Oracle: Advanced Concepts in Buying and Paying

Training for PO Requisitioners and FinUnit Approvers

Presented by Ashlyn Bernal
All Participants Muted
Use ‘Chat’ if experiencing technical difficulties or for instructor led Q&A

Login to Oracle
Oracle Training Environment
Click SSO to sign in, then use AD

Mandatory Course Workbooks
Access your Qualtrics Quiz

Course Exercises
Perform them yourselves or watch our recordings

Take 3 minutes to login to the training environment and access your course workbook
Several breaks within the course
Cameras can be on or off
All questions will be answered
Oracle access to follow along

Refrain from multitasking
Do what will keep you focused
Be inquisitive and don’t hold back
Stay on task and don’t go rogue!
Introduction

Objectives

1. Know how the old systems map to the new system
2. Learn essential terminology relating to Oracle Procurement
3. Be able to complete a simple PO and NonPO transaction in Oracle Procurement
4. Understand the process flow from buying to paying in Oracle Procurement
<table>
<thead>
<tr>
<th>We will cover...</th>
<th>We won’t cover...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buying Goods and Services</td>
<td>Sourcing Goods and Services</td>
</tr>
<tr>
<td>Requisition Approval Status</td>
<td>Registering New Payees</td>
</tr>
<tr>
<td>Invoice Approval Status</td>
<td>Reporting Capabilities</td>
</tr>
<tr>
<td>Cancelling and Revising POs</td>
<td></td>
</tr>
<tr>
<td>Paying for Goods and services</td>
<td></td>
</tr>
</tbody>
</table>
1. **Purchase Orders (Oracle Procurement)**
   Primary ordering method

2. **Non-PO Invoices (Services and Support)**
   Guest speakers, honorarium, performers

3. **Concur**
   Travel and employee reimbursement
<table>
<thead>
<tr>
<th>Old Term</th>
<th>New Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketplace</td>
<td>Oracle Procurement</td>
</tr>
<tr>
<td>Index</td>
<td>Charge Account (COA)</td>
</tr>
<tr>
<td>Ship-to Address</td>
<td>Deliver-to Address</td>
</tr>
<tr>
<td>Department Shopper/Buyer</td>
<td>PO Requisitioner</td>
</tr>
<tr>
<td>Department/BU Approver</td>
<td>Financial Unit Approver</td>
</tr>
</tbody>
</table>
Introduction
What You Should Know

PO Requisitioner

- $500, $2500, or $5000 purchasing authority
- Can purchase below their limit without approval
- Limit applies across all financial units

Financial Unit Approver

- No more levels of approval authority
- Responsible for all transactions in Oracle and Concur
- Can only approve for their financial unit
Introduction

What You Should Know

**Edit Profile**
Edit your COA and deliver-to address before shopping. Otherwise, you will need to edit each individual line.

**Purchasing Categories**
Approval routing will be driven off of purchasing categories, so it’s important to select the right ones.

**Streamlined Catalog**
Agreement suppliers have listed only the items campus should be purchasing from them.

**PO and Requisition Numbers**
All purchase orders will now be 10 digits long and begin with PUR. Requisitions will be 10 digits long and begin with REQ.

**Don’t Use the Back Button**
This will take you to the Oracle homepage. Instead, click Done to return to your previous screen.

**Invoice Numbers**
All invoice numbers will now be listed as the supplier’s invoice number – no more internal numbers!
Introduction
Purchasing Code of Ethics

1. Look for the best value for your dollar
2. Demand honesty in sales representation
3. Foster fair, ethical, and legal business practices
4. Give fair and equal consideration to all competitive suppliers
5. Be mindful of UC San Diego’s Mission & Principles of Community
6. Decline personal gifts and favors
7. Conduct business with suppliers ethically
### Shopping and Checkout

