

Dear Colleagues,

Well, it's January 2000 and we all survived the Y2K Change. The Controller's Office thanks Information Services and University Facilities, among others, for the extensive planning and testing that made the event become rather ordinary.

Memos have been sent to the departments that received Program Improvements from the Planning & Priorities Committee. The One Time items totaled **\$517,453** this year (double last year's amount) and need to be spent by June 30, 2000. The total amount awarded for Continuing budget lines beginning July 1, 2000, (FY 2001) was **\$778,775**. This includes 11 new positions and 4 position upgrades. A notebook of all requests has been placed in the library for review.

I have some exciting news ---- On January 5, 2000, the Student Accounts and Cashier Offices moved to new space in Sarah Brunet Hall, along with the Registrar's Office. These departments have created a shared lobby space and developed some unique built-in desks that provide privacy when conducting business with student customers. The staff and students are very excited to be in the same space, and to be located in the same building as Financial Aid and Admissions. Our thanks go to University Facilities for creating such efficient and workable space. Stop by and visit!

Jenni Sauer  
Controller  
[jsauer@richmond.edu](mailto:jsauer@richmond.edu)

### THE NEWSLETTER STAFF

<i>Natolyn Quash</i>	<i>X8173</i>
<i>Susan Galvin</i>	<i>X8537</i>
<i>Cindy Lloyd</i>	<i>X6562</i>
<i>Valerie Cemprola</i>	<i>X8150</i>
<i>Jean Hines</i>	<i>X8181</i>
<i>Lynn Spencer</i>	<i>X8882</i>



## Did You Know.....

### *A New Banner is Coming!*

All Banner Systems at the University will have a new look and feel in 2000! We will upgrade to Banner 2000, release 4.0 during the month of May 2000. Banner 2000 is a web-enabled interface accessible through your web browser, Netscape or Internet Explorer.

The entire system, from menus to the forms, incorporates an easy-to-use, familiar style common in today's software packages. Some of the enhancements are:

- A main menu that can be resized, customized and resorted.
- Horizontal and vertical toolbars that can be customized.
- A navigation frame that lists all available options for navigating from the current block.

Information Services is working hard to create a testing environment as soon as possible! We greatly appreciate their service and assistance. Banner Finance will incorporate many exciting changes. We will share them in detail once they are thoroughly tested and ready to roll!

Stay tuned for an interesting and progressive 2000!

## GENERAL ACCOUNTING OFFICE

### **Journal Voucher Forms**

We get many questions about how to properly fill out the Journal Voucher/Budget Reallocation form. There are three different sections on the form.

The **First section** is called **Re-classification of Charges**. It is used to correct a charge on your monthly budget status report that is either in the wrong index or wrong account code. In the **Debit Column** of this section you should list the index and account code that should be charged with the expense. In the **Credit Column** you should list the index and account that was incorrectly charged with the expense. In the **Dollar Amount Column** list the amount of the expense. Finally, in the **Explanation Column**, please list the vendor to whom the invoice was paid and the document number. If there was a journal entry that was posted incorrectly, in the **Explanation Column**, please indicate what the journal entry was for, as well as the journal entry number. We would like to move each charge individually, so please list each charge to be reclassified separately; don't lump them together into one line.

The **Second section** is called **Re-allocation of Budget**. This section should be used if you are transferring budget from one account code to another account code or from one index to another. These budget transfers are a temporary transfer; they are for one year only and do not affect your budget for the following fiscal year. In the **Debit Column**, please list the index and account code to *increase* budget. In the **Credit Column**, please list the index and account code to *decrease* the budget. Please make sure that there is enough budget in the index and account code that you are transferring from, otherwise we cannot do the entry. In the **Dollar Amount Column**, list the amount of budget to be transferred. Finally, in the **Explanation Column**, please describe the specific reason for the transfer of budget.

The **Third section** is called **Transfer of Funds**. This section should be used if you are transferring money to a student organization, a restricted fund (such as a discretionary fund) or to another departmental index. In the **Debit Column**, please indicate the index and account code that the money will be transferred from. In the **Credit Column**, please indicate the index and account code that the money will be transferred to. In the **Dollar Amount Column**, please indicate the amount of money to be transferred. Finally in the **Explanation Column**, please describe the reason for the transfer of funds.

