

What's New . . .

April, 2014

Future Business Managers' Meetings

Reminder: Our next Business Managers' meeting will be held on Thursday, June 12 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:

- June 12, 2014
 - September 11, 2014
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CPC Updates

Concur

In the Concur Expense system, a new account code, 784001, has been assigned to the "Miscellaneous" expense type in the non-travel instance.

The "Account Codes Concur New for FY12" document on our web page has been updated.

As a heads up, we are working with Concur to re-program the Expense Report work flow to automatically route reports based on FUND/ORG. After departments approve reports, they will automatically route to the correct commitment office. When this is in place, users will no longer need to choose a commitment office on the report header.

Anyone who missed the booking tool training on 4/1/14 can access the recording on the B&F webpage:

[Cliqbook/AXO page](#)

under [Travel Reference Materials](#)

[AXO/Cliqbook Reservation Tutorial](#) *Please note the University utilizes Single Sign On through MySLU. Log in and password information in tutorial is incorrect.

Reminder: Do not submit \$0 expense reports with only American Express charges. Instead, send an email to Univtravel@slu.edu requesting the charges/credits to be hidden.

There is a new International Master Vendor Form (IMVF) package now up on the Business & Finance Forms page that includes all pages that might be required. If you have any questions, please contact Sharon Gajewski at sgajewsk@slu.edu.