This email was sent to .

For Event reimbursements in Concur, when creating expenses type when creating expenses is Payment to Employee. Student employees are employees who do not have a UCPath ID. Additionally, the Payment Header is Employee, not Student. Traveler/Payee Type Student refers to non-employee students who do not have a UCPath ID. For Travel and Events Expense Reports that involve Student Employees, the KBA 01270731 needs to be utilized to determine your Request ID or Report ID, follow the steps in the KBA to determine the Request ID or Report ID. A Request ID is needed on the Payables form to request POETAF. If the Request ID is not entered, the POETAF will not be included in the Payables form and will not be visible in UCPath, bypassing the cost transfer process as a whole.

Current Valuation Hold for COA's

The Concur Invoice Date reflects the most accurate date (i.e. earliest transaction date). This will help in reducing the number of Project Budget Validations that are processed immediately after an invoice is posted to Concur, until the invoice is validated. Please reference the Payables COA Valuation Hold KBA 05245983 for details on lifting commitments associated with requisitions, purchase orders, and validations. This information will be updated as we tune our COA processing to reduce the number of invalidations.

The Concur Invoice Date is the earliest date when the invoice was posted to Concur - it may not always be the date when the invoice is validated. Concur will validate invoices based on the invoice date. Once Concur Invoice Date is updated, the request will be validated. This will help with the Project Budget Validations that were processed immediately after an invoice is posted to Concur. If you are experiencing issues with your invoices, Concur will validate invoices based on the invoice date. Please check the invoice date in Concur before requesting validation from Payables. This will help in reducing the number of Project Budget Validations that are processed immediately after an invoice is posted to Concur, until the invoice is validated.

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For validation processing, if you need assistance, please contact your Financial Unit Manager or Fiscal Manager. If you have questions about this edition, please contact our team via the UCSD-DSH Project Information page.

We at IPPS are also continuing to improve upon the payables experience, with the new Payables eCourse. This training webinar consists of a 30-minute presentation followed by a Q&A session. The course is designed to help you understand the Oracle Procurement process, focusing on topics such as reviewing the POETAF, revising orders, and checking PO invoice status. This course will be especially valuable for those responsible for approving requisitions and invoices on behalf of their financial unit. Please note the following changes to the Payables COA Validation Hold KBA 05245983.

Project Report KBA Lookup Tool

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