Travel Policy Guide

Concur Approval

The Travel team has recently updated their one-page Travel policy guide. This guide will assist in streamlining the request & expense process. The Concur document will route for approval through the employee payee’s Concur profile in accordance with any of their internal/department policies. This provides departments more control and visibility to the request & expense process. The Concur document will route for approval through the employee payee’s Concur profile in accordance with any of their internal/department policies. This provides departments more control and visibility to the request & expense process.

Department move coordinators pay for moving company invoices for new or used furniture. When invoices are received, the furniture must be accounted for in the Oracle Financials Cloud at the department level. If invoices are not accounted for, they will be charged to the department. This process is necessary to ensure that the department is aware of all expenses related to the move.

Concur Travel & Expense

The revised Concur Travel & Expense Guide is available for download. This guide includes updated information to reclassify a Payables transaction to make it visible on a Project in PPM workspace. It also includes information on how to trace and adjust expenditure types.

Oracle Bi & Financial Reporting

The revised Payroll Reconciliation Toolkit is available for download. This toolkit includes a list of potential issues and solutions to common problems encountered while reconciling Payroll. It also includes guidelines for creating and maintaining correct tolerance settings for different departments.

For any questions related to Travel, Accounts Payable, or Procurement, feel free to contact Training & Support. Our team is available to answer your questions and provide guidance on best practices.

Oracle PPM General Project Request

A comprehensive review of the PPM project roles and their updated definitions has been conducted. A present need for a one-time mass-cleanup of project roles has been identified. This cleanup will include: key implementation issues and what have we learned, why did we go-live July 2020, what have we done to address implementation issues and what should faculty expect going forward?

A comprehensive review of the PPM project roles and their updated definitions has been conducted. A present need for a one-time mass-cleanup of project roles has been identified. This cleanup will include: key implementation issues and what have we learned, why did we go-live July 2020, what have we done to address implementation issues and what should faculty expect going forward?

Oracle PPM Sponsored Project Request

Revised Payroll Reconciliation Toolkit

The revised Payroll Reconciliation Toolkit is available for download. This toolkit includes a list of potential issues and solutions to common problems encountered while reconciling Payroll. It also includes guidelines for creating and maintaining correct tolerance settings for different departments.