even the ones that are not allocated to them. When a Financial Unit Approver is not
the primary Approver indicated in the Report Header. The document will need to be
submitted to the Financial Unit Approver who is designated as the Approver. Expense entry lines are distributed to a different Financial Unit Approver than the
Approver will be assigned to review all expenses claimed on the document. The
process for reporting travel expenses is as follows: when creating a Concur document. By default, this will automatically link the Request and Expense Report as well as
the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is
required prerequisite for registration.

Best practice when creating a Travel Expense Report is to start from the
Travel Request & Expense Report icon at the top right of any Oracle page which displays our approver guides. If you have WalkMe installed, a popup will now appear when you open the bell
request form. When selecting a supplier site in Oracle Procurement request forms or
PO request forms, the PO will not be sent to the supplier. WalkMe has been
identified as a “Do Not Use”. These supplier sites are typical and expected for punchout and
on-campus purchases. When selecting a supplier site in Oracle Procurement request forms or
PO request forms, the PO will not be sent to the supplier. WalkMe has been
identified as a “Do Not Use”. These supplier sites are typical and expected for punchout and
on-campus purchases.

When selecting a supplier site in Oracle Procurement request forms or
PO request forms, the PO will not be sent to the supplier. WalkMe has been
identified as a “Do Not Use”. These supplier sites are typical and expected for punchout and
on-campus purchases.

To request a Billable status change, submit a Services & Support case or
file a case. Why can't I change the Billable status? To prevent Cost Transfers from getting “stuck” in workflow without the ability to be processed, the
Billable status cannot be changed. For example, if a Cost Transfer is initiated in
Finance and then moved between Projects, the Billable status cannot be changed unless the
Cost Transfer is reinitiated in Finance.

New Workflow: Cost Transfer Billable Status Change Autoreject

The autoreject feature has been implemented as a cost transfer may not be
processed and approved as originally intended due to errors or changes in financial
information or project data. The new workflow will automatically reject the
Cost Transfer if it has not been assigned to a Financial Unit Approver within a
specified number of days after the approval.

A: What should I do if I encounter a defect in the workflow?

Q: If the fund is a sponsored fund, it cannot be used within Default Funding
Profiles. What are the implications of this?

Q: How do I know if my PO was made with a project or non-PO number?

New Workflow: Cost Transfer Billable Status Change Autoreject

The autoreject feature has been implemented as a cost transfer may not be
processed and approved as originally intended due to errors or changes in financial
information or project data. The new workflow will automatically reject the
Cost Transfer if it has not been assigned to a Financial Unit Approver within a
specified number of days after the approval.

A: What should I do if I encounter a defect in the workflow?

Q: If the fund is a sponsored fund, it cannot be used within Default Funding
Profiles. What are the implications of this?

Q: How do I know if my PO was made with a project or non-PO number?