<table>
<thead>
<tr>
<th>Source Items</th>
<th>Payee Setup</th>
<th>Purchase Goods/Services</th>
<th>Receive Goods/Services</th>
<th>Pay for Goods/Services</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify potential suppliers</td>
<td>Payee registration</td>
<td>Campus requisition review</td>
<td>Receive goods/services</td>
<td>Submit invoice</td>
<td>Oracle Procurement reporting and analytics</td>
</tr>
<tr>
<td>Obtain documentation</td>
<td>Payee review/setup</td>
<td>Check requisition approval status</td>
<td>Revise/cancel purchase order</td>
<td>Internal invoice review</td>
<td>Request wire transfer</td>
</tr>
<tr>
<td>Compare costs and select supplier</td>
<td>Update payee information</td>
<td>Buyer requisition review</td>
<td>Return goods</td>
<td>Manual invoice processing</td>
<td>Process wire transfer</td>
</tr>
<tr>
<td>Competitive bids</td>
<td></td>
<td>Send purchase order to supplier</td>
<td></td>
<td>Cancel invoice or payment</td>
<td>Tax reporting (sales/use and withholdings)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View payment status</td>
<td>Quarterly and annual tax filings</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Issue payment to payee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Close purchase order</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Receive credits</td>
<td></td>
</tr>
</tbody>
</table>
• Set a default COA and deliver-to address
• Add other COAs for quick use later
• Do this before adding anything to the shopping cart!
Shopping and Checkout
Oracle Procurement Homepage Guide

Shopping Cart

• Review the current contents of the shopping cart
• Remove items from the shopping cart
• Begin the checkout process
Quickly add recently ordered items to the shopping cart
Forms here will be pre-populated with information from previous purchases
Manage Requisitions

- View all previously submitted requisitions sorted by recency
- Perform searches across all UC San Diego orders
- View approval status and PO numbers
Click the orange arrow to add it to your shopping list.

Click the grey arrow to access lists.

Create lists of catalog items such as favorites.
• Start here for everyday goods purchases
• Browse streamlined search results from our agreement suppliers
Add % to randomize search terms
Punchouts

- Contain suppliers’ full catalogs as opposed to streamlined search results
- Search goods and services provided by our agreement suppliers with special UC pricing across various commodities
Shopping and Checkout
Oracle Procurement Homepage Guide: Purchasing Methods

Request Forms

Enter Requisition Line

- Use to add freight charges to your order
- Use when goods are the primary purchase, and...
  - Purchase is < $10,000
  - The order will be fulfilled with a single shipment
Shopping and Checkout

Oracle Procurement Homepage Guide: Purchasing Methods

Requisitions

Shop by Category

Search

Request Forms

Services with Hourly Rate

Use for orders in which services are the primary purchase and the PO should close when a quantity has been fulfilled

E.g. 6 hours of plumbing work with associated repair parts
Use for all orders in which services are the primary purchase and the PO should close when an amount has been fulfilled.

E.g. independent contractor work not to exceed $20,000.
Use when goods are the primary purchase, and...

- Purchase is ≥ $10,000
- The order will be fulfilled with a single shipment

E.g. Equipment purchase with associated assembly services
Shopping and Checkout
Oracle Procurement Homepage Guide: Purchasing Methods

Request Forms
Goods – Multiple Shipments

Use when goods are the primary purchase, and...
• The order will be fulfilled over a period of time via multiple shipments
  E.g. Recurring delivery of dry ice
Quick Tip

A Source Selection and Price Reasonableness (SSPR) form is required for all orders ≥ $10,000 with federal funds, and ≥ $100,000 with non-federal funds.

A COA is identified as federally funded if the COA segment `fund type` matches any of these values.

Values:
- 20000
- 20400
- 20700
Shopping and Checkout
Forms: Standard Fields

• These fields are at the beginning of each form
• Use the Line Type or Request Type drop down to toggle between forms
  • Request Type can toggle between goods and services forms
  • Line Type can toggle between Goods and Freight Enter Requisition Lines
• **These fields are at the beginning of each form**
• Select the supplier site if it doesn’t automatically populate
  • If there is a site with FORM in the title, then select that site
  • Otherwise, expand the search to determine which site is appropriate
**Shopping and Checkout**

**Forms: Enter Requisition Line**

- **Delivery**
  - **Requester**: Bernal, Ashlyn
  - **Requested Delivery Date**: 4/22/20
  - **UN Number**
  - **Hazard Class**

- **Payment**
  - **View**, **Format**, **Freeze**, **Detach**, **Wrap**

**Project Costing Details**

- **Project Number**, **Task Number**, **Expenditure Item Date**, **Expenditure Type**, **Expenditure Organization**, **Contract Number**, **Funding Source**

**Default COA**

- If you would like to use the COA defaulted in your profile, you DO NOT need to populate the COA field.
- If you enter a requisition line without a COA, the system will default your COA during checkout.

