**GL ACCOUNTS DECOMMISSIONED LIST**

The [General Ledger Accounts Decommissioned List](#) is a new Business Resource available for end-users. The list contains those General Ledger (GL) Accounts that have been (or are in the process of being) decommissioned in SIMBA and/or SAP Concur and are no longer to be used. Where appropriate, a replacement GL account has been indicated for use. If any of these GLs are used on a transaction within SIMBA, the Financial Officer will be receiving email notifications to post correcting entries. These correcting entries must be processed and through the approval process before the completion of the month-end close process.

**EVENT EXPENSES - UNALLOWABLE**

Since the decommissioning of allowable event expense GL’s:

- When submitting an SAP report you must check off the box for “Unallowable on Facilities & Administration”, see below:

  ![Event Expense Form](image)

- When submitting SIMBA documents and shopping carts, unallowable F&A GL’s ending in “01” must be used.

**VISITOR PARKING PERMITS**

Since Internal Service Request’s (ISR) were decommissioned at the end of the 2023 fiscal year, a Journal Entry (JE) should be submitted for visitor parking permits.

Parking permits are to be ordered using the Parking Office Cost Center 6537710000 and GL 48040050 for the receiving side of the form. The sending side of the form should charge the CC/IO for the expense and GL 52571010.

**SAP CONUR NEW USER INTERFACE**

The following SAP Concur training sessions are available in the Learning Resources Network:

- **Travel Expense** — [Click here to register](#) for Travel New user interface sessions in LRN
- **Goods & Services** — [Click here to register](#) for Goods & Services New user interface sessions in LRN
- **Pcard Requests** — [Click here to register](#) for Pcard request New user interface training session in LRN