Topics Covered:
Concur Travel terminology and concepts.

Travelers, preparers (Concur Delegates) and approvers.

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for individuals responsible for requesting employee reimbursements for business expenses. This course will further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments for departmental purchases who want to further their understanding of buying on campus.

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, follow up to the requisition and PO to ensure timely delivery of goods and services, and processing nonPO payments, and checking invoice status.

Learn how to submit event payment requests and employee reimbursements via Concur
Review the process to request travel preauthorization via Concur Request
Learn how to submit event vendor payments
Be able to view and reconcile Travel & Entertainment card transactions

Topics Covered:

Project Cost Adjustments
Projects
Contracts
Procurement Card Policy Exception Update
Procurement Card Policy Exception Update
Requisitions, Purchase Orders, and Change Orders
Journals
Contract Invoices

Thursday, September 15, 2022 @ 9:00am - 11:00am
Concur: Event & Expense Reimbursements

This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and will reoccur on 10/11 and 11/08.

Register for the upcoming comprehensive training course providing instruction on contract, event, and invoice creation and requirements. This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and will reoccur on 10/11 and 11/08.

Topics Covered:

Be able to request a new University Travel & Entertainment Card
Review the process to request travel preauthorization via Concur Request
Learn how to submit event payment requests and employee reimbursements via Concur

Thursday, September 13, 2022
Concur: Event & Expense Reimbursements

This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and will reoccur on 10/11 and 11/08.

Register for the upcoming comprehensive training course providing instruction on contract, event, and invoice creation and requirements. This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and will reoccur on 10/11 and 11/08.

Topics Covered:

Please check the status of your T&E-Card to make sure it is active. If you do not have a T&E-Card, please contact Procurement Accounts Payable for assistance.

Every Monday
Internal Controls Office Hours

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

Token usage is required to access the link to register for the next webinar on 09/13 at 10:00am. This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and will reoccur on 10/11 and 11/08.

Register for the upcoming comprehensive training course providing instruction on contract, event, and invoice creation and requirements. This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and will reoccur on 10/11 and 11/08.

Topics Covered:

August 30, 2022
Campus IPPS 2022 Playlist

Beginning August 29, 2022, the process for purchasing food for Student Programmatic Activities will fully transition from the Procurement Card to the T&E-Card. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities. US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities. US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date.

This process will transition to be managed internally via Concur and will not impact the current food exception process. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities. US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date.

On October 1, 2022, the process for purchasing food for Student Programmatic Activities will fully transition from the Procurement Card to the T&E-Card. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities. US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities. US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date.

This process will transition to be managed internally via Concur and will not impact the current food exception process. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities. US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date.

On October 1, 2022, the process for purchasing food for Student Programmatic Activities will fully transition from the Procurement Card to the T&E-Card. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities. US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities. US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date.
Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you. Not sure where to find answers? Get started using our Support Framework.

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