Commitments will not be automatically updated with budget revisions. To initiate a resource transfer, please follow these steps:

1. Navigate to the requisition in Concur.
2. Cancel the requisition if it has not been approved by your department approver. If your document has not been approved by your department approver, you must recall the document and delete it.
3. If you have requisitions that were rejected or not submitted (i.e., incomplete), you should cancel them. This will lift commitments associated with these requisitions.
4. If your departmental purchases have not been approved, you should request to close them. Concur users/delegates can close Requisition(s) and Expense Report(s) and, as applicable, submit them for approval before the deadline.
5. If your document has not been approved by your department approver, you must recall the document and delete it.

To ensure timely submission, please review our budget and finance guidelines. For more information, visit our website or contact Budget & Finance Support.

Tips & Tricks

- How to Edit and Move Expense Codes: Navigate to the requisition in Concur, click "Cancel Requisition", and use the "Move" option to transfer the expense to a new project.
- How to Reorder Columns in the PO Module: Access the PO module in Oracle Procurement, select the columns you wish to reorder, and follow the on-screen prompts.
- Oracle Financials Cloud: Firefox is the preferred browser for Oracle Procurement. Google Chrome, Internet Explorer, and other browsers may result in a redesign.
- Oracle Financials Cloud: Instructions on how to do so can be found in our new browser.
- Concur Travel & Expense: If you cancel an incomplete requisition, the system will automatically close the requisition. If you have requisitions that were rejected or not submitted (i.e., incomplete), you should cancel them. This will lift commitments associated with these requisitions.

Additional Resources

- NIH FFRs Due for June thru Sept 2021 Now Posted: For information on departmental action and cutoff dates for fiscal closing.
- Concur: Help
- Oracle Accounts Receivable: Information on departmental action and cutoff dates for fiscal closing.
- Oracle Procurement: Help
- Oracle Financials Cloud: Information on departmental action and cutoff dates for fiscal closing.
- Oracle Financials Cloud: Information on departmental action and cutoff dates for fiscal closing.