

From: [Insert Name & Email]

Sent: [Insert Date & Time]

To: [Insert Name & Email]

Subject: PPM Contract Invoices Transfer Rejected for [Insert Date] for [Insert Name]

Attachments: PPM Contract Invoices Rejected for [Insert Name].pdf

Attached is a list of the invoice(s) where the transfer to AR failed. Please login to Projects & Awards > Contract Invoices to review and resolve the error.

Thank you,
UCSD Project Portfolio Management Strategic Design Team
BFS Financial Operations
ppmsd@ucsd.edu

PPM Invoice Acceptance Report

Time Run: 01/30/2023 09:45 PM

Contract Number	Customer Name	PPM Invoice #	AR Invoice #	Invoice Amount	Invoice Status	Event Completion Date
12345	[Insert Name]	3	123456	(\$10.00)	Rejected	01/19/2023

Example