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the various resources and training we have available.

With all the resources out there, it can be hard to determine exactly which will

help you in your current situation. Review our new

Reminder:

Expense Report(s) and submit the Expense Report(s).

move any pending card transactions from Available Expenses onto the proper

business expenses within a reasonable period of time. Add expenses and

Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar

View the

processes for reporting travel expenses and how to submit a Travel Expense

information about online tools. Faculty and staff will learn about Concur

Please note the

Valuable for individuals responsible for those responsible for approving

information during the ordering process, approving requisitions and invoices, Payables. It focuses on topics such as reviewing for and populating POETAF

required prerequisite for registration.

especially valuable for individuals responsible for departmental purchases who

processing nonPO payments, and checking invoice status. This course will be

This course includes hands-on instruction on the use of Oracle Procurement &

on defining COA and POETAF as they relate to ledgers featuring a special

Hot Topics: Understanding POETAF

This week's office hours will piggyback

Thursdays @ 11:00am - 12:00pm

on this week's IPPS Hot Topics, 

This week's office hours will begin on

We will be updating our program website and notify campus via the Weekly

We have written a

and special entertainment approvers. Refer to our

We have written a

Reminder:

Business Analytics Hub