Managing Information System and Support Departments’ Success in Managing Their Fiscal Responsibilities

We've compiled a quick guide on entering your Expenditure Types quickly and easily:

**Tips & Tricks**

- **Searching for Expenditure Types**
  - Ensure that you are only selecting values with (-SD), do not select (-SD0) in the Search bar.

  - If searching by Text, select the filter icon next to the field and choose the exact text.

- **Identify the Expenditure Type you would like to use from the list**.

**Deficit Reports Available**

- **Financial Deficit Report – Sponsored Projects**
  - When running the Financial Deficit Report, set a filter based on the Project Finish Date.

  - The report is run for one Project Organization and displays deficits in excess of $25,000, but this selection can be modified to view deficits at a VC, Division, or Departmental level.

  - Most Funds display deficits at the FinUnit/Fund level only, while Recharge Operating Funds include Project to VC level deficits.

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

- This course has recently been updated according to campus feedback to reflect the latest Oracle terminology.

**Oracle Financials Cloud**

- The Fiscal Closing Special Items Instructions for WIP journal guidance is in the Financial Deficit Report.

- Please ensure that your cost transfers have been approved and processed. As of today, any transferred or costs will not be processed in this fiscal year.

### Department Cutoff Dates

- **Getting Ready for Fiscal Close**

**Steps to Help You**

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

  - Please note that this page is subject to updates as new information becomes available. Refer back to the list for updates.

**Important Announcements**

- **Oracle Financials Cloud and Concur Travel & Expense**
  - Each Tuesday important updates related to the Financials Cloud and Concur Travel & Expense, are delivered to your inbox. Our Announcements are dedicated to providing you with the latest developments in your financial and expense management systems.

**Concur Approvals Overview**

- Please note that you must complete the training and approval process for sponsored projects in Concur Approvals before registering.

**Tips & Tricks**

- **Understanding Buying on Campus**

  - Please note that you must complete the training and approval process for sponsored projects in Concur Approvals before registering.

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

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- **About the Weekly Digest**

  - A one-minute read of the most important developments in your financial and expense management systems, delivered to your inbox each Tuesday.