



TRAINING REQUEST FORM

Please complete and return via email to fasasap@fas.harvard.edu
The **supervisor/authorized requestor** must request access from the *FAS Finance Security and Chart of Accounts Administration Group* via appsec@fas.harvard.edu prior to requesting training.

Trainee Name: _____ Supervisor Name: _____
 Department Name: _____ Phone: _____
 Phone: _____ Email: _____
 Email: _____ Request Date: _____

**PLEASE CLICK THE LINKS NOTED BELOW FOR
 UPCOMING ASAP INSTRUCTOR-LED TRAINING OPPORTUNITIES PRIOR TO CONTACTING ASAP
 FOR AN ONE-ON-ONE SESSION.**

- Aurora**
 - Reporting
 - Process Actions: TEMP/LHT
 - Process Actions: TA/TF
 - Process Appointments/Actions: RESEARCH
 - Process Appointments/Actions: STAFF
- Buy to Pay (B2P)**
 - Requestor
 - Approver
 - Requestor/Approver
 - Supplier Portal
 - Transaction Types
 - Marketplace
 - Payment Request
 - Non-Catalog
 - Receiving, Returns, & Receipts
 - Non-Employee Reimbursements
- Chart of Accounts**
- Concur**
 - Employee Reimbursements
(please select appropriate role)
 - Traveler Role
 - Approver Role
 - Delegate Role
 - Corporate Card Payments
(please select appropriate role)
 - Traveler Role
 - Approver Role
 - Delegate Role
- HART/Oracle Business Intelligence (Financial Reporting)**
 - FIN-Core
 - User Security
 - Travel & Expense
 - Procure to Pay (e.g. Vendor Invoice Detail Report)
 - FIN-Journals
 - Cash Management



General Ledger

- Journal Voucher (Online) ADI Spreadsheet w/ TLX
 INTRA (within ORG)
 INTER (outside ORG)

Harvard University Budget System (HUBS) *(seasonal, December to January)*

PeopleSoft

- Time/Absence Reporter Time/Absence Approver TEMP/LHT Quick Hires
 Student Quick Hires PeopleSoft Reports

FinReport (replaced RUFFAS as of 5/7/21)

ASAP Instructor Led Training Opportunities - Harvard Training Portal

AURORA	TEMP/LHT: https://bit.ly/2Gdbej9
Chart of Accounts	Lookups and Reporting: https://bit.ly/2Qvsbdl
HART/OBI	https://bit.ly/2Gf8txA
Concur: Processing Employee Reimbursements	https://bit.ly/2zW5IMh
Journal Transfer	https://bit.ly/2QJgQFZ
HUBS	https://bit.ly/2Ek4GNa
Buy to Pay (B2P)	Shopper: https://bit.ly/2MclDiP Requestor: https://bit.ly/3pqRRoH Approver: https://bit.ly/2NyEpkE
PeopleSoft	https://bit.ly/2GfdIO3
*** PIN-PROTECTED ***	

Sponsored Research Management

For sponsored research training, please click on: <http://www.fas.harvard.edu/~research/training/index.html>

ASAP USE ONLY:

Team Member: JBB AV SN AC JM

Date Contacted: _____