Announcements

Budget & Finance Weekly Digest

MITCHELL'S WEEKLY DIGEST

Weekly how-to issue is now available! Our MITCHELL'S WEEKLY DIGEST is now online! In this week's digest, you will find:

- A New Advanced Search in Oracle Procurement
- PPM Multiple Services
- PPM Billing Features Launched on 10/03/22!

We encourage you to share this information with your teams, colleagues, and those who may be interested in participating in our advanced search.

How do I get help?

Where can I download a copy?

Events & Webinars

New Advanced Search in Oracle Procurement

Oracle's new advanced search feature now allows those with limited or no access to the Oracle Procurement Search functionality in Oracle Procurement to search for contracts and agreements using specific criteria. This feature can be accessed by selecting "All others" from the dropdown list at the top of the screen. It search will be limited to the areas for which the user has access. You can also sign up to the "Get Help Escalation" group to help escalate issues.

PPM Multiple Services

PPM Multiple Services will be available on October 17.

Deadline for Submitting Taxable Travel/Move/Relocation Expense Reports

Due to payroll and taxation deadlines, Expense Reports for employee moves, or trips including taxable expenses that are submitted after the deadline will be processed for payment in the following week.

Training & Support

Oracle: Buying and Paying for PO Requisitioners

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsibilities. This course is for individuals responsible for approving requisitions and invoices on behalf of their financial unit.

Thursday, October 6, 2022

1:00am - 12:00pm

Oracle: Buying and Paying for Financial Unit Approvers

This course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business travel. This course will be especially valuable for individuals responsible for meeting reimbursement. This course is for departmental purchases who want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments or Oracle Procurement & Payables for this purpose are encouraged to attend this class.

Thursday, October 13, 2022

9:00am - 11:00am

Concur: Event Expenses & Other Reimbursements

This course is for departmental purchases who want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments or Oracle Procurement & Payables for this purpose are encouraged to attend this class.

Thursday, October 13, 2022

9:00am - 11:00am

PPM Contract and Invoice Training

This course will provide instruction on contract, event, and invoice creation and processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for those responsibilities. This course is for individuals responsible for approving requisitions and invoices on behalf of their financial unit.

Tuesday, October 11, 2022

10:00am - 11:00am

PPM Multiple Services

PPM Multiple Services will be available on October 17.

Join our Virtual Webinar Series

Every Thursday

Register for next week's comprehensive training course providing instruction on contract, event, and invoice creation and processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for those responsibilities. This course is for individuals responsible for approving requisitions and invoices on behalf of their financial unit.

Thursday, October 13, 2022

9:00am - 11:00am

As part of our ongoing commitment to training and support, we encourage you to attend our weekly training seminars. Each week, we will dedicate time to training on a specific dashboard or report. The workshop format will include a brief overview, an interactive report demo, discussion of what questions the report can answer, opportunities to ask questions and walk through the training report.

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Upcoming Travel Webinars

New PPM Billing features have been launched in PPM starting on Monday, October 3:

- PPM Multiple Services

We encourage you to share this information with your teams, colleagues, and those who may be interested in participating in our advanced search.

Thursday, October 27

1:00am - 12:00pm

Oracle Procurement Training

This course will include a demo as well as Q&A. This session will include a demo as well as Q&A.

Thursday, October 27

1:00am - 12:00pm

TIP & TRACKS

UC San Diego Budget & Finance YouTube channel

Have Finance-related questions? Call the UC San Diego Finance Help Line.

949 249 9227 | Monday - Thursday | 8am - 5pm | Friday | 8am - 12pm