How to Initiate

Manage your preferences

If your document has not been approved by your department approver

Recalling Requests and Expense Reports

Read more about how to do so in our new columns appearing on the display. You may add columns of interest, remove

Now that Project, Task, and Expenditure information has been added to the

How to Reorder Columns in the PO Module

KBA

supplier has an agreement with UC San Diego or is registered to submit their

check the status of your Requests and Expense Reports in Concur and Oracle.

browse through and sign up for our upcoming instructor-led Concur courses.

videos such as the new one below.

understanding of buying on campus.

Procurement & Payables concepts. This course will be especially valuable for

new content, include new exercises, and focus on the most key Oracle

Oracle Financials Cloud

Expense Report(s) and, as applicable, submit them for approval before the

move any pending card transactions from Available Expenses onto the proper

UC San Diego travelers, hosts, and cardholders must adequately account to the

Reconcile Expense and Card Transactions

Requests should be closed to lift the commitments. Concur users/delegates can

should be canceled. This will lift commitments associated with these

these requisitions will not be submitted in the future, then these requisitions

at

Additionally, if you are aware of any invoices that you do not anticipate the

Payments KBA

Getting Ready for Fiscal Close

Close.

We've added a new section in the Weekly Digest to help prepare you for Fiscal

Click to view all

known transitional issues

Project reconversions are now complete, including the removal of all

Department requests for mass updates to PPM Project Personnel and Task to

Tasks to Projects, Project Personnel Updates Now Complete!

Due-for-June-thru-Sept-2021-is-now-posted.aspx

Reports due thru September 2021 are also posted. You can find the list here:

awards and work closely with your OPAFS Award Accountant.

awards with an end date of 2/31/2021. Please prioritize reconciling these

required of the department.

been lifted in preparation for fiscal close. No further action on these POs is

Codes

Update ISIS Detail

Review Requisitions/PO

Move expense

Funding

Recharge Funding

Resources

Action Item Checklist

1. Navigate to the Travel/Event Request

2. Navigate to the requisition

3. Purchase

June 18

June 15

June 14

June 13

June 12

June 11

June 10

June 9

June 8

June 7

June 6

June 5

June 4

June 3

June 2

June 1

May 31

May 30

May 29

May 28

May 27

May 26

May 25

May 24

May 23

May 22

May 21

May 20

May 19

May 18

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December 31