### Training & Support

**Contract and Invoice Creation Training**

Join Integrated Procure-to-Pay Solutions for its next session of Hot Topics to learn how to best prepare your transactions to get paid. This training is designed for those who prepare and approve invoices.

**Topics Covered:**
- Preparing invoices for submission
- Approving invoices
- Understanding invoice statuses
- Addressing common errors

**Intended for:** Financial managers, accountants, and others involved in the invoice approval process.

**Returning Soon**

**Hot Topics: Fiscal Close**

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel reimbursement and corporate travel policies.

**Intended for:** Travelers, travel arrangers, delegates, preparers (Concur Delegates) and approvers.

### Event Calendar

**Oracle Scheduled Maintenance 04/07/2023**

Oracle production environment will be down for maintenance on this date. Refer to the Event Calendar for more details.

**Chart Of Accounts (COA) Update**

A new cross validation rule has been added that salary accounts (50000A) should not be used with function code 780. This is to ensure adherence to financial policies. Contact Oracle Support for any issues.

**Invoice Submission Status**

The category filter on the Aging report is currently not working; this is a known issue we are working to resolve. The severity has been issued to Oracle to escalate this.

**Project Portfolio Management Generate Invoices Job**

The PPM Generate Invoices job is experiencing a bug and failing to create “draft” invoices. A Service Request of the highest severity has been submitted to Oracle to escalate this issue.

### Awards & Recognition

**Research Administrators (RA), Fund Managers, Business Officers, Departmental Business Officers (DBO)**

The Financial Information System (FIS) Baseline to Baseline Event - Volunteers Wanted! This event is an opportunity for new Financial Officers & Business Officers to learn about FIS and other financial processes. The event will be held on April 10th, 2023.

**Fund Management Office Hours**

Watch recorded office hours and more on our YouTube channel. Join the Q&A session every Thursday.

### Tips & Tricks

**Aging Report**

- Use the Aging report to view open invoices and outstanding payments. This is essential for ensuring that all invoices are processed in a timely manner.

**Invoice Submission**

- Ensure that the invoice submission process is complete and accurate. This includes providing all required documentation and ensuring that the invoice is properly approved.

**Advanced Topics**

- For employees who are familiar with the basics of financial management, the university offers advanced topics such as forecasting and budgeting.

### Oracle Maintenance

**Oracle Financials Cloud**

- Stay up to date with Oracle Financials Cloud updates and maintenance schedules.

**Concur: Event Expenses & Other Reimbursements**

- The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expenses. This course is designed for employees who host meetings and events.

**Oracle: Hot Topics**

- Each Tuesday, the Weekly Digest provides important updates related to Business Intelligence (BI) and Financial Reporting. Our goal is to deliver timely information that matters to you.