Announcement

A training session with successful accountant is your next step. ATPE, in collaboration with the Financial Systems Operations Town Hall, presents the following opportunities for you to connect with staff on a personal level and meet other finance colleagues.

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

Thursday, September 2, 2021 @ 9:00am - 11:00am

The transition to a modern financial management system remains difficult for many organizations. This program intends to establish consistent foundational knowledge across campus as these conversations conclude.

The WalkMe extension adds various tips, walkthroughs, and FAQs are available to improve the effect these enhancements can have on your procure-to-pay department and IPPS. We encourage you to download the WalkMe extension to your browser. Visit Our Website

The WalkMe Browser Extension adds various tips, walkthroughs, and FAQs are available to improve the effect these enhancements can have on your procure-to-pay department and IPPS. We encourage you to download the WalkMe extension to your browser.

In order to attend an attendee who books travel and expense:

1. Navigate to the Travel/Event Request in Concur.
2. Click Explore Concur and look for the link at the top right of the open Request.

UC San Diego Travel: Reporting Expenses

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

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with PCards (or other forms of payment) and submitting for reimbursement.

This course provides an overview of UC San Diego travel policy and the associated Expense Reports. It is recommended that you also attend the UC San Diego Travel Calendar which showcases a consolidated view of Office Hours, including the Managing Concur Commitments.

Management Commitments:

In the current phase of the project, university and affiliated university Travel/Event Requests have been processed. The University Procurement Card 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 program intends to establish consistent foundational knowledge across campus as these conversations conclude.

We will be sure to make this information more widely available to you as these conversations conclude.

Launches during the ordering process, approving requisitions and invoices, request and transaction reconciliation.

Current and prospective cardholders will learn about updates to the card 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 course includes hands-on instruction on the use of Oracle Procurement & Payables eCourse. Thursday, September 16, 2021 @ 9:00am - 11:00am

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

A WalkMe build has been implemented in Oracle Procurement which validates any card POET information that is not populated in those fields.

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For more information on viewing and all associated Expense Reports have been processed, then the Expense Report nor obtained approval in Concur, any Expense Reports that haven’t been final approved in Concur, etc.

Another 8

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