- **Disclose EVRD**
- **Edit the COA and distribution fields**
- **Edit the deliver-to location**
• All information should be provided by the supplier via a quote or statement of work.
• The fields and required fields differ between each form.
• All fields with an * are required, please provide all available information.
Shopping and Checkout
Checking Out: Header Fields

Edit Requisition: REQ0001645

<table>
<thead>
<tr>
<th>Requisitioning BU</th>
<th>UCSD CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Description</td>
<td>Test tubes</td>
</tr>
<tr>
<td>* Room Number</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>RUA Number</td>
<td></td>
</tr>
<tr>
<td>Contractor License #</td>
<td></td>
</tr>
<tr>
<td>DEA Registration #</td>
<td></td>
</tr>
<tr>
<td>DIR Number</td>
<td></td>
</tr>
</tbody>
</table>

Requisition Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Category Name</th>
<th>* Quantity</th>
<th>UOM Name</th>
<th>* Price</th>
<th>Amount (USD)</th>
<th>Funds Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test tubes</td>
<td>Supplies</td>
<td>1</td>
<td>EA</td>
<td>10.00</td>
<td>10.00</td>
<td>Not reserved</td>
<td></td>
</tr>
</tbody>
</table>

Total: 10.00

- **Requisition description which appears on the manage requisitions page**
- **Deliver-to address room number**
- **Click on a line to edit line specific information**
- **Return to shopping and keep this as the active shopping cart**
- **Add quotes, statements of work, or other documentation**
- **Submit the shopping cart to begin the requisition approval process**
- **Save progress OR save and close to save and start a new shopping cart**
Purchasing Category
Select a purchasing category with inventorial in the title

UCID Number
Populate the UCID number in the distribution fields to the right of the COA

Custody Code and Asset Delivery
Add a note type attachment during checkout specifying the custody code and where the asset will be delivered
Quiz Time!

Complete the Shopping and Checkout section. When finished, submit your answers with the arrow button and raise your hand.
Instead of the browser/back arrow button, you should click ___.

Done

Which fields can and should be defaulted in your profile before adding items to your cart?

COA, Deliver-to Location

Which symbol can be used to perform a "wildcard" search?

%

The ____ will default to the description of your first line item, but you can edit it in any way that would benefit your department.

Cart Description
Which form should be used to create a PO for...

5. ...translation services over the course of a year not to exceed $15,000?
   Services with Fixed Fee

6. ...seven hours of equipment rental?
   Services with Hourly Rate

7. ...dry ice to be delivered throughout the fiscal year?
   Goods – Multiple Shipments

8. ...several new chairs and desks for the office space to be delivered in one shipment?
   Goods – One Time Shipment

9. ...a new chair for the office space?
   Goods – One Time Shipment
Practice Exercise

Complete Shopping and Checkout Exercise. Raise your hand when finished.
Approvals and Revisions
Click on either link
### Approvals and Revisions

#### Checking Approval Status

The image shows a screenshot of a software interface for managing requisitions. The interface includes a search bar for requisitioning BU, entered by, requisition, description, created, and status. Below the search bar, there are search results for requisitions, showing columns for requisition, description, creation date, approval amount, status, funds status, and order. Each requisition entry includes details such as room number, catalog, telescope, test tubes, and other items, along with their respective status and approval dates.
## Approvals and Revisions
### Checking Approval Status

