

Course Name	Description	Recommended for	HTP Registration Link
ASAP General Help Clinic	What is stumping you? Bring your question(s) to our clinic and a member of the ASAP team will help solve your mystery. Whether it is Aurora, Concur, OBI, Journal Transfers or any other application - we can help!	Administrative and financial staff who use one or more of the FAS and/or university-wide administrative systems.	ASAP Drop-In Help Session
Aurora Lookup & Reporting	This session will cover the lookup and reporting functions in Aurora including: - Look-up: how to navigate and customize views in Aurora. Most information about an employee is visible on a single page, resulting in fewer clicks and associated load time for users. Learn what information you have readily available! - Reporting: how to use Aurora reports and create customizations with this interactive reporting functionality. We will also cover the preset Aurora reports than can be used 'as is' or tweaked by the user.	Staff with responsibility for viewing appointment and costing-related information.	Aurora Look-up and Reporting
Chart of Accounts	The Introduction to the Harvard Chart of Accounts (CoA) course provides a framework for understanding the basic University accounting structure. Topics covered in the class include: - Purpose and importance of CoA coding - Object codes used for different types of transactions - How to identify restricted funds - How departmental transactions impact University-wide financial reports	Administrative and financial staff who are responsible for processing, tracking, or reviewing financial transactions as well as other University employees who wants to gain a clearer picture of how financial transactions at Harvard are recorded.	Chart of Accounts
Concur Tips & Tricks	Do you have questions about how to enter certain transactions in Concur? Are you wondering how other departments are using Concur? Concur Tips and Tricks sessions will go through some of the functionality that users ask us about most often as well as facilitating time for departments across FAS to talk to each other about what is working in Concur and what is not. Note: this class will not cover material that is covered in the "Processing Employee Reimbursements Using Concur (FAS)" class.	Administrative and financial staff who have been using Concur for at least one month.	Concur Tips & Tricks
Finance Fundamentals	An Introduction to Financial Policies & Procedures for new administrators. Sessions are spread over a five-month period and cover a wide range of financial topics from Cash Management, Payroll, Reimbursements and their associated policies and procedures. The goal is to help you become more familiar with FAS and University financial policies and procedures and to understand your responsibility as a financial steward of the University.	New administrative and financial staff with financial responsibility.	Fin Fun I: Managing Cash Fin Fun II: Managing Compensation Fin Fun III: Mastering Reimbursements Fin Fun IV: Monitoring Funds Fin Fun V: Maximizing Funds Fin Fun VI: Mastering Procurement

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HCOM Shopper	We will review the Harvard Crimson Online Marketplace (HCOM) application and how to: • Navigate HCOM & set preferences • Place orders for goods and services • Mark orders as received • Search and report on HCOM transactions • Understand the approval process	Administrative and financial staff who are responsible for purchasing and/receiving goods and services for University business.	HCOM Shopper
Journal Transfer (General Ledger)	This class covers the three methods of processing a Journal Transfer in Harvard's General Ledger. In this session, we will review on-line journals, ADI journal uploads, and the new TLX macro. Printing journals, deleting and reversing journals will also be covered in this session.	Staff with responsibility for correcting financial transactions, and moving income and/or expenses.	Journal Transfer
OBI Financial Dashboard	This session will introduce participants to the most commonly used financial dashboards available in OBI. In this hands-on course, learners are provided an overview of the tools navigation and functionality using demonstrations. Reports to be reviewed in class include: Transaction Listing, Budget & Actual Comparison, GL Account Monitoring, and Fund Management.	Staff with financial reporting responsibility. <i>Note: May include detailed salary data depending on access granted.</i>	OBI Financial Dashboard
OBI Tips & Tricks	This session will cover OBI (Oracle Business Intelligence) Fin Core Dashboards; navigation and functionality with an emphasis on how to best use prompts and alter customization features.	Administrative and financial staff who have been using OBI for at least one month.	OBI Tips & Tricks
OBI Customization Clinic	In this session, you will be able to meet 1:1 with a member of the ASAP team to convert your CREW reports to OBI or make adjustments to your current OBI dashboards.	Staff with financial reporting responsibility.	Please email the ASAP team at fasasap@fas.harvard.edu to schedule an appointment. <i>Note: Appointment slots are 45 minutes.</i>
PeopleSoft Overview	An introduction to PeopleSoft including: how to organize your homepage, review time/absence reporting and approval deadlines, best practices for approving time, how to run a Payroll Register, review of optional payroll-related reports.	Staff with responsibility for reviewing and approving time and absences in PeopleSoft.	PeopleSoft Overview
Processing Employee Reimbursements with Concur	An introduction to Concur, the new system for processing employee expense and travel reimbursements (replaces Web Reimbursement).	Staff with responsibility for processing employee reimbursements and/or corporate card payments.	Processing Employee Reimbursements with Concur