Budget & Finance Weekly Digest

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- Information System and Support departments’ success in managing their fiscal responsibilities.

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial system.

How to Claim Per Diem for Travel in Concur

Note that this is not an introductory course. Participants should first complete the Foundations of Concur course.

This course will cover the following topics:

- How to request and transaction reconciliation.
- How to create a new travel itinerary.
- How to reconcile the Report Header and select “No” if you do not need to create a travel allowance/itinerary.

From Jan-May 2021, the credits due from UCPath Direct Retros transferring to the Oracle Financials Cloud may not reflect the receipt of a partial or full payment. To ensure the Financials system is up-to-date, please take the following steps:

1. Verify with labs if goods and services have been received.
2. Reconsider requests on closing projects that need to be expensed.
3. Lifting commitments is a focus. Below are tips to expedite processing:
   - Commitments on closing projects that need to be expensed should be resolved before the end of the fiscal year, but commitments that will not be expensed do not need to be lifted.
   - If lifting commitments is a focus, below are tips to expedite processing:
     - Close/Inactivate Travel/Event Requests
     - Cancel Requisitions
     - Reconsider requests on closing projects that need to be expensed.

Tasks to Projects, Project Personnel Update, and Funding Entry Combos

•      Verify with labs if goods and services have been received
•      Reconsider requests on closing projects that need to be expensed
•      Lifting commitments is a focus. Below are tips to expedite processing:
   - Close/Inactivate Travel/Event Requests
   - Cancel Requisitions
   - Reconsider requests on closing projects that need to be expensed

Oracle Cost Transfer Required

This course has recently been updated according to campus feedback to reflect new content, include new exercises, and focus on the most key Oracle Procurement & Payables concepts. This course will be especially valuable for department fund managers.

Thursday, June 03, 2021 @ 9:00am - 11:00am

Oracle: Buying and Paying for Financial Unit

IPPS has developed a new on-demand eCourse as a follow-up to the live Workflow and Commitments in Oracle Procurement & Payables eCourse. This new course will guide employees who want to learn more about the lifecycle of their POs and invoices within Oracle Procurement & Payables. It will cover topics such as creating a new requisition, requesting and transaction reconciliation, matching invoices, and reconciling with the Report Header.

More information can be found on the following link:

https://bah.ucsd.edu/