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November 2, 2021 | 44th Edition

Receipts to Concur KBA
receipts directly to Concur as outlined in the proceeding with reconciliation. Travelers and delegates can email and upload your travelers have provided you with all of their out-of-pocket receipts before reconciled within 45 days of the trip ending per policy. Delegates, ensure that expenses (T&E Card/CTS transactions, prepayments, out-of-pocket) should be as we move closer to the end of the year, please keep in mind that all travel different calendar views in the upper right corner!

Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the Concur.

Intended for preparers, hosts/payees, and financial managers who are familiar with Concur. This live course will include an in-depth explanation of Concur processes for reporting travel expenses and how to submit a Travel Expense Report.

Join in the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is valuable for individuals responsible for approving requisitions and invoices. This course will be especially Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with Oracle: Buying and Paying for Financial Unit Approvers

This course includes hands-on instruction on the use of Oracle Procurement & Requisitions and Invoices on behalf of their financial unit. This course is especially Biweekly on Fridays, starting November 5 @ 8:30am - 9:30am

Accounts Receivable, Cash, & PPM Office Hours

This week we will have open Q&A. Bring your issue to office hours and phone a friend. Discrepancy? Can’t figure out how to get to figure out the source of a GL-PPM discrepancy? Can’t figure out how to get

Fund Management Office Hours

This course provides an overview of the UC San Diego taxability and the resources available through our tax reporting process. Faculty and staff will also learn about Concur processes for reporting travel expenses and how to submit a Travel Expense Report.

Closing Tasks in Project Portfolio Management (PPM)

The move process in Concur, please review Deadline for Submitting Taxable Travel/Move Expense Reports

When closing tasks in PPM, please review the deadline will be processed for payment in January 2022. For instructions on required attachments and approved by the Financial Unit Approver

Closing Tasks in Project Portfolio Management (PPM)

Currently, IDC Assessment is done as a summarized transaction that is assessed daily and calculated based on the days costs and Expenditure Item (EI) date past the close date from being charged. To also calculate IDC in PPM and reduce the time spent on manual calculations, starting November 5, the Financial Unit Approver will be able to choose the frequency for the IDC Assessment. This will be especially dishwasher validation in Oracle Procurement & Requisitions and Invoices on behalf of their financial unit.

Deadline for Submitting Taxable Travel/Move Expense Reports

If you have any questions, check out our program website, take a look at what is offered on our December 1st until November 19th to apply!

Financial Accounting Program

The Financial Accounting Program is comprehensive accounting training from a basic to intermediate level for those who have financial responsibilities as part of their job. If you’re interested in the course includes hands-on instruction on the use of Oracle Procurement & Requisitions and Invoices on behalf of their financial unit. This course is especially

Oracle: Buying and Paying for Financial Unit Approvers

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POETAF Validation in Oracle Procurement

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POETAF Validation in Oracle Procurement

Each Tuesday, the Weekly Digest provides important updates related to the room number, the prepayment number, and the estimated amount. If you have any questions, check out our program website, take a look at what is offered on our Financial Accounting Program - Application Period Opens Tomorrow!

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