Always Read the Most Recent KBA Version

With all the resources out there, it can be hard to determine exactly which will be most helpful to you. Always refer to the most recent KBA version available. Here’s a list of all the KBAs for further instruction on checking the status of your documents in Oracle Procurement & Payables (P&P) and Oracle Financials Cloud (OFC). If you need help navigating through the database, contact your Virtual Concierge.

- **Procurement-to-Pay Resources**: Blink page with all the various resources and training we have available.
- **Travel & Expense and Procure-to-Pay Resources**: KBAs for further instruction on checking the status of your documents in Oracle Procurement & Payables.
- **Travel & Expense**: KBAs for further instruction on checking the status of your documents in Oracle Financials Cloud.
- **Reconcile Expenses and Card Transactions in Concur**: KBAs for further instruction on checking the status of your documents in Concur.
- **Travel & Entertainment Approvers**: KBAs for further instruction on checking the status of your documents in Oracle Procurement & Payables.

Reminder: You must log in to your Virtual Concierge to access the Concur KBA list.

**Travel & Expense Report(s)**

- Expense Report(s) and submit the Expense Report(s).
- Move any pending card transactions from Available Expenses onto the proper POETAF in the General Ledger (GL) and special entertainment approvers. Refer to our Oracle: Procurement & Payables eCourse before your trip takes place.
- Understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is especially valuable for individuals responsible for those responsible for approving requisitions and invoices, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

**Performance Management Office Hours**

- Thursdays @ 11:00am - 12:00pm
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**Oracle: Procurement & Payables**

- This course includes hands-on instruction on the use of Oracle Procurement & Payables. Populations allows tips on using an approved and populated POETAF in the General Ledger (GL) and special entertainment approvers. Refer to our Oracle: Procurement & Payables eCourse before your trip takes place.
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