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Description</th>
<th>Creation Date</th>
<th>Approval Amount</th>
<th>Status</th>
<th>Funds Status</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ000001</td>
<td>Room number - 100</td>
<td>2/19/20</td>
<td>3.00 USD</td>
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<td>Not reserved</td>
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<tr>
<td>REQ000002</td>
<td>Telescope</td>
<td>2/20/20</td>
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<td>Not reserved</td>
<td>Multiple</td>
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<tr>
<td>REQ000003</td>
<td>Telescope</td>
<td>2/20/20</td>
<td>2.00 USD</td>
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<td>Multiple</td>
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<tr>
<td>REQ000004</td>
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<td>11.00 USD</td>
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<td>Not reserved</td>
<td>Multiple</td>
</tr>
<tr>
<td>REQ000005</td>
<td>Test tubes</td>
<td>2/20/20</td>
<td>11.00 USD</td>
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<td>Not reserved</td>
<td>Multiple</td>
</tr>
<tr>
<td>REQ000006</td>
<td>Test tubes</td>
<td>2/26/20</td>
<td>10.00 USD</td>
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<td>Not reserved</td>
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<tr>
<td>REQ000007</td>
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<td>3.0000 USD</td>
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<td>Not applicable</td>
<td>PUR00000269</td>
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<tr>
<td>REQ000008</td>
<td>DE35 shopper test</td>
<td>1/31/20</td>
<td>2.0000 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td>PUR00000267</td>
</tr>
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<td>REQ000009</td>
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<td>1/31/20</td>
<td>2.0000 USD</td>
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<td>Not applicable</td>
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<td>REQ000011</td>
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<td>3.00 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td>PUR00000264</td>
</tr>
</tbody>
</table>

- **Incomplete**: Click on the requisition number to edit/submit
- **Approved**: Click on “Multiple” or the order number to view your PO
- **Rejected**: Click on the requisition number for more information
- **Pending Approval**: Click on “Pending Approval” to view status
**Approvals and Revisions**

**Checking Approval Status**

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Description</th>
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<th>Approval Amount</th>
<th>Status</th>
<th>Needs Status</th>
<th>Order</th>
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<td>3.66 USD</td>
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<td>2.88 USD</td>
<td>Approved</td>
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<tr>
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<tr>
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<td>Not applicable</td>
<td>PUR00008261</td>
</tr>
</tbody>
</table>

**Incomplete**
Click on the requisition number to edit/submit

**Approved**
Click on “Multiple” or the order number to view your PO

**Rejected**
Click on the requisition number for more information

**Pending Approval**
Click on “Pending Approval” to view status
<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Description</th>
<th>Creation Date</th>
<th>Approval Amount</th>
<th>Status</th>
<th>Funds Status</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ0000064</td>
<td>Reuse number - Catalog</td>
<td>2/1/2020</td>
<td>$3.00 USD</td>
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<tr>
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<td>$1,000.00 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td>Multiple</td>
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</table>

Click on the requisition number to edit/submit
Click on “Multiple” or the order number to view your PO
Click on the requisition number for more information
Click on “Pending Approval” to view status
# Approvals and Revisions

