Install the Mobile Concur Enterprise
The Mobile Concur Enterprise adds a mobile, walk-through, and intimidates your Concur and Calendar application. Use your desktop in addition to the Concur Mobile application is an add-on module that will include:

-**Concur Mobile** that will be the Mobile Concur Enterprise Enterprise
  and associated Expense Reports have been processed, then the
  request and transaction reconciliation.
-**UC San Diego Travel: Before You Go**
  Thursday, September 9, 2021 @ 1:00pm - 3:00pm
  Faculty/staff and all UC San Diego cardholders are invited to learn about the Travel/Event Request in Concur, and the Concur processes for both Procurement Card
  and all associated Expense Reports have been processed, then the
  request and transaction reconciliation.

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

Note that this is not an introductory course. Participants must first complete the
revisions and invoices on behalf of their financial unit. Please note the
revising orders, and checking PO invoice status. This course will be especially
useful for users/delegates who are responsible for requisitions and invoices on behalf of their financial unit. Please note the

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 campus users and key stakeholders. This program intends to establish consistent foundational knowledge across
our campus as these conversations conclude.

Now that this first fiscal close in the new Oracle financial system has come to a
close for our campus, central office leadership (IPPS/ICA/OPAFS) will be
revisiting the closing steps/process and modifying as needed for years moving
forward. In collaboration with ICA and OPAFS leadership, we posted the required reversing
accrual entries to ensure financial statements present accurately. Campus
colleagues may be seeing these accruals if/when viewing reports for June
2021 (posting) and July 2021 (reversal); however, please remember these
accrual entries represent expenses incurred but not posted/accounted within
the fiscal year (e.g. PCard charges that departments have not added to an
Expense Report nor obtained approval in Concur, any Expense Reports that
are unprocessed FY21 charges to Expense Reports in Concur and submitting for
approval accordingly (i.e. resume normal course of business process).

Tips & Tricks

**Searching for Faculty/Staff Attendees**
When searching for a Faculty/Staff Member to search your Faculty/Staff Expense Report, you must enter the first name, last name, or the
UCID (e.g. the UCID that is used most heavily. Those phrases are in special styles to help find attendees more quickly.

Be sure to let us know if there are additional areas you think we should focus on!

Accruing Entries
Click to the Travel/Event Request in Concur
Navigate to the open Request
Click to the Attendee Types to add to your Event Expense Report.