Future Business Managers’ Meetings

Our next Business Managers’ meeting will be held on Thursday, October 13, 2011 from 9:00 – 10:30 a.m. The meeting location is Young Hall (3839 Lindell Blvd-Parking is available behind Young Hall).

For your information, the next meeting is planned on the following date:
- December 8, 2011

Controller’s Office

eSeeIDO-New Service Type

There is a new Service Type in eSeeIDO titled Water Tower Inn-Patient Travel. This service type is for departments paying for clinical/research study patients or if subject stays at Water Tower Inn. The default Account Code is 735000, Clinical/Research-Dietary/Travel.

CPC Updates

Concur Recruiting Expenses

Please note that in order to capture expenses correctly, the RECRUITING expense type has been removed from Concur Expense. Expenses that pertain to Recruiting should have an ACTIVITY CODE. For example, when taking someone out for a meal while recruiting, the expense type Business Meal/Entertain (w/ guests) should be chosen and then the recruiting Activity Code should be added in the Reallocation Window.

L31031 Recruiting Travel & L38010 Recruiting are both ready and available for use.

Business Managers in need of a different activity code should e-mail their request to fin_serv@list.edu.

American Express T&E Statements

Beginning in October, American Express will be discontinuing paper statements. Cardholders will receive more detailed information from American Express at a later date.