Onboarding: Financial Administration Introduction

Objective: Introduce key terms and account codes, identify helpful resources.

Key Terms

Fiscal Year	Boston University's fiscal year is July 1 – June 30
SAP	The enterprise software that Boston University uses for its business functions
BUWorks	Boston University's implementation of SAP (SAP and BUWorks are used interchangeably).
Cost Center/ Funds Center	A department or unit where expenses can be charged (Start with "1")
Internal Order	Account used for a specific purpose. Discretionary accounts, gifts, and endowments are all examples of internal orders. (Start with "9").
GL Account	A 6 digit code used to classify expenses/revenue.

References

Questrom Admin Toolkit	http://questromworld.bu.edu/administrator-toolkit/	Forms Policies Questrom Information
BU Policies	https://www.bu.edu/policies/	BU Policies
BUWorks	http://www.bu.edu/buworkscentral	BUWorks Login Page
BUWorks Help	http://www.bu.edu/tech/support/buworks/	Help guides Training videos In person trainings
Sourcing & Procurement	http://www.bu.edu/sourcing/	Help guides Training videos Policies
Accounts Payable	http://www.bu.edu/ap/	Check Reissue/Cancel Disbursement form Tax Exempt certificates
Travel Services	http://www.bu.edu/travelservices/	Travel policies Concur Help Guides Guest Account Creations/Access Booking information
Card Services	http://www.bu.edu/cards/	P Card Application Travel Card Application Card Policies

Notes

Current Fiscal Year _____   **Budget Tracking Peer** _____

Department accounts

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