Managing your University Card transactions:

- The transaction dates for University Card transactions cannot be changed.
- Project or change the transaction dates of the expenses in the Expense Report to reconcile if the date of the transaction falls outside of the project dates. For the project that you are adding to the Concur document. Transactions will fail to reconcile if the date of the transaction falls outside of the project dates.
- When transacting in Concur, please keep in mind the start and end dates for the project that you are adding to the Concur document.

Oracle: Buying and Paying for PO Requisitioners

- Oracle production environment will be down for maintenance on September 28th, 2021.
- This refers specifically to the budget developed in the Oracle PPM. This budget must be fully loaded to the Oracle Cloud during the FY22 budget run and loaded to PPM. Stay tuned!

Central Office Abbreviation + Preparer Initials + Journal number (use a 4 digit number and track)

Oracle: Buying and Paying for Financial Unit Approvers

- We currently have a Service Request (SR) open with Oracle to hopefully resolve this issue soon and proceed with implementing the three new requisition types.
- We encountered an issue with POETAF/COA failed validation errors in Concur. We have created a KBA for this issue. Please check it out and follow guidelines on how to resolve.
- This refers specifically to the budget developed in the Oracle PPM. This budget must be fully loaded to the Oracle Cloud during the FY22 budget run and loaded to PPM. Stay tuned!

Fund Management Office Hours

- The Close Out Office will prefix Journal names with:
- Journal and Journal batch names should start with:
- Preparer Initials + Journal number (use a 4 digit number and track)
- VC Abbreviation + Sub Department Abbreviation (if applicable) + Program + Function – Project – Account level.
- This refers specifically to the budget developed in the Oracle PPM. This budget must be fully loaded to the Oracle Cloud during the FY22 budget run and loaded to PPM. Stay tuned!

IDC Reconciliation on Awards with Converted Cost Transferred Expenses

- We currently have a Service Request (SR) open with Oracle to hopefully resolve this issue soon and proceed with implementing the three new requisition types.
- We encountered an issue with POETAF/COA failed validation errors in Concur. We have created a KBA for this issue. Please check it out and follow guidelines on how to resolve.
- This refers specifically to the budget developed in the Oracle PPM. This budget must be fully loaded to the Oracle Cloud during the FY22 budget run and loaded to PPM. Stay tuned!

Introduction to Oracle Procurement & Payables eCourse

- The Oracle Cloud Scheduled Maintenance is a monthly planned maintenance window for the Oracle Cloud which occurs every second Thursday of the month.
- The Close Out Office will prefix Journal names with:
- Journal and Journal batch names should start with:
- Preparer Initials + Journal number (use a 4 digit number and track)
- VC Abbreviation + Sub Department Abbreviation (if applicable) + Program + Function – Project – Account level.
- This refers specifically to the budget developed in the Oracle PPM. This budget must be fully loaded to the Oracle Cloud during the FY22 budget run and loaded to PPM. Stay tuned!

Tips & Tactics

- Central Office will prefix Journal names with:
- Journal and Journal batch names should start with:
- Preparer Initials + Journal number (use a 4 digit number and track)
- VC Abbreviation + Sub Department Abbreviation (if applicable) + Program + Function – Project – Account level.
- This refers specifically to the budget developed in the Oracle PPM. This budget must be fully loaded to the Oracle Cloud during the FY22 budget run and loaded to PPM. Stay tuned!

- Each Tuesday, the Weekly Digest provides important updates related to the current week's financial activities. This digest includes information regarding new PO requisitions and invoices on behalf of their financial unit.
- This issue is especially valuable for individuals responsible for those responsible for approving requisitions and invoices. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices.
- Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting Expenses course before your trip takes place.
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