## Checking Approval Status

### Search Results

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Description</th>
<th>Creation Date</th>
<th>Approval Amount</th>
<th>Status</th>
<th>Funds Status</th>
<th>Order</th>
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<tbody>
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<td></td>
</tr>
<tr>
<td>REQ0000003</td>
<td>Telescope</td>
<td>2/3/20</td>
<td>2.5 USD</td>
<td>Rejected</td>
<td>Not applicable</td>
<td>Multiple</td>
</tr>
<tr>
<td>REQ0000004</td>
<td>Telescope</td>
<td>2/4/20</td>
<td>11.5 USD</td>
<td>Rejected</td>
<td>Not reserved</td>
<td></td>
</tr>
<tr>
<td>REQ0000005</td>
<td>Test tubes</td>
<td>2/5/20</td>
<td>11.5 USD</td>
<td>Incomplete</td>
<td>Not reserved</td>
<td></td>
</tr>
<tr>
<td>REQ0000006</td>
<td>Test tubes</td>
<td>2/6/20</td>
<td>10.5 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000007</td>
<td>DECS shop test 4</td>
<td>1/1/20</td>
<td>3.00 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000008</td>
<td>DECS shop test 7</td>
<td>1/2/20</td>
<td>2.50 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000009</td>
<td>DECS shop test 2</td>
<td>1/3/20</td>
<td>2.50 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000010</td>
<td>DECS shop test 5</td>
<td>1/4/20</td>
<td>5.00 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000011</td>
<td>DECS shop test 1</td>
<td>1/5/20</td>
<td>1.50 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000012</td>
<td>DECS shop test 8</td>
<td>1/6/20</td>
<td>1.50 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000013</td>
<td>DECS shop test 7</td>
<td>1/7/20</td>
<td>1.50 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000014</td>
<td>DECS shop test 6</td>
<td>1/8/20</td>
<td>1.50 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>REQ0000015</td>
<td>DECS shop test 5</td>
<td>1/9/20</td>
<td>1.50 USD</td>
<td>Approved</td>
<td>Not applicable</td>
<td></td>
</tr>
</tbody>
</table>

### Approvals and Revisions

- **Incomplete**: Click on the requisition number to edit/submit.
- **Approved**: Click on “Multiple” or the order number to view your PO.
- **Rejected**: Click on the requisition number for more information.
- **Pending Approval**: Click on “Pending Approval” to view status.
In this video...

- Accessing approval steps
- Overview of approval steps
In review

• Approval steps beginning with a number indicate financial unit approval
• Ask your fund manager or supervisor for a list of financial unit approvers
Approvals and Revisions
Approving via Email

- Approve the requisition
- Reject (return) the requisition
- View line item details
- Request more information from the shopper
- View the requisition in Oracle Procurement
- See comments, attachments, and history of review
Check the Requisition before approving

The requisition approval email is missing important details such as line fields (e.g. inventorial equipment), purchasing category, and the deliver-to address. Double check the requisition in Oracle Procurement before approving it via email.
Click the bell icon anywhere in Oracle to view the approval queue.
Approvals and Revisions

Approving in Oracle: Popup Menu

**Search**
Filter for a specific type of notification (e.g. requisition, invoice) or search for a specific document number

**Begin Review**
Click any of the links to open a popup with more information about the notification
Go to Tools then Worklist to access a different view of the approval queue.
Approvals and Revisions
Approving in Oracle: Worklist

Filter the notifications by any of the bolded fields by clicking the arrows next to the titles.

Filter for a specific type of notification (e.g. requisition, invoice) or search for a specific document number.

Click Servers in the dropdown and increase the maximum tasks to view more notifications.

Click any of the links to open a popup with more information about the notification.
Quick Tip: Each approval queue is better suited to different circumstances and needs.

**Popup Menu**
- Access from any page in Oracle with one click
- Quickly search if you already know the document number
- Can have too much information for PO Requisitioners

**Worklist**
- Takes more clicks to access only from the Oracle Homepage
- Sort from oldest to newest to prevent unintentional buildup
- Cleaner view for PO Requisitioners with Information Requested
Approvals and Revisions
Approving in Oracle

Approve Requisition GC455

Requisition Approval
$1,100.00
Hewett, Anne
Ethanol split 2

Lines
Ethanol
$1,100.00
Charge Account: Multiple/Multiple

Approval History
- Assigned to UCSD_FA_WF_CC5000124
  11/19/19 4:09 PM
- Assigned to UCSD_FA_WF_CC5000081
  11/19/19 4:00 PM
- Submitted by Anne Hewett
  GC455.pdf

View line item details
See comments, attachments, and history of review
Claim the requisition to unlock new actions
View the requisition in Oracle Procurement
Approvals and Revisions
 Approving in Oracle

Open the actions menu

Approve Requisition GC455

Add comments or attachments to appear in the approval history

Release the requisition to allow others to take action

Approve, reject, or request information

Add Comments
Add Attachment

Requisition Approval
$1,100.00
Hewett, Anne
Ethanol split 2

Lines
Ethanol

Charge Account: Multiple

Approval History

1. Claimed by Irene Chen
   4/17/20 5:52 PM

2. Assigned to UCSD_FA_WF_CC5000124
   11/19/10 4:09 PM

3. Submitted by Anne Hewett
   GC455.pdf
Changes which will not affect the requisition’s workflow may be made by the approver before approving the requisition. Changes which will affect workflow need to be made by the order submitter.

