SRS Quarterly BA Meeting

March 14, 2017

Welcome
Ericka Reaves, Travel Office Manager

**Concur Training Videos and Simulations:**
- Travel and Expense Reports, Non-Travel Expense Reports, Approving Travel Request and Expense Reports.
- Everyone Go Live July 1, 2017
Bob Kreyenhagen & Teig Farrell
Asset Management           Surplus Management

● New AssetWorks System
  – AssetWorks Simulations
Patrick Clark, Director GCC

- New LVS Process
- Yearly Certification based on Grant budget period
- Approvals using MSS functionality
- Testing group starting
- Go Live July 1, 2017
Office of Research
Website Redesign

Ketaki Mhaisekar, Manager, Research IT OoR
Reminders: John Ungruhe

- Cost Sharing
- Cost Transfers
- Extra Compensation Payments
Cost Sharing:

- Must be an allowable cost
- Update Grant Master to avoid errors:
  - Add Fund(s)
  - Add Cost Center(s) (Cost Center should normally be the same as the Grant Account)
  - Add Sponsored Class (Tuition?)
  - Add Functional Area (7 for Tuition?)
Cost Transfers:

Subject Line for Salary Cost Transfers must be:

- “Departments Cost Center/ Employee’s Last Name/SRSAD GA# (or numbers)/Effort Time Period(s).” (Example: 1234500000/Smith/250/July 2015).
- Be sure to pull Accounting Division GA number from Contact Tab on Grant Master.
Extra Compensation

- Email Subject Line: PI Last Name/EXC Period and PCR Number
  - Smith/ Fall Break, 1945678
- Validation was fixed and brought into production on Thursday, March 9th.
- Remember to send any needed corrections to me by April 30th.
Any Questions???