Automated Reviews
An issuing office approving automated processing of your purchase order. APIS, as indicated, is a comprehensive automated procurement system that has been implemented at the University of California San Diego. The objective is to simplify the process for the procurement department and the approval process for POs. The approval may be at a higher approval level than the one shown in the image.

Note that the fiscal year end in Oracle financial system is next to the image, as mentioned in the text.

Apply Reimbursements
The University's Oracle Financial Management system does not allow for the reimbursement of expenses. Reimbursements are not allowed in the system for any travel or event requests. The requestor should contact the Travel & Expense team via Services & Support for questions regarding any closed Travel/Event Requests. For more information on viewing expenses, please contact the Travel & Expense team via Services & Support for questions.

As a reminder, Concur Requests will automatically close at 120 days. Please make sure all associated Expense Reports have been processed, then the request will be closed. If you have any Travel or Event Requests that are associated with a project, we recommend that you also attend the information session.

Edited by Melissa Foster

Managing Concur Commitments
Managing Concur Commitments involves various processes, such as searching, viewing, and enrolling in the Concur and Campus application. You can use Melissa in add vehicle, search, and verify that the Commitments are correct. Melissa may be a good tool for identifying any errors or inconsistencies in the data. Melissa can also help you track and monitor the status of your Concur Commitments.

When searching for Attendee Types to add to your Event Expense Request, the information can be found by selecting the Attendee Types dropdown in the open Request. Melissa will display all Attendee Types in the open Request. Melissa will also display any Attendee Types that have been added to the Event Expense Request.

University Procurement Card Program
The University Procurement Card Program is designed to streamline the procurement process for the University of California San Diego. The program allows for the procurement of goods and services in an efficient and cost-effective manner. The program is fully funded by the Chief Financial Officer and offered to the UC community. For more information on the program, please contact the Travel & Entertainment Card and the UC San Diego Procurement team.

Oracle: Buying and Paying for Financial Unit Approvers
This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF, POETAF validation, and POETAF editing. This course will be especially valuable for individuals responsible for approving invoices, reviewing for POETAF, and checking PO invoice status. This course will be especially valuable for individuals responsible for approving invoices, reviewing for POETAF, and checking PO invoice status.

Oracle Procurement & Payables eCourse
This eCourse is a comprehensive guide to Oracle Procurement & Payables. It offers an in-depth look at each module within the software, including purchasing, procurement, and accounts payable. The eCourse is designed to provide a comprehensive understanding of Oracle Procurement & Payables, including how to navigate the software, how to use each module, and how to perform specific tasks within the software. The eCourse also includes hands-on exercises and quizzes to test your understanding of the material. The eCourse is available through the UC Learning Center.

WalkMe: Oracle Financials Cloud and Concur Training
The WalkMe Browser Extension adds various tips, walkthroughs, and additional validation to your transactions, announcements, and reminders. The WalkMe Browser Extension is designed to improve the user experience by providing additional validation and information. The WalkMe Browser Extension also adds tips and walkthroughs to the WalkMe application, available tasks, and UC San Diego resources relevant to the users.

The WalkMe Browser Extension is available for free, worldwide, and improves your Concur and Campus experience! The WalkMe Browser Extension is designed to improve the user experience by providing additional validation and information. The WalkMe Browser Extension also adds tips and walkthroughs to the WalkMe application, available tasks, and UC San Diego resources relevant to the users.

Train the Trainer Program
The Train the Trainer Program is designed to empower trainers to deliver effective and engaging training to their teams. The program is fully funded by the Chief Financial Officer and offered to the UC community. For more information on the program, please contact the Training & Development team.

The WalkMe Browser Extension is available for free, worldwide, and improves your Concur and Campus experience! The WalkMe Browser Extension is designed to improve the user experience by providing additional validation and information. The WalkMe Browser Extension also adds tips and walkthroughs to the WalkMe application, available tasks, and UC San Diego resources relevant to the users.