**Edit and Approve**
- Quantity and Price
- Deliver-To Address
- Header Fields
- Project Information

**Reject**
- Purchasing Category
- COA
- Distribution Fields
Approvals and Revisions
Revising Requisitions

Click Actions

Click Withdraw and Edit
Confirm to revert your requisition to a shopping cart
Approvals and Revisions
Change Orders / Revising Purchase Orders

Click Actions
Click Edit Order
Approvals and Revisions
Change Orders / Revising Purchase Orders

Confirm to open the change order screen

Warning
This action will create a change order on the document. Do you want to continue? (PO-2055113)
## Approvals and Revisions

**Change Orders / Revising Purchase Orders**

Not all updates are possible with a PO Change Order

<table>
<thead>
<tr>
<th>Can</th>
<th>Can’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Change Price and Quantity</td>
<td>× Change Deliver-to Location</td>
</tr>
<tr>
<td>✓ Change COA</td>
<td>× Add Line Items</td>
</tr>
<tr>
<td>✓ Change Distribution Fields</td>
<td>× Change Header Fields</td>
</tr>
</tbody>
</table>
Quiz Time!

Complete the Approvals and Revisions section. When finished, submit your answers with the arrow button and raise your hand.
Where can you access the approval queue in Oracle?
The bell icon in the Procurement → Purchase Requisitions module, Tools → Worklist, Any bell icon in Oracle

What happens when a Financial Unit Approver "Requests Info" in response to a requisition approval?
An email is sent to the PO Requisitioner’s Outlook inbox

The requisition should be rejected if any of the below fields are incorrect
COA, Distribution Fields, Purchasing Category

When an approver rejects a requisition, the PO Requisitioner can edit and resubmit the rejected cart. (True or False)
True
What do you select on the Oracle Procurement homepage to search all Oracle Requisitions and Purchase Orders at UC San Diego?
“Manage Requisitions” at the top of the page, “View More” on the left side of the page

You cannot withdraw and edit a requisition once it has been submitted (True or False)
False

PO Change Orders are initiated from the ___ page.
Requisition
Invoices and Payments

- Source Items
  - Identify potential suppliers
  - Obtain documentation
  - Compare costs and select supplier
  - Competitive bids

- Payee Setup
  - Payee registration
  - Payee review/setup
  - Update payee information

- Purchase Goods/Services
  - Basic shopping
  - Order services
  - Order goods
  - Checkout
  - Campus requisition review
  - Check requisition approval status
  - Buyer requisition review
  - Send purchase order to supplier

- Receive Goods/Services
  - Receive goods/services
  - Revise/cancel purchase order
  - Return goods

- Pay for Goods/Services
  - Submit invoice
  - Manual invoice processing
  - View payment status
  - Campus invoice review
  - Issue payment to payee
  - Close purchase order
  - Receive credits

- Reporting
  - Oracle Procurement reporting and analytics
  - Tax reporting (sales/use and withholdings)
  - Quarterly and annual tax filings
Invoices and Payments
NonPO Payment Requests

1. UC San Diego Services and Support
2. Payment Request
3. Complete the form
Once the PO has been created, campus or the supplier may submit the invoice to begin the payment process.

**Submit**
The invoice is received electronically or through Payment Compass

**Process**
The invoice is entered in the accounting system

**Approve**
The invoice is routed through various workflows

**Pay**
The payment is scheduled on due date
Once the PO has been created, campus or the supplier may submit the invoice to begin the payment process.

<table>
<thead>
<tr>
<th>Submit</th>
<th>Process</th>
<th>Approve</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>The invoice is received electronically or through Payment Compass</td>
<td>The invoice is entered in the accounting system</td>
<td>The invoice is routed through various workflows</td>
<td>The payment is scheduled on due date</td>
</tr>
</tbody>
</table>
Invoices and Payments

Although suppliers are responsible for submitting invoices as per UC terms and conditions, departments may in some cases submit the invoice on behalf of the supplier.

