NEED HELP WITH FINANCIAL APPLICATIONS?

Send an email to fasasap@fas.harvard.edu

Types of Processing Duties Performed by ASAP:

✓ Process Concur Report: Out of Pocket and CITI Corporate Card Transactions
✓ Process HCOM Transactions
✓ Process Subject Payments
✓ Set up new vendors
✓ Review PCard Transactions
✓ Process Journals
✓ Enter Appointments into ASPerIN/Aurora
✓ Enter Appointments into Student Quick Hires
✓ Time and Labor Entry and Approval
✓ Reconcile Transactions Listings Dashboard

WHAT PREPARATION IS NEEDED BEFORE ASAP ARRIVES?

<table>
<thead>
<tr>
<th>For Concur Employee Reimbursements – Citi Payments &amp; Out of Pocket:</th>
<th>For HCOM Non-Employee Reimbursements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>– Detailed business purpose: Why and Date</td>
<td>– Detailed business purpose: Who, what, when, where, why</td>
</tr>
<tr>
<td>– Report header</td>
<td>– 33-digit billing code</td>
</tr>
<tr>
<td>– 29-digit billing code (not including object code)</td>
<td>– Signed, original HCOM Non-Employee reimbursement form &amp; original receipts or MRA</td>
</tr>
<tr>
<td>– Commonly use expense types</td>
<td></td>
</tr>
<tr>
<td>– Scanned receipts or MRA</td>
<td></td>
</tr>
</tbody>
</table>

For HCOM Transactions:

– Quote/pricing obtained from vendor for Non-Catalog request
– 33-digit billing code
– Invoice initialed and dated by requesting department

For Journal Transactions:

– Information for Journal Description field
– 33-digit debit & credit codes
– For payroll-related journals, include HUID and individual's full name

For ASPerIN/Aurora Transactions:

– Completed I-9
– 33-digit billing code

For Time & Labor Transactions:

– Completed timesheets (hours worked and HUID) signed by approver/supervisor

Visit FAS Finance Website for the ASAP Assistance & Training Request Forms