If you have further questions about these sections, please do not hesitate calling anyone in the Accounting Office.

### **Grants**

If you have questions regarding a **Faculty, Undergraduate, or Graduate grant**, please contact Tammy Hicks at X8175 or at [thicks@richmond.edu](mailto:thicks@richmond.edu). She will answer your questions or direct you to who you need to talk with.

If you have questions regarding a **Federal, State, or Private grant**, please contact Natolyn Quash, X8173) or Lynn Spencer ([cspencer@richmond.edu](mailto:cspencer@richmond.edu), X8882).

## GENERAL ACCOUNTING OFFICE

### **Interest Free Computer Loans**

The University of Richmond offers an **interest free** computer loan to qualifying faculty and staff. You may pick up an informational packet from either Pat Teachey (for faculty) or Janet Ragusa (for staff). Included in this packet is an Interest Free Loan Agreement that must be filled out and returned for approval to Pat (Faculty) or Janet (Staff). They will notify you if you are approved to participate in the program.

Once you have been approved, you may decide on the computer that you would like to purchase. The computer and any applicable accessories should cost no more than \$4,000 and must be purchased from a reputable vendor such as Circuit City, Gateway, Attronica, Dell, Comp USA, etc. You may purchase the computer yourself and then submit the receipts to Susan Galvin (Accounting Office, Maryland Hall, Room G-12) for reimbursement.

If you would like the University to pay for the computer up front, you may obtain a sales order from the vendor which includes the items to be purchased and their cost, any applicable sales tax, and the vendor's Federal Identification Number. Submit the sales order to Susan Galvin and a check will be issued made payable to the vendor. The check will then be returned to you so that you may take it to the vendor. You will also receive a copy of the Interest Free Loan Contract which lists the items purchased, the total cost and what the monthly or biweekly payroll deduction will be. This form must be signed and returned to Susan Galvin in the Accounting Office. If you have any further questions about this program, you may contact Susan Galvin at X8537 or at [sgalvin@richmond.edu](mailto:sgalvin@richmond.edu)

### **Accounting Staff**

<b>Tammy Hicks</b>	Sr. Accounting Clerk	<b>X8175</b>
	<a href="mailto:thicks@richmond.edu">thicks@richmond.edu</a>	
<b>Larissa Bouyett</b>	Accounting Clerk	<b>X8169</b>
	<a href="mailto:lbouyett@richmond.edu">lbouyett@richmond.edu</a>	
<b>Susan Galvin</b>	Accounting Manager	<b>X8537</b>
	<a href="mailto:sgalvin@richmond.edu">sgalvin@richmond.edu</a>	

### **Monthly Budget Reports**

If you are receiving monthly budget printouts that do not belong to you or that you no longer need to receive, you may contact Larissa Bouyett at X8169 or [lbouyett@richmond.edu](mailto:lbouyett@richmond.edu) to let her know which reports to remove from the distribution list.

Also, please return the brown clasp envelopes that you receive your reports in each month to the Accounting Office as we reuse them. Just mark through the address label and put them in campus mail. There is no need to put them in an interoffice envelope. Please **do not** return anything to the Accounting Office in those envelopes because we do not open them upon receipt.

## ACCOUNTS PAYABLE OFFICE

### Accounts Payable and Y2K

Happy New Year! We hope that everyone had a safe and happy New Year! We are pleased to report that Accounts Payable had no major glitches with any of our processes during the changeover from 1999 to 2000.

### Who Does What?

The Accounts Payable Office has reorganized so that each staff member is responsible for paying different vendors. The staff is assigned vendors according to the alphabet. If you have questions regarding vendor payments or expense reimbursements, please call the staff member who handles that letter of the alphabet. The distribution of duties is as follows:

Staff Member	Extension	Vendor Name Starting with:
Evelyn Nelson	8178	A thru D
Angi Smith	8179	E thru L
Linda Bean	8177	M thru Z
Rita Tembe	8180	All Purchase Order Payments (regardless of alphabet)

### 1099 Reporting

Well it's that time of year again! Accounts Payable is gearing up for the reporting of 1099v payments. 1099 information reporting is an IRS regulation. Accounts Payable is responsible for this reporting for the University.

