Covered Topics

10AM - 12PM | 1PM - 3PM
Tuesdays through Thursdays

Recommended Department Actions before June 30, 2022

1. **IPPS AP Expense Accrual FYE 2022**
   - IPS will accrue for expenses dated on or before June 30 including:
     - expenses that were already included by IPPS
     - Duplicate accruals were done because departments posted their own accruals prior to department journal posting cutoff for Last FY IPPS accrued AP expenses up to department ledger cutoff of 7/16/21

2. **The GL/PPM discrepancy report will be updated to exclude posting with “Accrual” type journal entries.**

3. **Last FY postings to the GL did not include project numbers**

4. **The GL/PPM discrepancy report will be updated to exclude posting with “Accrual” type journal entries.**

5. **Concur cash advances that are assigned to travelers with trips that have not been completed or reconciled**

6. **Minimize outstanding invoices within Oracle by having Requesters and Financial Unit Approvers review/approve assigned invoices/transactions as soon as possible; work with the AP team to resolve any invoice hold issues.**

7. **Minimize outstanding transactions within Concur by adding charges to Expense Report(s), coding, and obtaining final approval no less than on a monthly basis.**

8. **Concur human subject payment requests**

9. **Concur gift card requests**

10. **Concur events and other reimbursements expense reports**

11. **Concur non-travel wire requests**

12. **Concur SAP Home**

13. **KBA: How to process a travel wire**

14. **KBA: How to process a non-travel wire**

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- AP expense accrual will be posted in the GL with project numbers. No posting will be done in PPM.

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- Concur human subject payment requests

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- Concur events and other reimbursements expense reports

- Concur non-travel wire requests

- **KBA: How to Process a Travel Wire**

- **KBA: How to Process a Non-Travel Wire**

- When submitting a ticket be sure to include the required documentation and final departmental approval.

- Submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the Expense Reports and obtain all appropriate levels of approvals by the end date or the event date.

- For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel end date.

- For P-card expenses, one must reconcile them within 30 days.

- Make sure that no OP values are selected for chart strings.

- Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report.

- Report Header fields

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- Go to the Fiscal Close Bulletin for upcoming recommendations or to view past issues.

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