Announcements

The Learning all there is to know about budget & finance can feel daunting.

First Step:

I need to do a partial transfer. What do I do?

For support on how to use this report:

BI & Financial Reporting is happy to announce the release the Default Project Payroll report!

Learn how best to prepare your transactions to meet the fiscal year deadlines for the Procure-to-Pay and Travel

9:00am - 10:00am
Fiscal Year Close Preparations

how to process credit memos, examples of credit memos, followed by an open Q&A session. We look forward

and Equipment Asset Management. This week's office hours will cover credit memos - types of credit memos,

1:00pm - 3:00pm
Thursday, April 14, 2022

course before the trip concludes.

booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt

9:00am - 11:00am
Thursday, April 14, 2022

April 12: Drop in anytime during this office hours session to ask questions about how to use the new Default

office hours and phone a friend.

This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the

11:00am - 12:00pm
Every Thursday

Fund Management Office Hours

individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial

9:00am - 11:00am
Oracle: Buying and Paying for Financial Unit Approvers

Watch recorded office hours and more on our

As a reminder, Concur will be clearing out the

Tips:
Resetting
right away. The old process has been retired.

Cardholders and Administrators can begin using the new Concur P-Card change request types

The Procurement Card (P-Card) team is excited to announce the launch of a new Concur

New P-Card Change Request Types Available in Concur

This new change will remain with the next phase of the Project and Award Data Update

Application (PADUA).

Effective March 28, 2022:

If a ticket is submitted to re-open a closed project, the request is processed,

If a ticket is submitted to re-open a closed project, we will now

or

If a ticket is submitted to re-open a closed project, we will now

Go to

Find the new splits and highlight the line to be transferred to a new project (Tip: hover your

transaction)

Enter the split amounts (the total of both lines

OK

To

Manage Project Costs

Navigate to Manage Project Costs (Projects and Awards > Costs > Manage Project Costs)

Manage Project Costs

Jot down your chart string or project information now and enter it in the Header/Allocations

provides the most up-to-date values;

As a best practice when completing your Request/Expense Report, search and select from

Profile/Default Chart String

Request/Expense Information, or check out the

Add your default chart string to your Profile (Concur > Profile > Profile Settings >

WalkMe

Watch and learn from our WalkMe tutorial to see how this all works! WalkMe is a powerful tool that allows users to

Most Recently Used

section from the drop-down

Related to

P-Card Office Hours

@ 8:00am - 11:00am: Card Products, Wednesdays
@ 10:00am - 11:00am, Tuesdays

@ 8:00am - 11:00am:

Financial Operations Office Hours

@ 8:00am - 11:00am:

March 30: Drop in anytime during the office hours session to ask questions about how to use the new Default

Finance-related questions

@ 10:00am - 11:00am:

April 5: Drop in anytime during this office hours session to ask questions about how to use the new Default

Finance-related questions

@ 11:00am - 12:00pm:

April 12: Drop in anytime during this office hours session to ask questions about how to use the new Default

Finance-related questions

@ 12:00pm - 1:00pm:

April 14: Drop in anytime during this office hours session to ask questions about how to use the new Default

Finance-related questions

@ 1:00pm - 2:00pm:

April 14: Drop in anytime during this office hours session to ask questions about how to use the new Default

Finance-related questions

@ 2:00pm - 3:00pm:

April 14: Drop in anytime during this office hours session to ask questions about how to use the new Default

Finance-related questions

See you next week!

We'd like to deeply thank all of the merchant teams for your help in this year's validation cycle,

Merchant Services and ITS have completed the annual PCI validation process with our QSA. The

The administrators and staff who oversee credit card handling

Third-party services

The University has received a compliant status overall for this cycle. In an ongoing effort to support

we will be sending out a questionnaire to campus merchants

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Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

Not sure where to find answers? Get started using our Support Framework.