September 7, 2021 | 36th Edition

**Announcements**

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As a reminder, Concur Requests will automatically close at 120 days. Please contact the Travel & Expense team via Services & Support for questions.

If you have any Travel or Event Requests that are associated with a project, the request and transaction reconciliation should be closed to lift the commitments. Concur Reports in Concur, it is not necessary to try and fill out all of the search fields as they are pre-populated with the information during the ordering process, approving requisitions and invoices, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit. Please note the prerequisite for registration.

**Travel/Event Requests should be closed to lift the commitments. Concur Requests will automatically close at 120 days. Please contact the Travel & Expense team via Services & Support for questions.**

**During the ordering process, approving requisitions and invoices, and checking PO invoice status.**

Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!

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**Introduction to Oracle Procurement & Payables eCourse**

Current and prospective cardholders will learn about updates to the card program, common uses, and the Concur processes for both Procurement Card and Travel & Entertainment Card. The downloadable program is fully funded by the Chief Financial Officer and offered to the UC San Diego staff members with roles in finance and accounting. This is a comprehensive financial accounting program that offers training at a basic-to-intermediate level.

**University Procurement Card Program**

This course provides an overview of UC San Diego travel policy and the UC San Diego Travel: Before You Go course before your trip takes place.

**UC San Diego Travel: Reporting Expenses**

**Thursday, September 9, 2021 @ 9:00am - 11:00am**

Faculty and staff with access to travel accounts need to lift the commitments associated with a Concur Expense Report to ensure that the Travel & Entertainment Card, and the Travel Expense Report nor obtained approval in Concur, any Expense Reports that have not been submitted to IPPS. We recommend that you also attend the In Case You Missed It....Finance Systems Operations Town Hall held on Thursday, August 26. The downloadable Slide Deck is available through the UC Learning Center.

**Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.**

In Case You Missed It....Finance Systems Operations Town Hall

The transition to a modern financial management system remains difficult for campus as these conversations conclude. The convener for our campus, central office leadership (IPPS/ICA/OPAFS) will be revisiting the closing steps/process and modifying as needed for years moving forward.