Receipts directly to Concur as outlined in the proceeding with reconciliation. Travelers and delegates can email and upload reconciled within 45 days of the trip ending per policy. Delegates, ensure that expenses (T&E Card/CTS transactions, prepayments, out-of-pocket) should be done so at the time the expense is incurred, and do not help in retrieving or reconstructing expense transactions.

Closing Tasks in Project Portfolio Management (PPM)

When closing tasks in PPM, ensure that all costs are closed and posted to the proper accounting. Ensure that the project’s GL Code is correct and that all costs are associated with the correct financial unit. The PO Requisitioner must ensure that the requisition is approved and that the POETAF information is complete and accurate. The PO Requisitioner is responsible for ensuring that all costs are accurately associated with the requisition workflow. If a project is referenced in the GL Chart String but the POETAF Validation in Oracle Procurement is not complete, then the requisition will be rejected. The PO Requisitioner may at that point edit the requisition to include POETAF information and resubmit.

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