We've compiled a quick guide on entering your Expenditure Types quickly and efficiently. Each Expenditure Type is required for each expense entry added to the document.

**Concur Approvals Overview**

Great time to review the list of approver roles for your Financial Unit(s). Note that it is the department's responsibility to manage and evaluate the approvers.

Click the "Explore Concur!" button right on the homepage. Don't see the WalkMe feature? You can view the manual here.

Visit the University of California, San Diego Wiki for an overview of the processes handled in the Financial Unit Management area.

**Finance and Projects:**
- Faculty and Researcher Panorama: This long-anticipated release adds information on non-sponsored projects with data from both the General Ledger (GL) and the Project Subledger. This tool will be especially valuable for preparing budgets and financial reports.
- Faculty/Researcher Office Hours: A new virtual event series for faculty and researcher community. We will be starting a series in July with topics ranging from grant administration to talent management.

**Tips & Tricks**

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

This course is intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about more advanced concepts and specific reporting. This course has recently been updated according to campus feedback to reflect the most recent changes to the Oracle system.

**Procurement & Payables: Concepts**

This course is for new users and those who need a refresher on the basics of Oracle Procurement & Payables. The course will be especially valuable for anyone who needs to manage procurements or payments.

**Introduction to Oracle Procurement & Payables eCourse**

This course is designed for new content, including new exercises, and focuses on the most key Oracle concepts.

**Oracle: Reconciling System to GL**

Learn how to reconcile Oracle to GL, and how to use GL Journal Entries to fix any discrepancies. This course will be especially valuable for those who need to reconcile regularly.

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