**Payment Compass**
- Less than 10 invoices/year
- Default invoice submission option
- Campus or suppliers may submit invoices

**Transcepta**
- 10 or more invoices/year
- Suppliers must register for this option (but will be encouraged to once they submit 10 invoices/year)
- Only suppliers may submit invoices

**Invoice Requirements**
- Remit-to address
- Line item details such as description, price, and quantity
- Supplier name
- A valid PO number
- Invoice date

A due date is not required as the payment date will be determined by the payment terms chosen during registration.
Clear your name to search across all orders

Enter the requisition number here

Click here when finished
Click the requisition once it appears.
Invoices and Payments
Checking Payment Status

Requisition: REQ00000836

Creation Date: 3/3/20
Status: Approved

Requisitioning BU: UCSD CAMPUS
Entered By: Anne Hewett
Description: Biotene Protein

Requisition Amount: 20.00 USD
Approval Amount: 20.00 USD
Funds Status: Not applicable
Attachments: None
Room Number: 23
Contact Name: 
RLA Number: 
Contractor License #: 
DEA Registration #: 
DIR Number: 

Requisition Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Category Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Amount (USD)</th>
<th>Status</th>
<th>Funds Status</th>
<th>Order</th>
<th>Line Life Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Test tubes</td>
<td>Supplies</td>
<td>2</td>
<td>Each</td>
<td>10.00 USD</td>
<td>20.00</td>
<td>Approved</td>
<td>Not applicable</td>
<td>PUR0000417</td>
<td></td>
</tr>
</tbody>
</table>

Line 1 Details

Requested Delivery Date: 3/19/20
Deliver-to Location Type: Internal

Supplier Item: 1 (UCSD CAMPUS)
Agreement: 2
Employee Vendor Relationship Disclosure: —
Invoices and Payments
Checking Payment Status

Click to view more information about the invoice

Total order amount

Amount which has been paid

Amount which hasn’t been paid
Click to view more payment information
# Invoices and Payments

**Checking Payment Status**

**Invoice: testppm1**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UCSD CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Entity Name</td>
<td>UC San Diego</td>
</tr>
<tr>
<td>Supplier or Party</td>
<td>101 BID, LLC</td>
</tr>
<tr>
<td>Supplier Site</td>
<td>12340 Corporate Way, #251, PALO ALTO, CA</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>3/5/20</td>
</tr>
</tbody>
</table>

| Invoice Amount | 5.00 USD |
| Unpaid Amount | 5.00 USD |
| Payment Currency | USD |
| Conversion Rate Type | Conversion Rate |

**Instalments**

<table>
<thead>
<tr>
<th>Number</th>
<th>Due Date</th>
<th>Amount (USD)</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3/5/20</td>
<td>5.00</td>
<td>Check</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applied Prepayments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>No applied prepayments</td>
<td></td>
</tr>
</tbody>
</table>

**Soonest date the invoice will be paid**: 3/5/20

**How the supplier will be paid**: Check
Invoices and Payments

Approving Invoices

Open the invoice in a new Oracle Procurement tab

Review the approval history of the invoice

Claim the requisition to unlock new actions

Approve or reject the invoice

View the total of the invoice

Invoice Approval

11,000.00 USD
101 BIO, LLC

Details

From: Victoria Ravo-TEST
Supplier Site: REMIT CK 1
Business Unit: UCSD CAMPUS

Amount Summary

<table>
<thead>
<tr>
<th>Line Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>11,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

Cost Center Summary

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
<td>11,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>
Invoices and Payments

Approving Invoices

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

Cost Center Summary

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
<td>11,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Line</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Greater than 10k</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>PUR0000549-1-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variances</td>
<td>1.00</td>
</tr>
<tr>
<td>Distributions</td>
<td>16115.00</td>
</tr>
<tr>
<td>Tuition, Chief Financial Officer, Lab Supplies, No Function, No Program, No Location, No Project, No Activity, No Entity, No Value, No Value</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Total                                | 11,000.00 |

