**Tips & Tricks**

- **Oracle Financial Reporting: New or Enhancement Requests**
  - The following report enhancements will be implemented in production on February 8th:
  - **Projects & Awards Panorama** dashboard, offering a full look at project financials and designed to support the planning, tracking, and execution of projects.

  **Watch as the Oracle BI team demonstrates the new Project Panorama dashboard**:
  - The webinar is scheduled for February 9th at 1:30 pm. For registration details, visit our [event page](#).

- **BI & Financial Reporting**
  - Information in Oracle Procurement and Concur.
  - Miss the Hot Topics: POET in Oracle Procurement and Concur session?
  - The next iteration of the webinar will be held on February 22nd. Register for an Upcoming Webinar!

- **How to Process Mileage-Only Reimbursements**
  - For form fields with the search functionality, we were able to change the default search filter from Search by Text to Search by Code. In direct response to user feedback, we increased the search value from 1,000 to 2,000. Now you can search for your chart string values by number and not by step by step instructions (KBA).

- **Related resources:**
  - [Click to view all](#)
  - [Oracle Procurement and Concur](#)

  **As of 2/1**:
  - **2021 mileage rates**. For those who incurred mileage expenses in 2021, you should be using the **2021** mileage rate. The **default** rate for 2021 is 63 cents a mile. The **relocation** rate is 16 cents a mile.

- **Sample Report**
  - To request access to SPARCM, use request. For all other SPARCM matters to you.

- **Budget & Finance**
  - For anything that requires an Accounting Period, choose by Fiscal Year instead of choosing one of the default columns.
  - Changing the name format for PIs to be “Last Name, First Name” so that columns.

- **PPM Monthly Project Costs Tab**
  - Option to group project and task columns.
  - The headers have been locked to allow scrolling of the data only.

- **Payables Best Practices to Minimize Cost Transfers**
  - In the last digest edition, we announced that the Report Key is no longer visible in the Report Key column.
  - We have updated the report key as of 2/1.

  **In the last digest edition**:
  - We announced that the Report Key is no longer visible in the Report Key column. A new KBA has been created to assist you in submitting your Request or Expense Report for processes such as Travel, Events, Procurement Card, and other Payment Products.

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