See it as the version you have linked to may contain incorrect or outdated information. After linking to a KBA, you may notice at the top a notification that an updated version is available. Always read the most recent KBA version for guidance on how best to interact with Oracle applications.

**Oracle: Buying and Paying for PO Requisitioners**

**Thursday, October 28, 2021 @ 9:00am - 11:00am**

This course focuses on topics such as reviewing for and populating POETAF in PPM. We will also discuss the fluidity of segments when posting directly to the GL as well as how project POETAF in PPM. We will discuss the attributes in PPM that determine COA segments when transactions flow from PPM to the General Ledger (GL) and fund management. We will cover the importance of defining COA and POETAF as they relate to ledgers featuring a special fund. This course includes hands-on instruction on the use of Oracle Procurement & Payables. There will be a chance to participate in Q&A at the end.

Please register here for this course.

**Oracle: Buying and Paying for Financial Unit Approvers**

**Thursday, November 4, 2021 @ 9:00am - 11:00am**

This course provides an overview of UC San Diego travel policy and the processes for reporting travel expenses and how to submit a Travel Expense Report. It focuses on topics such as understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Before You Go session which walks through how to use the User Role Jacquet on defining COA and POETAF as they relate to ledgers featuring a special fund. This course includes hands-on instruction on the use of Oracle Procurement & Payables. We will discuss the fluidity of segments when posting directly to the GL as well as how project POETAF in PPM. We will discuss the attributes in PPM that determine COA segments when transactions flow from PPM to the General Ledger (GL) and fund management. We will cover the importance of defining COA and POETAF as they relate to ledgers featuring a special fund. This course includes hands-on instruction on the use of Oracle Procurement & Payables. There will be a chance to participate in Q&A at the end.

Please register here for this course.

**Oracle: Before You Go**

**Thursday, November 4, 2021 @ 9:00am - 11:00am**

This course provides an overview of UC San Diego travel policy and the processes for reporting travel expenses and how to submit a Travel Expense Report. It focuses on topics such as understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Before You Go session which walks through how to use the User Role Jacquet on defining COA and POETAF as they relate to ledgers featuring a special fund. This course includes hands-on instruction on the use of Oracle Procurement & Payables. We will discuss the fluidity of segments when posting directly to the GL as well as how project POETAF in PPM. We will discuss the attributes in PPM that determine COA segments when transactions flow from PPM to the General Ledger (GL) and fund management. We will cover the importance of defining COA and POETAF as they relate to ledgers featuring a special fund. This course includes hands-on instruction on the use of Oracle Procurement & Payables. There will be a chance to participate in Q&A at the end.

Please register here for this course.

**Oracle: Fund Management Office Hours**

**Thursdays @ 11:00am - 12:00pm**

We are asking that everyone arrive at least 10 minutes before the end of our office hours. A guest from the Financial Operations - PPM Strategic Design team. Then, we will walk through how to use the User Role Jacquet on defining COA and POETAF as they relate to ledgers featuring a special fund. This course includes hands-on instruction on the use of Oracle Procurement & Payables. We will discuss the fluidity of segments when posting directly to the GL as well as how project POETAF in PPM. We will discuss the attributes in PPM that determine COA segments when transactions flow from PPM to the General Ledger (GL) and fund management. We will cover the importance of defining COA and POETAF as they relate to ledgers featuring a special fund. This course includes hands-on instruction on the use of Oracle Procurement & Payables. There will be a chance to participate in Q&A at the end.

Please register here for this course.

**Business Analytics Hub**

This Hub is a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!

If you would like to contribute to our weekly announcements, please contact us at financesupport@ucsd.edu. We welcome guest announcements from our community! Feel free to suggest an event, service, searching across UC San Diego requisitions and POs, closing POs, and more. There will be a chance to participate in Q&A at the end.

Please register here for our next session.

**How to Check the Status of a Concur Request and Expense Report card transactions and related expenses within 45 days after the trip or event**

**Contact Us**

We look forward to hearing back from you. If you need assistance, feel free to reach out to us. You can find our contact information in this Week's Office Hours.

**Fund Management Office Hours**

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