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November 2, 2021 | 44th Edition

Receipts to Concur KBA 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 Click to access the Concur.

Intended for preparers, hosts/payees, and financial managers who are familiar related to meetings, entertainment, and business expense reimbursements.

Tuesday, November 9, 2021 @ 9:00am - 11:00am

Concur: Event and Expense Reimbursements

processes for reporting travel expenses and how to submit a Travel Expense Report.

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, entering orders, using the process for POETAF validation, and populating POETAF information in the requisition form.

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Thursday, November 4, 2021 @ 9:00am - 11:00am

Oracle: Buying and Paying for Financial Unit Approvers

Starting this Friday, the Accounts Receivable, Cash, & PPM Office Hours will add to the event calendar.

If you have any questions, check out our program website or call 858-534-6900.

November 3rd until November 19th to apply!

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 program, take a look at what is offered on our program website.