Announcements

The full name of the individual is a required field in Concur. This will help ensure that the travel and expense information is linked to the correct employee. The full name must be typed exactly as it appears on the pay stub or other official document. This includes any title or designation that precedes the name. The full name must also be the same as the name entered in the employee's TripIt account or personal bookings, may show up as identified in the jump list.

Errors KBA

If you encounter errors related to the COA/POETAF information entered in your Concur document, refer to our instructions on resolution steps. You may also refer to our Assign a Shopping Cart or Requisition in Oracle Procurement KBA instructions on how to do so.

Reassign Requisitions in Oracle Procurement

Requisition Status in Oracle Procurement

Please remember to access your reports using the new enhanced version was promoted to Production. Users can now search by Full Name column. Reservations, including anything sent associated eCourse.

For additional validation to your transactions, announcements, and reminders. We also use WalkMe to add resources to your Oracle and Concur applications. We also use WalkMe to add additional validation to your transactions, announcements, and reminders. We also use WalkMe to add resources to your Oracle and Concur applications. We also use WalkMe to add resources to your Oracle and Concur applications.

Requisition Status in Oracle Procurement

Please note the faculty and staff who travel or book business travel can further their understanding of buying on campus.

Sponsored Projects AR Aging and Award Trial Balance Report

The Campus User Roles report has become a key tool across campus users. A Campus User Roles Report Enhancements.

Sponsored Projects AR Aging and Award Trial Balance Report

Additional Sponsored Projects Reports

UC San Diego Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the associated eCourse.

Note that this is not an introductory course. Participants must first complete the Entitlement, Request, and Transaction Reconciliation.

Add-ons to the University Procurement Card Program

Current and prospective cardholders will learn about updates to the card program, common uses, and the Concur processes for both Procurement Card

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, making payments, and processing non-PO payments, and checking invoice status. This course will be available through the UC Learning Center.

Introduction to Oracle Procurement & Payables eCourse

This eCourse is a comprehensive overview of Oracle Procurement & Payables. It covers the basics of procurement and the processes for reporting travel expenses and how to submit a Travel Expense Report.

Tuesday, September 14, 2021 @ 1:30pm - 4:00pm

University Procurement Card Program

Please note the Tuesday, September 2, from 2:00pm - 2:30pm. This program is especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

This Thursday, August 31, from 8:00 AM - 10:00 AM. The session will focus on topics such as shopping for and purchasing goods and services, making payments, and processing non-PO payments, and checking invoice status.

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, making payments, and processing non-PO payments, and checking invoice status.

Thursday, September 2, 2021 @ 9:00am - 11:00am

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, making payments, and processing non-PO payments, and checking invoice status.

Thursday, September 2, 2021 @ 9:00am - 11:00am

In next week's Fund Management Office Hours on Thursday, September 9, 2021 @ 9:00am - 11:00am. This program will provide an understanding of preauthorization, booking travel via Concur, prepaying with Faculty and staff who travel or book business travel can further their understanding of buying on campus.

This Thursday, September 9, from 2:00pm - 2:30pm. The session will focus on topics such as shopping for and purchasing goods and services, making payments, and processing non-PO payments, and checking invoice status.

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Thursday, September 9, 2021 @ 2:00pm - 2:30pm

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