Accrual Entries

A fiscal year is generally assessed against the last day of your fiscal period (FTP). To ensure that accrual entries are properly completed, some units may be required to keep time accounting (e.g. Banner). The first adjustment period for this year's FTP period was completed in April, and it is expected that all fiscal year-end accrual entries be completed by June 30, 2021. The most common accrual entries are:

1. Accrual equipment entries
2. Accrual PCard entries
3. Accrual Travel & Entertainment Card Cardholder entries
4. Exception entries

For more information about the fiscal year-end process and how to prepare for it, please visit our website or contact the Budget & Finance team.

Visit Our Website | Contact Us

Important Notice

We use WalkMe to add various tips, walkthroughs, and resources to your Oracle and Concur applications. We also use WalkMe to assist with various procurement processes (e.g. cost transfers, PO replacement, change orders) required both of the campus and the department. This extension is not necessary to complete any of the processes, but can be a helpful resource for streamlining the process.

Install the WalkMe Extension

The WalkMe Extension adds various tips, walkthroughs, and resources to your Oracle and Concur applications. The WalkMe extension is available for download through the Oracle and Concur websites. To install the WalkMe extension, please follow these steps:

1. Go to the Oracle or Concur website.
2. Click on the ‘Install the WalkMe Extension’ button.
3. Follow the on-screen instructions to download and install the extension.
4. Open your browser and access your Oracle or Concur application.
5. Click on the WalkMe icon in the upper right corner of the application.
6. Click on the ‘Learn More’ button to view available tips and walkthroughs.
7. Click on the ‘Try’ button to start using the extension.

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Tips & Tricks

Searching for Faculty/Staff Attendees

When searching for a Faculty/Staff Attendee to add to your Event Expense Report and view in the Event Calendar, you can quickly search for Faculty/Staff Attendees by following these steps:

1. Go to the Event Calendar page.
2. Click on the ‘Add Attendee’ button.
3. Click on the ‘Faculty/Staff’ tab.
4. Enter the Faculty/Staff Attendee’s name and last name, or by email address.
5. Click on the ‘Search’ button.
6. Select the Faculty/Staff Attendee from the list and click on the ‘Add’ button.

Note: This tool is available for use on the Event Calendar, but may not be available for use in other applications.

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