Submitting Documents

As a follow-up to last week's announcement on How to Select Approvers in Concur as a User, review our KBA on Resolving Alerts in Concur for specific information as to how to resolve them. For an in-depth look at alerts, visit the Concur Alert Information page to view specific information about the alert. Many alerts have been recently added to Concur, and alerts can be filtered by category. The multi-select feature in Concur makes it easy to select and take action on groups of alerts.

Resolving Alerts in Concur

When viewing alerts in Concur, be sure to select the carrot symbol to the right of the alert name to open the alert window. Click any of the options to take action on the selected alert.

Tips & Tricks

- UCPath to help track funds. Please see the "About this Report" button at the top of the report to learn how to access the report.
- The purpose of this report is to forecast staffing expenses (salary, benefits, and travel). This report can be used to forecast upcoming charges by department and assess (or adjust) the staffing for the upcoming period. The course provides an overview of UC San Diego travel policy and procedure, how to book travel online, and claiming expenses after the business trip occurs.
- Two new reports have been added to this panorama: BI & Financial Reporting and Oracle Financials Cloud. Visit the Training & Events Calendar for upcoming trainings.
- Tips & Tricks:熱話 sunny

Oracle Procurement & Payables concepts. This course will be especially valuable for new users of Oracle Procurement and Payables, as well as current users who are upgrading to Oracle Financials Cloud. Understanding the complete Oracle Financials Cloud process is a great Hot Topics to attend as we approach fiscal deadlines. We hope to see you there!

Join the IPPS Team for the next session of Hot Topics! This session will focus on Commitments as it relates to Concur and Oracle Procurement. Our goal is to deliver timely information that is critical to our campus community.

Getting Ready for Fiscal Close

The Payment Compass webinar is a series that covers navigation of the Payment Compass system at UC San Diego. This webinar is a great way to familiarize yourself with the Payment Compass system and its features.

New Introduction to Oracle Procurement & Payables eCourse

IPPS has developed a new on-demand ecourse as a prerequisite to the live course. This ecourse is designed to provide an introduction to Oracle Procurement & Payables and Oracle Payables concepts. The course is self-paced and can be completed at your own convenience.

The course provides an overview of UC San Diego travel policy and procedure, how to book travel online, and claiming expenses after the business trip occurs. The course also includes summarized guidelines, resources, and information about online travel forms.

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