For further troubleshooting assistance on COA/POETAF errors, please refer to our FAQ page. Note that transaction dates for University Card transactions cannot be changed.

When transacting in Concur, please keep in mind the start and end dates for your expense reports. This will ensure that your project or change the transaction dates of the expenses in the Expense Report.

The Oracle Procurement Live Course includes essential links. Although we still recommend attending the live course for its full experience, live practice, and Q&A, we encourage you to use these guides for further assistance.

Visit Our Website

Our new Introduction to Oracle Procurement & Payables eCourse includes hands-on instruction on the use of Oracle Procurement and Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, and tracking invoices as they go through the payment process.

How to Process a Journal Entry

To process a journal entry, you must attach supporting documentation to it. This includes invoices, purchase orders, contracts, and any other relevant supporting materials. Journals without supporting documentation will be rejected. Additionally, the journal must be reconciled to the GL chart string. This means that each line item must have a corresponding GL account.

An example of a journal entry is as follows:

```
Date: 10/01/2021
Description: Payment to Vendor A
Amount: $1000
GL Account: 12345
```

New Requirement for Journal Entries

As of October 10, 2021, all journal entries must be reconciled to the GL chart string. This means that each line item must have a corresponding GL account. If a journal entry is not reconciled, it will be rejected.

Sponsored Projects Finance (SPF) has been reconciling indirect costs on projects that had cost transferred converted expenses as of September 1, 2021. Note that this is not an introductory course. Participants must first complete our Introduction to Oracle Procurement & Payables eCourse.

Note that this is not an introductory course. Participants must first complete our Introduction to Oracle Procurement & Payables eCourse before the Fund Management Office Hours. These courses which highlight main takeaways and essential links. Although we still recommend attending the live course for its full experience, live practice, and Q&A, we encourage you to use these guides for further assistance.

FAQ page

Please visit our FAQ page for detailed guidance.