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August 31, 2021 | 35th Edition

Announcements

Employee identified in the with our CTS Air & Hotel card or your own Travel & Entertainment Card (T&E

Available Expenses for Travel in Concur document, refer to our

Resolving COA/POETAF Failed Validation Errors in Concur

You can reassign a requisition to allow someone else to complete and submit

Reassign Requisitions in Oracle Procurement

The requisition page. The current step is the last step in blue which does not

eXpired or invalid bookmarks. Thank you for your cooperation.

Please remember to access your reports using

streamline reporting. The following reports have been sunset due to duplication

The Oracle BI team has been working hard to remove duplicates and

prompts have been reordered for ease of use.

Full Name

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

available on

different calendar views in the upper right corner!

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

process for reporting travel expenses and how to submit a Travel Expense

information about online tools. Faculty and staff will learn about Concur

reconciliation procedure, including summarized guidelines, resources, and

This course provides an overview of UC San Diego travel policy and the

Thursday, September 9, 2021 @ 1:00pm - 3:00pm

UC San Diego Travel: Reporting

the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is

required prerequisite for registration.

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

UC San Diego Travel: Before You Go

especially valuable for individuals responsible for departmental purchases who

processing nonPO payments, and checking invoice status. This course will be

services, searching across UC San Diego requisitions and POs, closing POs,

Payables. It focuses on topics such as shopping for and purchasing goods and

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

Oracle: Buying and Paying for PO Requisitioners

We encourage you to watch recorded Fund Management Office Hours.

and why different reports might show different amounts.

and other general projects, which reports you can use to find that information,

have been struggling with and get

Additional validation to your transactions, announcements, and reminders.

resources to your Oracle and Concur applications. We also use WalkMe to add

Oracle Scheduled

Unfortunately, the fix for this issue that was to be effective July 1, 2021 is not

Summer Salary Composite Benefit Rate Incorrectly Charged

"Communication User" category as a basis for charging is not meant to be a

whether the majority of its constituents did or did not qualify. Employing the

title code. A campus-wide committee evaluated every job title and determined

qualifies as a

A flat monthly charge

NGN Recharge Rate Increase for Communication Users

The application period for Fall 2021 is September 6 - 17.

The program intends to establish consistent foundational knowledge across

financial accounting program that offers training at a basic to intermediate level.

The

followed by Questions & Answers.

Financial Services and Extension), the application process, and eligibility,

Financial Accounting Program (developed in partnership with Business &

information session consists of a 10-15 minute overview of the UC San Diego

We invite you to attend our UC San Diego Financial Accounting Program

Please find the agenda and the recording of the information session here.

08/31/2021

The Oracle production environment will be down for maintenance on

Oracle Scheduled

Tonight