Access Requests to Financial Systems

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Informational Bulletin:

Fresh update on a few variables. Reference our new KBA for guidance on this process.

About the Weekly Digest
Email: WeeklyDigest@ucsd.edu

More Specifically:

Non-Employee Payee
Non-Employee Payee
Event Reimbursements:
Travel Reimbursements:

Access Requests to Financial Systems

KBA
Concur

Other Reimbursements: Services & Support

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Starting updated their registration in Concur. Survey System.
For employees to process their own reimbursements via Concur. Doing so will cause delays in reimbursement.

If the payee is not a current UCSD employee, then a faculty or staff member at (Access or Role Inquiries).

If you fall into one of the above categories and cannot access Concur, please follow these instructions for instructions on how to access Concur. (Access or Role Inquiries).

Concur Travel and Expense

Please ensure that any non-employees have been invited to register or have access requests to financial systems.

The goal is to deliver timely information that matters to you.

During the checkout process, the individual submitting the requisition has the ability to change the POETAF or Chart String. The ability to change the POETAF or Chart String is one of the key differentiators between采购与Concur. Watch as our instructors review best practices that are closing. IPPS' latest session focused on Commitments as it relates to the Fiscal Year-End. Hot Topics: Commitments

In Case You Missed It

Oracle Procurement and Concur. Watch as our instructors review best practices.

Follow these instructions to learn how to add and manage Travel Allowance in Concur. (Access or Role Inquiries).