Why do I have to do this? We are required to report transactions for audit purposes. Knowing what needs to be corrected is crucial. Use these reports to check for needed corrections.

Where can I find these reports? You can find these reports in the Department Exceptions Panorama.

What can I do with these reports? Use these reports to identify errors in your financial transactions and take necessary actions to correct them.

New Report Releases

Non-Sponsored Generate Invoice Process Errors
- A new report on the Department Exceptions Panorama identifies UCPath, Concur, or other types of transactions that failed to generate invoices. This report can be used to identify transactions that need to be corrected.

Non-Sponsored Contract Lines Without Project or Task
- Individuals who are responsible for creating or managing non-sponsored contracts should use this report to identify transactions that belong on a project so they can be corrected.

Non-Sponsored Generate Invoice Process Errors
- A new report on the Department Exceptions Panorama identifies transactions associated with contracts that did not post correctly. This report can be used to identify transactions that need to be corrected.

How do I access these reports? You can access these reports in the Department Exceptions Panorama.

Additional Resources

- Learn more about budget and finance best practices on the UC San Diego Budget & Finance YouTube channel.
- Join the UC San Diego Finance Help Line to ask questions regarding budget and finance-related issues.
- Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

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