Future Business Managers’ Meetings

Our next Business Managers’ meeting will be held on Thursday, February 9, 2012 from 9:00 – 10:30 a.m. The meeting location will be at Young Hall.

For your information, future meetings are planned on the following dates:

- April 12, 2012
- June 14, 2012

CPC Updates

**Concur**

Recruiting account code 738010 has been inactivated. Please use an account code that identifies the actual type of expense. For example: Airfare from Denver to St Louis would be charged to 739100. The activity code, L38010, can be used in conjunction with the account code to further track the recruiting expense. The new account code: 743010 has been established for recruitment advertising.

**eSeeIDO’s**

eSeeIDO’s are being rejected in Banner because they are not being completed correctly. Both Account Codes must be Transfer Account Codes (88xxxx) and they cannot be entered with one account a Transfer Account Code and the other Expense Recovery. Also, please keep in mind IDO’s cannot be charged to unrestricted funds (1xxxxx), if using Transfer Account Codes.

Please refer to the Chart of Accounts on WebFocus Dashboard. (Webfocus BI Dashboard > Finance Budget Devel > Standard Reports > COA Banner Account Code)

**Student Travel Booking and Reimbursements**

Effective December 9, 2011, travel policy will change to allow students to book travel outside of Cliqbook, however, they will continue to be held to the remainder of SLU’s travel policy (hotel and meals per diem, taxi, etc). Students’ and guests' reimbursements will be processed through eSeeDPVs. The trip number associated with the expenses should be entered in the invoice field. When additional expense reports are entered for the same trip, add a letter (B, C, and so on) behind the trip number (A012345B) in the invoice field. Approved travel eSeeDPVs received by end of day Friday, will be reviewed/approved by the following Friday.

The eSeeDPV system has been updated to allow these reimbursements. Payment types include: Exp Reimb-US 50 Travel, Exp Reimb-Foreign Travel, and Exp Reimb-Local. Enter the correct account code beginning with 739xxx for travel expenses. The travel account codes cheat sheet is located at the following link: http://www.slu.edu/Documents/busfin/Account%20Codes%20FY12.pdf

Residents will continue to use Concur Expense for their reimbursements.
Forms

The **ETERV form** is no longer available. A new cover page, "eSeeDPV Student Travel Cover Page" at this link [http://www.slu.edu/x27613.xml](http://www.slu.edu/x27613.xml) should be included with the eSeeDPV backup.

The **TAPER form** is also being eliminated. Prepaid travel expense requests should be submitted through eSeeDPV. Enter the trip number in the invoice number field as above.

The **Transportation Calculator** form has been streamlined by removing parking, ground transportation and booking fees. These changes will resolve duplication when entering individual expense lines for reimbursement.

**REMEMBER:**

As you know, CPC has the ability to e-mail Purchase Orders to vendors and it is the preferred method. Quick Tip: When creating your requisition in FPAREQN - Block "Requisition Entry: Vendor Information", if you know the e-mail address for your particular purchase, please enter your vendor's email address in block "email." This will be for this Purchase Order only and will override any fax or e-mail address in the vendor set-up.