Announcements

Arbor Requestor: Graduate Student Stipends and Fees Corrections
We urge you to review your Federal Robertson account (used for F1/F221 stipend and fee payments). Pit and financial managers are expected to see these changes in the P&F transaction vault and to clear those accounts by the start of the semester. Please review your account details quickly and contact your advisor or your department's fiscal manager to review any changes.

Tips & Tracks

"Tips & Tracks" shares tips and tricks to simplify your interactions with the Banner, Oracle, and Concur systems. This newsletter will cover the latest updates, maintenance announcements, and training resources to help you optimize your experience with our financial systems. This newsletter targets all who work with financial processes and resource management.

Supplier Approvers
Department heads are able to add the appropriate Supplier Approver to the employees' Oracle Purchasing Profile as a way of fulfilling any of their internal departmental policies. Before assigning Supplier Approvers in Concur, please review your department’s internal policies regarding Supplier Approvers and notify your fund manager.

View all articles on the Supplier Approvers page.

Enhancement Alert - Search by Description
You can now search your expenditure types by description to find an item to better understand or request approval. Simply type in the words you want to search for (e.g., "food"), click apply, and voila! Happy reporting!

Updated - KB0032695: How to Request a Concur Approver Role
Please consult internal/department policies. Before assigning Supervisor Approver in Concur, please consult within your department before using this feature.

Integrated Transactions
Departments have the option of adding the appropriate Supervisor Approver to their departments' purchase order (PO) rejection and purchase requisition processing. The Supervisor Approver can be found in the associated eCourse on Banner and Concur.

View all articles on the Concur Approvals Overview page.

Action Required: Graduate Student Stipends and Fees Correction
We urgently need your help to correct the fund sources used for FY2021 stipend and fee payments. PIs and financial managers are expected to see these changes in the P&F transaction vault and to clear those accounts by the start of the semester. Please review your account details quickly and contact your advisor or your department's fiscal manager to review any changes.

Oracle Procurement: Budget Research and Invoicing Support
Tuesday, August 10, 2021 @ 10:00am - 11:00am
This training webinar will cover how to conduct a 24-hour per day search of the Banner, Oracle, and Concur systems. Join us to learn about the budget research and invoicing support in Banner and Concur, including how to use the Expenditure Type Lookup and the Cost/Accounting Tag Lookup.

View all articles on the Budget & Finance Support page.

Oracle: Buying and Paying for PO Requisitioners
Thursday, August 5, 2021 @ 9:00am - 11:00am
This course includes an on-demand review of Oracle matches invoice values to purchase order values and places an invoice on hold or advances the invoice to approval workflow or payment based on Oracle matches invoice values to purchase order values and places an invoice on hold or advances the invoice to approval workflow or payment based on

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Oracle Procurement: Buying Research and Inventorial Equipment
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Oracle: Equipment Registration and Reconciliation
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UCSD-DSH Project Information Lookup
Friday, August 6, 2021 @ 10:00am - 11:00am
This course includes a presentation on the DSH Project, which showcases a consolidated list of known transitional issues impacting financial processes and resource management.

View all articles on the UCSD-DSH Project Information Lookup page.

University Procurement Card Program
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Finance & Reporting

Budget & Finance Daily Digest
Each Tuesday, important updates related to Banner and Concur are delivered to your inbox. Our goal is to deliver timely information that matters to you.

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