August 3, 2021 | 31st Edition

University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093
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Announcements

Arbor Request: Graduate Student Stipends and Fees Correction
Ourarbor is requesting that the graduate stipends be updated from $9,000 to $9,250 for FY2021 and her pay rate. PIs and financial managers are expected to see these changes this week. In order to make these changes local-level payroll is authorized by graduate department/program coordinators by August 13.
Click for more.

Oracle Procurement: Budget Research and Inverted Equipment
Tuesday August 10 & Thursday August 12, 2021 @ 9:00am - 11:00am
This webinar will discuss the inverted equipment with an emphasis on the UC Davis system and its impacts. You’ll learn how to prepare for the inventory and understand the difference between the equipment purchased as a software and purchased as a service. The participants have the option to ask questions directly to the facilitator.

Oracle Procurement: Budget Approvals Overview
Tuesday August 3, 2021 @ 4:30pm - 5:30pm
This class provides an overview of Budget & Finance Support, which is responsible for promoting training, tools, and communications to take full advantage of the financial system and support departments’ success in managing their fiscal responsibilities.

Tips & Tricks

Superior Approver
Department's have the option of adding the appropriate Superior Approver to the expenditure type if they are working on one of their internal departmental policies. Before assigning Superior Approver in Concur, please review your local departmental policies. The Superior Approver is used in order to prevent any over or under spending with Requests and Expense Reports. Please contact your department before adding the feature.

Updated: 9/23/2020: Yearly Request a Concur Approver Role Review the Request a Concur Approver Role instructions on the Budget & Finance Services training page. Use the Superior Approver in order to prevent any over or under spending with Requests and Expense Reports. Please contact your department before adding the feature.

Oracle Procurement: 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. Participants will learn how to set up and use transaction reconciliation.

Oracle Procurement: Buying Research and Inventorial Equipment
Tuesday, August 10, 2021 @ 8:30am - 9:15am
This training webinar consists of a 30-minute presentation followed by a Q&A session. The instructor will cover a quick tutorial on purchasing goods and services, including search UI, Oracle Financials, and UC policies. The course is designed for purchase officers and those who are interested in learning more about the procurement process.

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Enhancement Alert - Search by Description
You can now search your expenditure types by description! Need help finding what account number to use? You can now search your expenditure types by description! Need help finding which expenditure type to use for the transaction? You can now search your expenditure types by description! Need help finding which account number to use? You can now search your expenditure types by description!

Oracle Procurement: Equipment
Tuesday, August 10 & Thursday, August 12, 2021 @ 8:30am - 9:15am
This training webinar 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? You can now search your expenditure types by description!

About the Weekly Digest

Each Tuesday important updates related to Budget & Finance, including Oracle Financials and Cloud and Concur Travel & Expense, are highlighted for the week. This digest is designed to provide you with timely information that matters to you.

Urgent: FY2021 Stipend Correction
We urgently need your help to correct the fund sources used for FY2021 stipend and fee payments. PIs and financial managers are expecting to see these changes this week. In order to make these changes local-level payroll is authorized by graduate department/program coordinators by August 13.
Click for more.

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