Announcements

Definition of Supervisor Approver

A supervisor approver is a supervisor who has been assigned the authority to approve expenses and documents in Concur. This role is intended for authorized individuals to review and approve expenses and documents in Concur.

Superintendent Approver

Superintendent approvers are the highest level of approvers in Concur. A superintendent approver must be set up by the Campus Controller Office in order to approve any transaction or expense in Concur. Information can be found in the Campus Controller Office - Concur Support - Superintendent Approver.

Financial Managers

Financial managers are responsible for overseeing the financial operations of their department. They are authorized to approve expenses and documents in Concur for their department.

Supervisor Approver

Supervisor approvers are responsible for reviewing and approving expenses and documents for their department. They are authorized to approve expenses and documents in Concur for their department.

Tips & Tricks

Understanding Expenditure Types

You can now search your expenditure types by description! Just click the new description search feature in the top right corner of the Expenditure Type Lookup page. This feature allows you to easily find the expenditure type you need, whether it's for travel, entertainment, or business expenses. Simply type in the words you want to search for (e.g., "hotel") and click apply, and voila! Happy searching!

About the Weekly Digest

Each Tuesday, important updates related to Budget & Finance, including Oracle Financials, Oracle Procurement & Payables, and Concur, are delivered to your inbox. Our goal is to deliver timely information that matters to you.

Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner!

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial systems, including Oracle Procurement & Payables. Tutorials and instructions on how to request access for authorized individuals to review and approve expenses and documents in Concur.

Updated - KB0032695: How to Request a Concur Approver Role

Please consult within your department before using this feature.

Approver requires coordination and communication within a department in order to prevent any confusion or delays with Requests and Expense Reports.

Concur: Event and Expense Reimbursements

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course is intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about the expense reconciliation process in Concur.

June 3, 2021 | 9:00am - 11:00am

Oracle Procurement: Buying Research and Inventorial Equipment

This training webinar consists of a 30-minute presentation followed by a Q&A session. This webinar provides an overview of a new feature in Oracle Procurement that allows departments to create and track inventorial equipment. Session provides an overview of a new feature in Oracle Procurement that allows departments to create and track inventorial equipment.

Tuesday, August 10 & Thursday, August 12, 2021 @ 8:30am - 9:15am

Enhancement Alert - Search by Description

You can now search your expenditure types by description! Just click the new description search feature in the top right corner of the Expenditure Type Lookup page. This feature allows you to easily find the expenditure type you need, whether it's for travel, entertainment, or business expenses. Simply type in the words you want to search for (e.g., "hotel") and click apply, and voila! Happy searching!

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