Learning all there is to know about budget & finance can feel daunting. The Support Framework: Your Guide to Finding Help

For additional questions on how to gather comparable airfare, please whichever amount is lower. Please reference this Blink page for required when personal time is used while on business travel status. The traveler is eligible to receive reimbursement for Personal Travel Dates During a Business Trip.

Thinking of adding some personal travel dates during your business trip? No problem! Just make sure that the required processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, and reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, revising.

Oracle: Buying and Paying for PO Requisitioners Thursday, June 16, 2022 @ 9:00am - 11:00am

For those who are unable to attend, we will be posting a recording of the session to our IPPS will be hosting a demo during Office Hours to provide training and answer holds. We encourage any of your Purchase Order Requesters to attend, for a detailed walkthrough on how to properly research and resolve these holds.

Accounts Payable Hold Approval Demo

At this week's office hours, Matt Frankos, Director of Payroll Accounting, will be on hand to answer your UCPath and payroll questions. Every Thursday

Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

To learn more about our support strategy, please visit Our Website.

To find out what the different Expense Report statuses mean, visit the Processing Payment. An Expense Report is considered complete when these status in Concur states and ensure it receives proper approvals.

- Approved
- In Progress
- Submitted
- Not Submitted
- Unassigned
- Rejected
- Reassigned
- Approved
- In Progress
- Submitted
- Not Submitted
- Unassigned
- Rejected
- Reassigned

To remind Cardholders that there are unassigned transactions, transactions on an unsubmitted Expense Report, or an Expense Report is pending approval.

45 days: every weekday, a notification email will be sent to the cardholder and delegate to take action

30 days: every 2 days, a notification email will be sent to the Cardholder and Delegate to take action

15 days: one notification email reminder will be sent to the Cardholder and Delegate

Unfortunately, Concur configurations do not allow for us to include the Supervisor, Department to the notification for assignments. We encourage all Cardholders to check their Concur on a regular basis to ensure all transactions are properly assigned.

The name selection on the Faculty and Researcher Dashboard has been enhanced to include AD username in addition to Together. Addition of the username delivers the portfolio of projects associated with the specific PI, project manager, or task responsible for approving requisitions and invoices on behalf of their financial unit.

Enhancement:

To call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer questions. Oracle: Buying and Paying for PO Requisitioners.

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