When the User pays with their Travel & Entertainment (T&E) Card, the proper
be issued to the non-employee payee.
payments to the event supplier. This helps identify in Concur that payment is to
options for
you can type % into the
When searching for a Department Head or Special Entertainment approver,
specific topics. The space is also used to notify the community of system errors
the widget at the top of the
Payment Compass Registration: Timeline and Responsibilities
General
Tips & Tricks
Visit the
Please note that you can also search “Concur” in the UC Learning Center to
including summarized guidelines, resources, and information about online
The course provides an overview of UC San Diego travel policy and procedure,
Understanding of travel preauthorization, booking travel via Concur, prepaying
Thursday, May 27, 2021 @ 1:00pm - 3:00pm
UC San Diego Travel: Before You Go
Concur Travel & Expense
Tuesday, May 25, 2021 @ 1:30pm - 2:30pm
Payment Compass Webinar
Training & Support
Marketplace PO to be closed will prevent further invoicing against the PO.
You may lift Legacy/Marketplace PO Commitments
process is outlined in our
you may reduce the PO to what has been invoiced via a change order. This
may cancel the PO via a change order. If the PO has been partially invoiced,
closing out the PO in Oracle Procurement. If the PO has not been invoiced, you
If you are noticing PO commitments on your PPM ledger, you may lift them by
You may query by several fields - including project, task, and financial unit - to
You can view POs which are still committed on your ledger by going to the
View Outstanding PO Commitments
the Banking Services team via
You may set up the
in DEV and are on track to complete by end of May. Errors have been identified
inaccurate, or possibly fraudulent bookings. In these cases, you should notify the
Please note that erroneous airfare, please let us know via Services & Support (Travel; Concur
We identified University prepaid airfare transactions from March 30th that did
anticipated timeline for completion.
In the meantime,
Submit corrections by 5/21. Look for an update including additional
instruments, and projects in the Office of Science Policy are in the process of moving
Your project will be assigned to a representative for each Priority Project.
In order to mitigate payroll expenses hitting the department default project, on
Oracle has delivered the ability for departments to initiate PPM cost transfers for
Oracle Financials Cloud
Oracle Cost Transfer Multi-Select Launching Soon!
Event Expense Report
When an actual expense report is created with a budgeted expense report, Concur
In case of discrepancies, please contact your department budget administrator or
Budget & Finance Department
In the event a check is issued to an external vendor who is not currently in Concur,
You cannot issue checks to external vendors who have not posted invoices in
In the event of an overpayment, the appropriate adjustments will be made.
Scrip by July 15th to receive the funds back to the department account
Unused Scrip Return Deadline - July 15
Scrip by July 15th to receive the funds back to the department account.
All Scrip items that are still outstanding will become stale-dated by June 26,
You should check your Scripкольда на Panorama
Panorama
Business Analytics Hub
You can view POs which are still committed on your ledger by going to the
View Outstanding PO Commitments