Responsibilities, identify their resources based on the following questions:

- Learning all there is to know about budget & finance can feel daunting.
  - If you have cookies blocked on Safari, there is a good chance you will experience issues when using Concur.
  - Make sure all cookies are enabled, otherwise you might experience issues with Concur access and Expense Report Approvals. If you encounter issues, please check your browser settings and try enabling cookies.

Concur Browser Reminder

- Fund Management Office Hours
  - Every Wednesday 2:30pm - 3:30pm
- ECERT Effort Reporting Office Hours
  - Every Wednesday
- Fiscal Close Office Hours
  - Every Wednesday
- Reporting Workshop: Dashboard of the Week Series
  - Every Thursday
- Project Payroll
- Purchasing Assets
- Reporting on How to reconcile payroll between the Labor Ledger and financial ledgers.
- Employee ID Cards
  - How do I get help?
  - Who can request an ID card for an employee?
  - What can I do if my employee’s application is still pending?
- Balanced Scorecard
  - Version 3.0
  - Be sure to try out the different calendar views in the upper right corner!

Fiscal Year 2022 Accounts Payable (AP) Accrual Process

Integrated Process to Pay AFA (AP) requires personally signing your financial units. The annual accrual is due post earlier this calendar year. This requires the use of a Financials Application. For the predecessor, the year-end accrual must be completed before the year-end financials.

Update to Request Project Classifications

Currently, Department Reporting Categories are optional and available options are: Faculty Controlled and Department Controlled. After discussion with Finance Governance, a name change has been approved. The new options are:

- Faculty Controlled
- Department Controlled

For more information please view our FAQ Document for Oracle and Concur, visit the AP Accrual Process page, and read the Pregnancy Leave Policy document.

1. If you have any questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH), you can sign up for a 1:1 Zoom session to meet with a member of the BI & Financial Reporting team.
2. What can I do if my project has multiple or enhanced classes?
3. Similarly, Concur expenses will be accrued with specific conditions. If adjustments need to happen after the departmental approval, the request form will allow you to submit them, and we will review them as soon as possible.
4. How do I process for Oracle and Concur, visit the AP Accrual Process page.
5. Missing a Concur Charge?

- What can I do if I notice a missing Concur charge in my financials?
- If you are missing a transaction, please submit a request to the AP team.

Fiscal Year-End Accounts Payable (AP) Accrual Process

In order to have all transactions processed before the journal entry cutoff date of July 14, submit them for VC office approval by July 21. For detailed information about the accrual process, refer to the AP Accrual Process page.

- Oracle Fixed Assets Module Office Hours Monday June 12th
- Purchasing Assets
- Fiscal Year-End Accounts Payable (AP) Accrual Process
- Balanced Scorecard
- Employee ID Cards
- Balanced Scorecard
- Version 3.0
- Be sure to try out the different calendar views in the upper right corner!

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