We've compiled a quick guide on entering your Expenditure Types quickly and efficiently. We suggest you 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 on the list. With the new fiscal year under way and campus activity on the rise, now is a 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 on the list.

**Approver Roles**

- Financial Manager
- Budget Analyst
- Cost Center Manager
- Financial Analyst
- Accountant
- Grant Officer
- Contract Officer
- Fiscal Officer
- Cost Engineer
- Project Manager
- Principal Investigator
- Department Chair
- Division Chair
- Dean
- Vice Chancellor

### Tips & Tricks

- Search for your Expenditure Type in the Expense or Allocation Code.
  - If searching by Code, enter the code into the field and press enter.
  - If searching by Text, select the filter icon next to the field and enter the text you'd like to search for.

- Decide how you would like to search for your Expenditure type: via Code or via Text.
  - Both are acceptable, but best practice is to search via Code for more accurate results.

- Search your Expenditure Type in the Expense or Allocation Code and ensure that you are only selecting values that begin with (-OP) or (-SD).
  - a. Ensure that you are only selecting values with (-SD), do not select values that begin with (-OP).
  - b. If searching by Text, select the filter icon next to the field and enter the text you'd like to search for.

### M&A Financial Reporting

- Faculty and Researcher Panorama: This long-anticipated release adds information on non-core and non-revenue generating activities, such as non-research income and expenses, and provides a comprehensive view of financial performance.
- Financial Deficit Report – Sponsored Projects: This report displays deficit balances at a VC, Division or Departmental level. Most Funds display deficits at a single Accounting period at any level of the FinUnit Hierarchy in order to see deficits at a VC, Division or Departmental level. There are two Deficit Reports currently available at the financial system.
- Faculty and Researcher Panorama: This long-anticipated release adds information on non-core and non-revenue generating activities, such as non-research income and expenses, and provides a comprehensive view of financial performance.

### Oracle: Buying and Paying for PO Requisitioners

- Oracle: Buying and Paying for PO Requisitioners: Each Tuesday important updates related to Oracle: Buying and Paying for PO Requisitioners will be shared with the faculty and researcher community.
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### Getting Ready for Fiscal Close

- Resolve PPM Cost Transfers Not Processed: The new reports as well as ask any other questions you have of the new Oracle Technology. The new reports as well as ask any other questions you have of the new Oracle Technology. The new reports as well as ask any other questions you have of the new Oracle Technology.
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### Oracle: Tips & Tricks

- Tips & Tricks: The WalkMe extension is now available for use to help with understanding buying on campus. Please note that you must complete the new content, include new exercises, and focus on the most key Oracle terminology.
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### About the Weekly Digest

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