**Oracle Financials Cloud**

**Tips & Tricks**

**New Hot Topic: High Quality Financial Reporting**

In this training session held across two days, we will discuss the future of UCSD financial reporting. From the start of the session, we will introduce you to a world of data at your fingertips.

During the first 90 minute session of the series, we will explore the new Project Descriptive Flex Field (DDFF) tool. The DDFF is designed to help you understand how your current financials are structured and how we can help you improve upon them.

**How to Default a Deliver-to Location in Your Profile**

If you have a deliver-to location that you use frequently (e.g. home office, personal address), you can set it as your default address in your profile. Here’s how:

1. Click into your profile from the dropdown menu on the top right of the screen.
2. Click into General Information in the list.
3. Click into Default Address.
4. Select the address you wish to set as your default.

**Update on Payables Ledger Discrepancies**

As reported at the end of last year, there were discrepancies discovered between some Payables charges posting in the General Ledger versus PPM. The transactions that were impacted involved invoices that had new line items brought over into PPM.

These new lines are evidence of a breakdown in the invoice approval process. As a result, IPPS has brought in an Oracle expert to look into this issue.

**How to View Available Form Field Options**

When filling out a form, Concur users/delegates will notice a list of available options in each respective drop-down menu.

Connected fields are indicated by circled numbers appearing by the field name (e.g. Task). This is helpful for Concur users/delegates when entering in the form.

**How to Edit and Delete Concur Requests and Expense Reports**

When a specific field option is selected (e.g. Project number), the system will populate the POET information in the Billing section. Refer to the list of POET information in the General Ledger on your account.

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**New CDC Travel Requirement during COVID-19**

Starting on January 26th, a new CDC order requires all U.S.-bound passengers flying into the country to present a negative COVID-19 test result upon arrival.

**Concur Travel & Expense**

**How to Resolve POETAF/COA Failed Validation Errors in Concur**

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**IPPS has corrected the root cause of the error, brought over into PPM.**

**Oracle PPM**

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