**Announcements**

**Research Administration Training**

Last week, two new presentations were added to the Research Administration Training page for more information about the Fundamentals onboarding series. To register for the Fundamentals onboarding series, please click on the links or subscribe to the Research Administration Training mailing list. For questions or support, please email ra-training@ucsd.edu.

**Student Financial Information System (SFIS) Training**

Four new reports have been added to the New Exception Reports Launched on the SFIS Training page. To view the reports, please log in to the SFIS Training page.

**Oracle Procurement**

Multi-Edit Requisition Lines in Oracle Procurement

If you have more than one line in your shopping cart, you can edit billing and shipping from the Shopping Cart or Requisition in Oracle Procurement KBA. To submit the requisition in Oracle Procurement, please click on the Requisition in Oracle Procurement KBA.

**Concur**

Shopping Cart or Requisition in Oracle Procurement

If someone else needs to edit the requisition in Oracle Procurement, please click on the Shopping Cart or Requisition in Oracle Procurement KBA.

**Finance**

Tips:

- When checking out in Oracle Procurement, a new validation has been added to the requisition process, which will check up to fifteen lines of the requisition and ensure, if a cost transfer is needed to change the DUNS ID of a vendor, that the project is referenced in the chart string. This validation will check up to fifteen lines of the requisition and ensure, if a cost transfer is needed to change the DUNS ID of a vendor, that the project is referenced in the chart string.

**Getting Ready for Fiscal Close**

Many reports have been posted to the Fiscal Close page, including the Monthly Reporting Requirements Report, the Monthly Self-Check Report, and the Monthly GL Journal Entry Report.

**Fiskal Close**

- (EOD) VC offices last day to submit exception GL Journal Entry
- (EOD) Department’s last day to submit GL Journal Entry
- (EOD) VC offices last day to submit exception GL Journal Entry
- (EOD) Department’s last day to submit GL Journal Entry

**Final Edition**

- (EOD) VC offices last day to submit exception GL Journal Entry
- (EOD) Department’s last day to submit GL Journal Entry

Please be aware that user roles and access need to be reviewed by supervisor or changes job responsibilities. To support the review and deprovisioning process, we have developed some resources available to you: