**Reconcile Expenses and Card Transactions**

With a direct link to the Review tab, you can request to add the MCC. If you also require a limit increase, you can make a request in the Comments column. You must submit the request for approval before the respective fiscal close dates. The Department move coordinator/cardholder must have the moving company's name and address for the new employee's card. The vendor Merchant Category Code (MCC) is added to their card. To avoid declines, the department move coordinator/cardholder must have the moving company's information.

**Oracle: Buying and Paying for PO Requisitioners**

This course is especially valuable for individuals responsible for departmental purchasing. The course focuses on topics such as shopping for and purchasing goods and services, searching across UC systems, processing requisitions, using POs, and understanding invoices. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It will be especially valuable for individuals responsible for departmental purchasing who want to further their understanding of buying on campus. This course will be especially valuable for individuals responsible for departmental purchasing who want to further their understanding of buying on campus.

**Concur: Event and Expense Reimbursements**

Thursday, April 28, 2022

This live course will include an in-depth explanation of Concur processes related to meetings, travel, and expense reimbursements. Intended for preparers, hosts/payees, or staff with financial responsibilities, it is designed to help the Budget & Finance community, including faculty and department leaders, to understand the Concur processes related to meetings, travel, and expense reimbursements. This course is a prerequisite for registration. Please note the open Q&A will be held on April 20, 2022.

**Oracle Procurement Card and Financial Responsibilities**

Wednesday, April 19, 2022

The Oracle Procurement Card is designed to help the Budget & Finance community, including faculty and department leaders, to understand the Concur processes related to meetings, travel, and expense reimbursements. This course is a prerequisite for registration. Please note the open Q&A will be held on April 20, 2022.

**Concur: Financial Tasks**

Thursday, April 21, 2022

This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager can’t answer. To see a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend. How to get your direct retro with cap gap to work? Can’t figure out the source of a GL-PPM discrepancy? Bring your issues to office hours and phone a friend.

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