<table>
<thead>
<tr>
<th>Installments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 5/8/20</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Priority</td>
<td>99</td>
</tr>
<tr>
<td>Total</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

Due date and payment method

COA from which the invoice will pay

Breakdown of the invoice line items
Purchase orders will automatically close once they have been 100% invoiced

Automated encumbrance lifting
Once a PO is fully invoiced, any remaining encumbrance will lift as the PO is automatically closed

Protection against over-invoicing
Closed POs cannot be invoiced against

Ability to close POs early
Faculty and staff can submit requests to reduce their PO amount if they would like to close the PO
The PO will close once the full amount has been paid, when the order was placed with...

- The Goods – Multiple Shipments form
- The Amount-Based Services form

The PO will close once the full quantity has been paid, when the order was placed with...

- The Goods – Single Shipment form
- The Quantity-Based Services form
- Catalog items
- Enter Requisition Line
Campus is encouraged to obtain refund checks instead of credit memos for returned items and/or billing discrepancies.

**Agreement vs. Non-agreement Suppliers**
Non-agreement suppliers are highly encouraged to provide refund checks, whereas agreement suppliers may provide either

**Receive refunds more quickly**
A refund check can be applied directly to your department’s account

**Reduce credit memo risk**
Credit memos are applied against the supplier’s next invoice – we lose money if the supplier never invoices us again
### Invoices and Payments

**Credit Memos and Refund Checks**

**Required Information**
- Ask the supplier to include the PO and invoice number on the refund check

**Mailing Address**
- The supplier should send the check to:
  - 9500 Gilman Dr. MC 0955
  - La Jolla, CA 92093-0955

**Re-routing Refund Checks**
- If you receive the check, send it to Disbursements via intercampus mail to MC 0955

Reach out to your supplier to obtain a refund check.

Reference the below information for the most efficient processing.
Quiz Time!

Complete the *Invoices and Payments* section. When finished, submit your answers with the arrow button and raise your hand.
How do you request payment for a nonPO supplier?
UC San Diego Services and Support

Once a PO has been created, what is the next step for the supplier to receive payment?
Submit an invoice

Although suppliers are responsible for submitting invoices as per UC terms and conditions, departments may in some cases submit the invoice on behalf of the supplier. (True or False)
True

Both departments and suppliers can submit invoices through ____, but only suppliers can submit invoices through ____.
Payment Compass, Transcepta
Which of the following must be included on a PO invoice to be valid for payment?
Remit-to Address, Line item details, Supplier name, a valid PO number, Invoice date

Access payment status in Oracle Procurement by navigating to the requisition, clicking the ___ button, and scrolling down to view the invoices.
Life Cycle

What should you request from a non-agreement supplier after you have returned goods to them?
Refund Check
Practice Exercise

Complete Invoices and Payments Exercise. Raise your hand when finished.
Q&A

Enter any of your questions into the chat
How are we all feeling?

We’ve gone over a lot of content, new information, and changes.

A  Nervous
Bring on the coffee!
I’m worried about how the new system will affect me

B  Confused
Slow down!
I have a lot of unanswered questions and knowledge gaps

C  Ready
I’m all set!
I have access to the information I need and feel prepared

D  Excited
Put me in, coach!
I like what I’m seeing in the new system and look forward to July 1
Training & Support

No matter how you’re feeling, we’d love to have you join us in our various training opportunities.

Learning Labs: Wednesdays through July
Trainers are available to answer questions & provide hands on instruction

Training Environments and WalkMe
Access to UAT and WalkMe content will remain through July 1

Services and Support Portal
Go to https://support.ucsd.edu/finance to search our knowledge base or submit a ticket
Thank you for your attention!

All of your feedback and support will help IPPS create the most effective campus training.

Ask questions and stay tuned for more information closer to go-live.

The Finance Training Blink page contains information about all upcoming trainings across FIS.

Everyone keeps their access to DEV6. Play around in your free time!