For further troubleshooting assistance on COA/POETAF errors, please refer to the instructions on how to resolve these issues. Note that transaction dates for University Card transactions cannot be changed. If a transaction is added to the Concur document after the project start date, it will not be retrieved for the project or change the transaction dates of the expenses in the Expense Report.

Project Start and End Dates
- Transactions will fail to reconcile if the date of the transaction falls outside of the project dates. For projects that have a start date of 10/01/2021.
- It is recommended that you also attend the UC San Diego Travel: Reporting Expenses for your convenience, we have created quick guides for our instructors, live practice, and Q&A, we encourage you to use these guides for your learning experience, live practice, and Q&A.

Concur Training & Support
- Our new Concur Checkout Billing Guide is available through the UC Learning Center. It focuses on topics such as shopping for and purchasing goods and services, as well as checking invoices and tracking payment status. They demonstrate best practices for streamlining procurement processes and improving cost transparency in order to manage and minimize expenses.

Tips & Tricks
- When creating a new transaction, ensure that all required information is entered accurately to avoid errors during the approval process. Use the Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.
- If you miss attaching the documentation, please follow guidelines on how to obtain approval for posting. Submit a S&S ticket if you encounter any issues.
- The Final FY22 Budget was loaded to the General Ledger on October 8, 2021. In order to get a General Ledger Journal Entry approved, preparers will need to follow specific documentation requirements and obtain approval for posting.

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