Tips & Tricks

Visit the Oracle: Buying and Paying for Financial Unit Training & Support.

- Proper Expense Report(s) and, as applicable, submit them for approval before closing.
- Reconcile your university card transactions.
- If you have Concur travel or event requests with projects that are closing, and you're concerned about lifting commitments, you can do so by following these steps:
  1. Navigate to the requisition.
  2. Click Actions at the top right.
  3. Select Manage Travel Allowance.
  4. Select Create New Itinerary at the top.
  5. Complete your report header and select “No, I do not need travel allowance.”

- For more information about accessing legacy data, please consult the following resources or contact your DSA’s for the respective VC areas: