How to Resolve POETAF/COA Failed Validation Errors in Concur

Expense Report under the Concur account of the T&E Cardholder, whereas the T&E Card transaction must then be reconciled on the Travel Request and the Travel Request must be charged to the T&E Cardholder. To resolve the validation error, check if the Concur Travel & Expense Payment Type is set to "Delegate". If so, change it to another valid payment type or create a new one.

2.2.1.2 Award Funding. To request clarifications and additions, use the new KB0033288, which can be found in the PPM User Guide. Be in the Know: PPM User Guide.

How to Reference Shipping Charges on Purchase Orders

Shipping and freight charges should not be added as separate line items on the purchase order. Instead, you may add them to the comment section or use the "Remitted Amount" field. However, if you have a specific requirement for shipping charges to be added as separate line items, you must add them to the purchase order before submitting it for approval.

How to Check the Status of a Purchase Order Change

If you have made changes to a purchase order and want to check the status of those changes, use the KB0033288, which provides step-by-step instructions on how to check the status of a purchase order change. Use a Requisition KBA for instructions on how to reference shipping charges on purchase orders.

New Blink Page: Alternatives to Out-Of-Pocket Expenses

Paying out of pocket is a thing of the past! Check out our New Blink Page: Alternatives to Out-Of-Pocket Expenses for information on how to manage expenses using Concur booking. This page also contains a link to the "Contracted Car Rental" section of the Concur User Guide.

Use a Preferred Address in Oracle Procurement

Oracle Financials Cloud mentions University Card Products (Travel & Entertainment Card and Procurement Card), Concur Booking, Oracle Procurement, and Amazon IP as preferred addresses for University of California San Diego employees. To use these preferred addresses, add them to your Concur profile and ensure that they are linked to your University of California San Diego email address.

 Expanded Project Summary.

The expanded project summary is available in PPM and Oracle Financials Cloud. When you create a new project in PPM, you will see an option to "Expanded Project Summary". This option should be selected if you want to include detailed project information in the PPM system.

New Cellular Recharge Summary Report

Oracle BI & Financial Reporting will be publishing a new cellular recharge summary report on the first business day in July. The report will contain the detailed recharges posted to the Oracle Procurement system for the previous month. Additionally, the report will include information on how to access the report and how to interpret the data.

Financial Day Abatement in Oracle Financials

Departments are asked to make their deposits on 6/28/2021, the last business day of June. The receipts (i.e., cash or checks on hand) must deposit them by 1:30pm. Departments with cash on hand must deliver them to Central Cashier's unit by 1:30pm. Departments with cash on hand are required to make their deposits on 6/28/2021, the last business day of June.

Ledger (GL) and Fund Management Office Hours

Invoice time delays or errors are experienced when the time frame changes, you may want to do so at the supplier's request. Although it is not required to edit the start or end date of your purchase order, it may be necessary to do so in order to ensure that the order is processed correctly.

 eleven (11) level could be significant, but fiscal close will continue as scheduled and impact your GL-based reporting. Please join us in office hours this first business day in July.

Campus Delivery

Campus Delivery coordinates with carriers to route the package by Trade Street. They have access to buildings that external carriers do not, they are familiar with the layout of campus whereas external carriers do not. Use a Preferred Address in Oracle Procurement.

IPPS will work with departments to resolve commitments following the end of the fiscal year. Commitments on closing projects that need to be expensed should be resolved before starting the reconciliation process. This will ensure timely and accurate reporting of expenses. Committee reconciliation processing:

- Expense reports must be finalized and approved by the project level before being submitted for reimbursement.
- If there are any pending cost accounts that need to be lifted, please work with your BFS team to finalize expenses and lift all committed costs.
- Commitments on closing projects that need to be expensed should be resolved before starting the reconciliation process. This will ensure timely and accurate reporting of expenses.

The risk is that a department may over or under bill a sponsor if pending cost accounts are not finalized and approved before attempting to lift them. In addition, if lifting commitments is a focus, below are tips to expedite the process:

- Lift commitments as soon as possible to avoid delays in reimbursement.
- Review all open items and pending cost accounts before attempting to lift commitments.
- If there are any issues with lifting commitments, please work with your BFS team to resolve the issue.

Additionally, if you are aware of any invoices that you do not anticipate the department will be able to collect on, please submit a Services & Support ticket.

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