Budget & Finance Weekly Digest

Information System and Support Departments' Success in Managing Fiscal Responsibilities

Business Travel

With the recent changes to Law AB 1887, we would like to remind everyone that the law prohibits state-funded travel to specific states. This law specifically applies to state-funded travel for individuals occupying public office or position and includes any person who is reimbursed for travel expenses under state statute. If you are uncertain whether your funds are affected, please refer to the ABC’s of Travel: A quick guide to understanding your state travel consistency requirements. Please use your best judgment when planning state-funded travel. This includes determining whether any of your travel is affected by state-funded travel restrictions.

Oracle Procurement

Shopping Cart or Requisition in Oracle Procurement

When submitting the requisition in Oracle Procurement, if someone else needs to edit or change orders and cancellations can only be processed by the individual who submitted the requisition in Oracle Procurement. If you have more than one line in your shopping cart, you can edit billing and shipping information for each line individually. If you are unsure of how to do so, please review our KBA Guide on how to manage your shopping cart in Oracle Procurement.

Four new reports have been added to the Exception GL Journal Entry.

Concur Travel & Expense

The RA Training Fundamentals series is designed for new faculty, staff, and research administrators who have been at UC San Diego for less than one year. We will guide staff through this program and recommended systems training.

Get Ready for Fiscal Close

Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-2021 is posted to Blink page. Refer back to the Blink page at regular intervals for updates. Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-2021 is posted to Blink page. Refer back to the Blink page at regular intervals for updates.

All information is also populated. If you do not have WalkMe downloaded already, please visit the WalkMe Blink page for instructions on how to have your new Procurement Access enabled. Please review the Oracle and Concur Role Removal form for more information on access removal.

How to Manage Oracle Access for Employees that will be Leaving or Change Their Role

Please be aware that user roles and access need to be reviewed by your HR and Research Administration Office. Your HR office will be able to review your PSU (Primary Sponsorship Unit) and determine what access you need to have. Your PSU will also be able to review the system access and determine if you have access to any other systems. After you have determined if you need access to any other systems, your PSU will fill out the Oracle and Concur Access Monitoring and Deprovisioning form.

How to Find Your GL Payment Template

Please visit our Blink page for instructions on how to have your new Procurement Access enabled. Please review the Oracle and Concur Role Removal form for more information on access removal.

Oracle and Concur Role Removal form

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