

ACCOUNTS PAYABLE

ACCOUNTS RECEIVABLE

PAYROLL

PROCUREMENT SERVICES

August 2024



## Payslip Review

It is important to review your payslip each and every month to ensure your net pay, deductions, and taxes are accurate.

Please take the time now to verify your benefits, voluntary deductions, and required taxes reflect what you intended. Reviewing these items now can help to prevent an unexpected tax bill or penalty after the completion of the calendar year.

Click on the button below, where you'll find useful resources to assist you with this review.

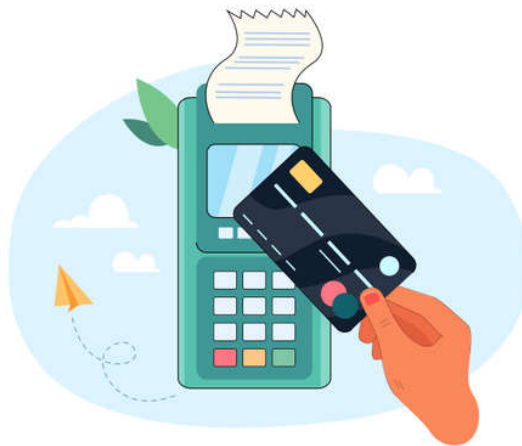
[Paycheck Review](#)

## Purchase Order Receiving

Receiving on an order includes receiving goods from the supplier, checking them against the details outlined in the order and identifying any damage that may have occurred during shipment.

Receiving is required upon receipt of goods and services for all purchase orders. Payments will not be released until the receiving task is completed.

### Receiving Instructions



## Credit Card Receipts

Credit card receipts should be submitted to OBO within 7 business days of transaction.

If you still have receipts to submit for July, please use the [Credit Card Transaction Receipt](#) form in the OBO-Hub.

To view your credit card transactions, go to **UNI My Credit Card Transactions** in UNI Works.

### Form Instructions

## BPUG Q/A Notes Available

The last BPUG meeting held on July 18, 2024 served as an open forum for end-users to ask UNI Works related questions.

The Q/A responses have been posted to the UNI Works Help page.



[Q&A Responses](#)

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