Training & Events Calendar

Oracle: Buying and Paying for PO Requisitioners
Thursday, June 10, 2021 @ 9:00am - 11:00am

Oracle: Buying and Paying for Financial Unit
Thursday, June 10, 2021 @ 1:00pm - 3:00pm

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If you have requisitions that were rejected or not submitted (i.e. incomplete), you should move any pending transactions from Available Expenses onto the Unspent Expenses tab within the Expense Report. Additionally, if you are aware of any invoices that you do not anticipate the University will receive, you should mark them as Unidentified. Receipts KBA 228008 explains how to mark an invoice as Unidentified.

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Funding Entry Combination Request

A combination is created when you are using different Project IDs on the same line item. The combination request is sent to the respective fiscal year Project Manager for approval. The combination request must be created in the Concur system. The combination request must include the following details:

- Project(s)
- Description of the combination
- Dates

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Automation of General Project Chart Strings to Create Combinations

The Automation of General Project Chart Strings to Create Combinations is used to automate the combination process for General Projects. The Automation of General Project Chart Strings to Create Combinations is available on the Concur system.

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Travel & Entertainment and Procurement Cardholders must adequately reconcile their University Card transactions. To do so, you can follow these steps:

1. Navigate to the Travel/Event Request.
2. Select Manage Travel Allowance > Select Create New Itinerary at the top of the page.
3. Within the expense report, select Travel Allowance blue dropdown/link > Complete your report header and select "No, I do not need travel allowance/itinerary:"

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Each Tuesday important updates related to finance and administration are posted to the Budget & Finance Weekly Digest. This includes updates on upcoming webinars, trainings, and events. To view the full list of Upcoming Webinars, trainings, and events, visit the Training & Events Calendar.

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Reminder:

- Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-2021 is posted to the respective fiscal close cutoff dates.
- Reminder: For individuals responsible for approving requisitions and invoices to further their understanding of buying on campus.
- If you have requisitions that were rejected or not submitted, move any pending transactions from Available Expenses onto the Unspent Expenses tab within the Expense Report.
- Additionally, if you are aware of any invoices that you do not anticipate the University will receive, mark them as Unidentified.
- Funding Entry Combination Request: A combination is created when you are using different Project IDs on the same line item. The combination request is sent to the respective fiscal year Project Manager for approval, and it must be created in the Concur system.
- The Automation of General Project Chart Strings to Create Combinations is available on the Concur system.
- Travel & Entertainment and Procurement Cardholders must adequately reconcile their University Card transactions by following these steps.