Getting Ready for Fiscal Close

Announcements

You can now request to view your high-risk financial transactions in Oracle Financials. This functionality is a limited release for users who are enrolled in the Beta. For more information, please visit our announcement page or contact the Oracle Financials Support Team.


We are excited to announce the launch of the Budget & Finance Fiscal Close Bulletin, a limited-edition newsletter issued daily to our university community. This newsletter will provide timely updates on fiscal close, including important dates, key tasks, and resources. You can subscribe to receive this newsletter by clicking on the link in the email notification.

To find out how to use this new feature in Concur, visit our help center and review the instructions provided.

Travel Booking Management team.

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as budgeting, project management, and financial reporting.

High-risk Ledger Review:

- High-risk expenditure types on sponsored projects
- Misposted cost sharing
- BudgetROLE

For questions on the guidance or the checklist, please consider attending one of our upcoming training sessions. These sessions will cover the new changes to the budget process and provide hands-on experience with the updated guidelines.

Meetings:

- May 10, 2022: High-Risk Ledger Review Meeting
- May 12, 2022: Budget & Finance Office Hours
- May 17, 2022: Oracle Procurement & Payables Training

Fiscal Close Bulletin:

Timely updates will be posted on the Budget & Finance Weekly Digest. You can also subscribe to our newsletter to receive updates directly to your inbox.

For questions about this process enhancement, please contact the Procurement Card Team via email or phone. We are here to assist you with any concerns you may have.

Tips & Tricks

- How to Use the Missing Receipt Feature

The Procurement Card team is changing the way Missing Receipt Requests are processed. As of May 11, submitting a request will no longer be required. Instead, the cardholder will complete a Missing Receipt Declaration. This declaration will help verify the absence of a receipt.

- How to Use the Missing Receipt Declaration

The Missing Receipt Declaration is only available for expenses where the red receipt icon shows. To use this feature, the cardholder/delegate will click on the icon and a new pop up window will open. The cardholder will then fill out the Missing Receipt Declaration, which includes information such as the date of the transaction and the reason for the missing receipt.

- How to Find the Missing Receipt Declaration

The red receipt icon will look like this: ![Red Receipt Icon]. The pop up window will allow you to select the expenses that require a receipt. The Missing Receipt Declaration is only available for these expenses.

- How to Submit a Missing Receipt Declaration

Once the transaction has been added to an expense report, transactions that require a receipt will have a red receipt icon. The cardholder/delegate will click on the icon and a new pop up window will open. The cardholder will then fill out the Missing Receipt Declaration, which includes information such as the date of the transaction and the reason for the missing receipt.

- How to Submit a Missing Receipt Declaration for a New Expense Report

If you are creating a new expense report, the cardholder will need to complete the Missing Receipt Declaration for any transactions that require a receipt. The cardholder will then submit the expense report as usual.

- How to Submit a Missing Receipt Declaration for an Existing Expense Report

If you are modifying an existing expense report, the cardholder will need to complete the Missing Receipt Declaration for any transactions that require a receipt. The cardholder will then resubmit the expense report.

- How to Submit a Missing Receipt Declaration for a Reimbursed Expense

If you are reimbursing an expense, the cardholder will need to complete the Missing Receipt Declaration for any transactions that require a receipt. The cardholder will then resubmit the reimbursement.
Our goal is to deliver timely information that matters to you. Not sure where to find answers? Get started using our Support Framework.