For further troubleshooting assistance on COA/POETAF errors, please refer to the project or change the transaction dates of the expenses in the Expense Report. For example, transactions dated 09/30/2021 cannot be reconciled with a project that has a start date of 10/01/2021. When transacting in Concur, please keep in mind the start and end 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. For your convenience, we have created quick guides for our Oracle Procurement Live Course Guides. They are designed to provide a streamlined learning experience for users looking to familiarize themselves with the system's features and functionalities. To access the guide, simply click on the link provided. Once you have completed the guide, you will be able to apply the knowledge gained to your daily tasks and improve your efficiency.

Our new Checkout Billing Guide is set to revolutionize the way you handle accounting in Oracle Procurement. This guide will walk you through the process of reconciling costs related to meetings, entertainment, and business expense reimbursements. It is a valuable resource for individuals responsible for approving requisitions and invoices, as it provides step-by-step instructions on how to accurately populate the GL chart string (charge code) when you save or submit the shopping cart. Follow this guide the next time you check out in Oracle Procurement to save some time!

This course provides an overview of UC San Diego travel policy and the reconciliation procedure, including summarized guidelines, resources, and online tools. Faculty and staff will learn about Concur travel courses which highlight main takeaways and additional information about online tools. Faculty and staff who travel or book business travel can further their knowledge about Concur travel courses before your trip takes place. It is recommended that you also attend the UC San Diego Travel: Reporting the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is not required to attend both courses as they are largely independent of one another. This live course will include an in-depth explanation of Concur processes required prerequisite for registration.

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