If you helped to prepare your department's FY24 budget plan in Oracle Planning and Budgeting (EPBCS), we want to hear from you! In our ongoing efforts to improve the campus budget process, we're rolling out an evaluation survey to get your feedback. This evaluation covers the tasks that you completed in EPBCS as well as the support and communications you received from CBO during the budget development phase. It should take you less than 10 minutes to complete, and if you do, you will be entered to win one of four $25 VISA cards that we are giving away to thank you for your partnership and participation.

In the May 9th Weekly Digest we will announce the winners of the gift cards. Thank you in advance for your participation!

Join Integrated Procure-to-Pay Solutions for its next session of Hot Topics to learn how to best prepare your transactions to be processed nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Thursday, April 27 @ 9:00am - 11:00am

Topics Covered:
- Concur processes for prepaying travel and claiming expenses after the business trip
- Benefits of using Concur’s travel booking tool
- UC San Diego’s travel policies
- How to search requisitions and POs
- How to close POs
- How to use the Concur mobile app.

In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip. The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and best practices.

The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and best practices. The course is intended for travel arrangers, delegates, and travel managers.

In the course, you will:
- Learn how to book travel via Concur Travel.
- Be able to request a new University Travel & Entertainment Card.
- Become familiar with the Concur and Concur Travel app.
- Know how to claim a business expense.
- Be able to view past trips and understand your activity.
- Become familiar with the Concur platform.
- Know how to set up travel plans and travel accounts.
- Become familiar with the Concur mobile app.

Note: Guest access to the Concur platform will be provided to this session. Don’t miss it!

If you still see this happening after 4/21, please report it via S&S.

For created events without a draft invoice after the scheduled job runs, the workaround is to manually run "Generate Invoices" for a department approver. These charges have been received by Concur from the university's bank but have not yet posted in the Transaction Data. The UCSD-ITS team has a High Priority ticket open with Oracle regarding this issue. Oracle identified a fix, which will be pushed to PROD this upcoming Friday, 4/21.

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In the event created may be wiped out with the subsequent job run if those draft invoices have not been submitted for approval. Our Project Portfolio Management Generate Invoices Job will be running Thursday, April 27. S&S has requested that every department verify their event charge status by checking the "Unpaid" status in Concur to ensure invoice was not deleted by the Generate Invoices Job.

Effective April 2023, American Airlines changed the way it shares booking content via what is known as New Distribution Capability (NDC). As this content just launched, the impact to UC travelers is not fully known but coupled with news of reduced air travel due to the global pandemic, UC San Diego has seen a lack of content in booking platforms and with our partner travel agencies. Please be assured that impacts are not a result of a Melissa or Nakamura issue. The IT team is working with the airline and travel agents to resolve these issues. In the meantime, please check with your travel manager for alternate flight options.

Many of our partner airlines offer priority seat selection to our UC San Diego travelers. Best practices for accessing these flight options include:

- Use a mobile app.
- Book within the first 24 hours of purchase.
- Book at the lowest available fare.
- Book at least 7 days prior to scheduled departure.
- Book at least 2 days prior to scheduled departure.
- Book at least 2 hours prior to scheduled departure.

For a UC San Diego traveler to receive priority seat selection on American Airlines, United Airlines, Delta Airlines, or Southwest Airlines, the traveler must 
- Use a mobile app.
- Book within the first 24 hours of purchase.
- Book at the lowest available fare.
- Book at least 7 days prior to scheduled departure.
- Book at least 2 days prior to scheduled departure.
- Book at least 2 hours prior to scheduled departure.
- Use the mobile app to check for availability and book the seat.

If you need assistance with booking your flight, please contact your travel manager or travel office.

Resolved - User Name on Select Cost Transfers

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Please use this report to identify and reconcile outstanding card charges. In preparation for fiscal closing, we recommend reconciling any outstanding card charges by checking the "Unpaid" status in Concur to ensure invoice was not deleted by the Generate Invoices Job.

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