As a follow-up to last week's announcement on How to Select Approvers in Concur as a User, we are here to provide specific information as to how to resolve them. For an in-depth look at alerts, review our quick tip and other helpful answers regarding booking travel in our Concur Alert Information.

Complete your profile now by logging in to Concur > or with a Balboa Travel agent, the likely cause is missing profile information. If your project or department urgently needs to be removed, please submit a case via Services & Support. As fiscal close approaches, now is a good time to review commitments on your reports. This list was curated specifically to support financial review and assessments (that may change over time on a particular Project or Financial Personnel Expense Projection Report). Please note that you can also search “Concur” in the UC Learning Center to complete your course.

The Personnel Expense Projection Report is used to project personnel expenses. If you have a recharge transaction on your FinUnit Project DFLT (or another project or department), make sure your project is set up correctly. If needed, please contact the IPPS Team for assistance. If you have a personnel expense requisition that is incorrect or needs to be removed, please follow the process for lifting commitments in Concur. Blink page for more guidelines on approvals.

Please note that you can also search “Concur” in the UC Learning Center to complete your course. Also, this course has recently been updated according to campus feedback to reflect new content, include new exercises, and focus on the most key Oracle Procurement & Payables concepts. This course will be especially valuable for new employees who have little to no experience with buying and paying for goods and services at UC San Diego. Instruction will involve an introduction to Oracle Financials Cloud and Oracle PPM General Project Request, guided through the process of creating requisitions. The person who created the requisition can do so by following the process for lifting commitments in Concur. Blink page for more guidelines on approvals.

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