

# Onboarding: Financial Administration Introduction

Objective: Introduce key terms and Department accounts, identify helpful resources.

## Key Terms

<b>Fiscal Year</b>	Boston University's fiscal year is July 1 – June 30
<b>SAP</b>	The enterprise software that Boston University uses for its business functions
<b>BUWorks</b>	Boston University's implementation of SAP (SAP and BUWorks are used interchangeably).
<b>Cost/ Fund Center "Base Account"</b>	A department or unit where expenses can be charged (Starts with "1"). This is an <i>Unrestricted account</i> (will be tracked using the Unrestricted Tracking Template).
<b>Internal Order (IO) "Restricted Account"</b>	Account used for a specific purpose. Discretionary accounts, gifts, grants, and endowments are examples of internal orders. (Start with 9). This is a <i>Restricted account</i> (will be tracked using the Restricted Tracking Template).
<b>GL Account</b>	A 6 digit code used to classify expenses/revenue.

## References

<b>Questrom Admin Toolkit</b>	<a href="http://questromworld.bu.edu/administrator-toolkit/">http://questromworld.bu.edu/administrator-toolkit/</a>	Forms Policies Questrom Information
<b>BU Policies</b>	<a href="https://www.bu.edu/policies/">https://www.bu.edu/policies/</a>	BU Policies
<b>BUWorks</b>	<a href="http://www.bu.edu/buworkscentral">http://www.bu.edu/buworkscentral</a>	BUWorks Login Page
<b>BUWorks Help</b>	<a href="http://www.bu.edu/tech/support/buworks/">http://www.bu.edu/tech/support/buworks/</a>	Help guides Training videos In person trainings
<b>Sourcing &amp; Procurement</b>	<a href="http://www.bu.edu/sourcing/">http://www.bu.edu/sourcing/</a>	Help guides & Policies Training videos Order Method Matrix
<b>Accounts Payable</b>	<a href="http://www.bu.edu/ap/">http://www.bu.edu/ap/</a>	Check Reissue/Cancel Disbursement form Tax Exempt certificates
<b>Travel Services</b>	<a href="http://www.bu.edu/travelservices/">http://www.bu.edu/travelservices/</a>	Travel policies Concur Help Guides Guest Account Creations/Access Travel Card Application
<b>Accounts Payable Purchasing Cards</b>	<a href="https://www.bu.edu/pcards/">https://www.bu.edu/pcards/</a>	P Card Application Card Transfer/Cancellation form Card limit Increases Card Policies

## Notes

Current Fiscal Year: \_\_\_\_\_

Financial Administration Peer: \_\_\_\_\_

Department accounts: \_\_\_\_\_

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