How to Claim Per Diem for Travel in Concur

Tips & Tricks

Note that this is not an introductory course. Participants should first complete University Procurement Card Programunderstanding of buying on campus. This course has recently been updated according to campus feedback to reflect further their understanding of buying on campus.

Oracle: Buying and Paying for PO Requisitioners

funding Entry Combination Request

Transactions/Costs for a Cost Transfer in Oracle

Funding Entry Combination Request

Announcements

After July 2021, financial data will be accessed primarily via the new long-term care processes for accessing legacy data, which will help transitions from Legacy Payroll / HR, and Financial Mainframe Applications to these systems. It is important to ensure we had real-time access to legacy data for an additional six months after our transition, known transitional issues.

If an invoice is received against a transaction that references a closed project, then action will need to be taken by the department to route the transaction back to the appropriate project. Each project is responsible for ensuring that transactions are properly routed and closed when the work is complete.

•     Verify with labs if goods and services have been received

•     Verify with accounts payable that the invoice is accurate

Projects Can Be Closed with Outstanding Commitment

The automation of chart strings for new Oracle General Projects is currently in testing and set to go live next week. Once the new capability is in place, we will provide detailed instructions on how to use it.

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