Announcements

1. **Employee identified in the**

   - **Available Expenses for Travel in Concur**
     - Errors KBA
   - The apply common validation errors with a description for each error type, as well as instructions on how to do so.

2. **After a Request or Expense Report is submitted, chart string information is**

   - Resolving COA/POETAF Failed Validation Errors in Concur
     - The requisition, process change orders, or cancel the PO. Refer to our instructions on how to do so.

3. You can reassign a requisition to allow someone else to complete and submit the requisition page. The current step is the last step in blue which does not pending the approval of your financial unit. Refer to our instructions on how to do so.

4. Check the status of your requisition by clicking the Requisition Status in Oracle Procurement.

5. The following reports have been sunset due to duplication:
   - The Oracle BI team has been working hard to remove duplicates and Sunset Alert prompts have been reordered for ease of use.

6. In next week’s Fund Management Office Hours on Wednesday, August 18th, 2021 from 8:00 PM till 9:00 PM, we will focus on the question of how to find your “available to spend” balances on gift funds expired or invalid bookmarks. Thank you for your cooperation.

7. Visit Our Website

   - Please remember to access your reports using bah.ucsd.edu.

8. The Current and prospective cardholders will learn about updates to the card processes for reporting travel expenses and how to submit a Travel Expense information about online tools. Faculty and staff will learn about Concur processes for both Procurement Card and the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is especially valuable for individuals responsible for departmental purchases who are managing sponsored projects and are useful for departments to see award information on different calendar views in the upper right corner!

9. Click to access the associated eCourse program, common uses, and the Concur processes for both Procurement Card and the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is especially valuable for individuals responsible for departmental purchases who are managing sponsored projects and are useful for departments to see award information on different calendar views in the upper right corner!

10. Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with Faculty and staff will learn about Concur processes for both Procurement Card and the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is especially valuable for individuals responsible for departmental purchases who are managing sponsored projects and are useful for departments to see award information on different calendar views in the upper right corner!

11. This course includes hands-on instruction on the use of Oracle Procurement &

   - Financial Services and Extension), the application process, and eligibility, Financial Accounting Program (developed in partnership with Business &

12. This Thursday, September 2, from 9:00am - 11:00am at the UC San Diego Financial Accounting Program Information Session this Thursday, September 2, from 9:00am - 11:00am

13. We encourage you to watch recorded Fund Management Office Hours.

14. The Oracle production environment will be down for maintenance on Thursday, September 2, from 9:00am - 11:00am

15. In next week’s Fund Management Office Hours on Thursday, September 9, 2021 @ 1:00pm - 3:00pm

16. UC San Diego Travel: Reporting Expenses

17. UC San Diego Travel: Before You Go

18. In next week’s Fund Management Office Hours on Thursday, September 9, 2021 @ 9:00am - 11:00am

19. UC San Diego Travel: Before You Go

20. In next week’s Fund Management Office Hours on Thursday, September 9, 2021 @ 1:30pm - 4:00pm

21. We encourage you to watch recorded Fund Management Office Hours.

22. In next week’s Fund Management Office Hours on Thursday, September 2, from 2:00pm - 2:30pm

23. We encourage you to watch recorded Fund Management Office Hours.

24. In next week’s Fund Management Office Hours on Thursday, September 9, 2021 @ 9:00am - 11:00am

25. We encourage you to watch recorded Fund Management Office Hours.

26. In next week’s Fund Management Office Hours on Thursday, September 2, from 2:00pm - 2:30pm

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38. In next week’s Fund Management Office Hours on Thursday, September 2, from 2:00pm - 2:30pm