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Expense Type,

you used your T&E Card, select the submit an Events & Other Reimbursements Expense Report. For employee how to reconcile the expense. If there are no travel expenses, then you may Procurement Card Expense Report.

Virtual Conference Registration

through the world of Concur and Travel at UC San Diego.

Knowledge Base Articles, and training as a means to help you navigate

Additionally, it gives insight as to how to engage with our Blink pages,

provides an overview of how employees with different tasks can utilize Concur.

New to Concur? Check out our Blink Spotlight: Concur Basics

Overview of Oracle Procurement Request Forms

changes.

Do you have a supplier who needs to make updates to their profile such as

Tips & Tricks

Note that this is not an introductory course. Participants should first complete

Procurement Card Live Training Course

inquiries and key topics related to fund management. Developed by fund

expenses on a non-fabrication task, you can request a new task for the

Fabrications were converted with the award IDC rate. Please check your

Fabrications should be charged 0% IDC. During conversion, some tasks for

Fabrications

requisition in Oracle, from the 'Actions' drop-down, select 'Edit' ("Approvals encountered an error" can now be resubmitted. When looking at the

rejection issue from yesterday. Requisitions that received the error message

We also appreciated your patience as we worked through the requisition auto-

appreciate those who alerted us to the issue.

Oracle or their issuance to suppliers. We apologize for the confusion and

rejected. This was a system error and will not impact the orders internally in

unintentionally sent a message indicating one or more of their requisitions were

worklists. Due to our cleanup efforts, some PO Requisitioners were

IPPS has been cleaning up old documents lingering in Financial Unit Approver

System Rejections of Approved Requisitions

General

System Requirements of Approved Requestors

IPPS has been working on enhancing the Concur order management process to improve the workflow for travel, T&E, and procurement

requests. New enhancements have been implemented to the system and should be available on an appointment in the change in Concur. IPPS is putting in an additional automation for easy and improved updates of the requests to the Concur system. The above enhancements are to ease the T&E process and to help the students.

Submit

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To the extent possible, this Digest is designed to address campus

Announcements

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