides an introduction to Jodi Leger’s book, “The Power of Your Presence.” Join us to learn about the importance of presence and how you can use it to make a positive impact in your daily life.

Oracle: Buying and Paying for PO Requisitioners
August 10, 2021 | 9:00am - 11:00am
This course includes hands-on instruction on the use of Oracle Procurement & Payables. Participants will learn how to requisition, create purchase orders, and manage purchase order changes in Oracle. Information will be shared on the UC Davis DSH Project Information Lookup and UCSD-DSH Project Information Lookup. This training webinar consists of a 30-minute presentation followed by a Q&A session.

Oracle: Buying Research and Inventorial Equipment
August 10 & 12, 2021 | 8:30am - 9:15am
This training webinar provides an overview of a new feature in Oracle Procurement & Payables that is now available to shoppers. Participants will learn about the Exploratory Type Lookup report and its new description search function.

Enhancement Alert - Search by Description
You can now search your expenditure types by description! For example, if you need to find all the purchases related to a specific expense type, you can simply type in the words you want to search for (e.g., "office supplies") and click apply. Happy reporting!

Refund Request Process for Stipend and Fee Payments
Stipend and fee payments. PIs and financial managers are expecting to see these changes and pass them along to all students on their list. Arbor managers have been authorized by graduate department/program coordinators by August 13.

Click to visit for detailed information on pending financial corrections and corrective actions by departmental manager.

About the Weekly Digest
Each Tuesday, important updates related to Budget & Finance, including Oracle Financials, Oracle Procurement & Payables, and Cloud and Concur Travel & Expense, are delivered to your inbox. Our goal is to deliver timely information that matters to you.

Tips & Tricks
Supervisor Approvers

Department’s have the option of adding a Supervisor Approver to the expenditure type lookup report, which will allow users to compare an expense type’s code with any of their internal departmental policies. Before assigning Supervisor Approver permissions, a Supervisor must go to the associated eCourse in the UC Learning Center.

To access the current edition of the digest, which showcases a consolidated view of UC San Diego’s institutional offices, and related topics, please visit the full article here.

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Click to access the Event Calendar, which offers the Expenditure Type Lookup report with a new description search. Note that this is a great opportunity to use this new feature for any fee or stipend payments.

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