To continue receiving our emails, add us to your address book.

September 21, 2021 | 38th Edition

**Announcements**

The following changes will be made this week:

- How to Purchase Inventorial Equipment in Oracle Procurement KBA
  - Prepare your inventorial equipment order in Oracle Procurement with our new A new inventorial equipment checkbox has been added to Oracle Procurement Inventorial Equipment in Oracle Procurement

- Concur Expense via email
  - Review the Users and delegates have the ability to email necessary documentation to From your mobile device to your Concur account and moreover, digitize receipts while on the go. With the Faculty and staff can easily capture receipts and track business expenses
  - Uploading and Emailing Receipts to Concur

- To know if your PPM cost has been cost-transferred
  - The amount net zero. An x means it has not.

- The Fall 2021 application period is now closed.

**Training & Support**

Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the Payables. It focuses on topics such as shopping for and purchasing goods and This course includes hands-on instruction on the use of Oracle Procurement &

- Concur: Event and Expense Reimbursements
  - This session will cover the Approvals system in Concur – how it works, cost share examples you have been struggling with.

- Concur Mobile App
  - You can upload receipts instantly Bring all your questions about cost share

- Transaction Controls or E Codes on Sponsored Projects

- SPF Award Accountant has enough time to reconcile before submitting to NIH. Submit the Financial Expense Reports early in the month to ensure that your posted in the National Institutes of Health (NIH) Reports due for September 2021 are posted in the

- The Department of Health and Human Services (DHHS) requires their grant DHHS Federal Cash Transaction Report

- The National Institutes of Health (NIH) Reports due for September 2021 are posted in the

**BI & Financial Reporting**

Launch Alert: Project Payroll Details and Task Payroll Details

- For additional questions, please attend our corresponding training module to cover the two new sections

- The second important leadership update is as follows:
  - Marissa Prough is now the Sr. Associate Director of SPF, supporting the Researcher Panorama:

- The first important leadership update is as follows:
  - Deston Halverson is now the Sr. Associate Director of SPF, supporting the Report (FCTR). The FCTR must be filed within 30 days at the end of each of

**Endnotes**

- Any other financial deficit balances less than $25,000 will display in red. Any links pointing toward the Financial Tools page will be redirected to our