The IRS requires reporting of all payments to vendors for services that total at least \$600 in a calendar year. This information must be reported on a 1099-MISC form and mailed to the vendor by January 31. The same information must be supplied to the IRS by March 31.

Because 1099 reporting is an IRS regulation, we are carefully reviewing all of our vendor payments for 1999 and making corrections. We are verifying the status of vendors, deciding whether they are corporations, individuals, government agencies, etc. We also confirm the correct payment amounts as well as verify social security numbers (SSN) and federal identification numbers (FEIN).

Although, it is very important that all of this information is verified and corrected before the 1099-MISC forms are mailed on January 31, it is even more important that this information be verified and corrected before the information is supplied to the IRS in March. Therefore, if you find that you have been using an incorrect SSN or FEIN for your vendor, please contact Jean Hines, Accounts Payable Manager, x8181, with the correct information, ASAP. Even though it may be after the January 31 deadline, this information is still very important to us. It is also very important that you get the correct SSN or FEIN from your vendor before you send your payment requests to Accounts Payable. If we have the correct information when we are creating the vendor on our system, we will have a lot fewer corrections at the end of each calendar year.

## ACCOUNTS PAYABLE OFFICE

Once our 1099-MISC forms are mailed, you may receive calls from vendors with questions regarding this form. These calls should be referred to Jean Hines.

### Check Run Schedule

There are no major holidays during this quarter; therefore, we will have our normal check run schedule during the months of January, February, and March. If there are changes due to inclement weather, we will notify by audix, email or SpiderBytes.

We generally have checks processed and ready for distribution by noon each Tuesday and Thursday. Payment requests are processed first-in-first-out. If you have an emergency check request, reimbursement, honorarium, or invoices requiring immediate payment please mark your request as such. Emergency requests for payment must be submitted to A/P by 5:00 pm on Friday for payment on Tuesday and by 5:00 pm on Tuesday for payment on Thursday.

Angi Smith <a href="mailto:asmith@richmond.edu">asmith@richmond.edu</a>	Sr.Accounts Payable Clerk	X8179
Linda Bean <a href="mailto:lbean@richmond.edu">lbean@richmond.edu</a>	Accounts Payable Clerk	X8177
Evelyn Nelson <a href="mailto:enelson@richmond.edu">enelson@richmond.edu</a>	Accounts Payable Clerk	X8178
Rita Tembe <a href="mailto:rtembe@richmond.edu">rtembe@richmond.edu</a>	Accounts Payable Clerk	X8180
Jean Hines <a href="mailto:jhines@richmond.edu">jhines@richmond.edu</a>	Manager	X8181

## STUDENTACCOUNTS/CASHIER'S OFFICE

### Bursar's Office has moved!

After the wonderful holiday break and before the students returned for the spring semester, the Bursar's office moved to Sarah Brunet Hall. You can find the entrance to our office off the brick patio in the rear of the building. Thirty minute parking is available in the Millhiser Faculty and Staff parking lot. The new space is wonderful and extremely functional. We have had positive reactions from the students doing business not only with our office, but also with the Registrar or Financial Aid offices.

### Hours

The Cashier's Office has the same business hours as before, 9:00am to 2:00 on Monday, Wednesday, Friday and 9:00 to 2:30 on Tuesday and Thursday. Please try to make all transactions during those times. In our new area, there is a metal shade that comes down at closing time; this closes the Cashier's area to the general public. There is a drop box located on the wall in front of the Cashier's window that accepts deposits, student phone bills, and other payments. **Please do not deposit cash in the drop box!** As always, it is of great help if you are requesting change that a phone (8143) or fax (6862) order is placed so the order is filled when you arrive.

## STUDENT ACCOUNTS/CASHIER'S OFFICE Continued

### Deposit Policy Memo

The following is a copy of the **Deposit Policy Memo** that Mary Barnett, Director of Internal Audit, sent to all Deans, Directors and Department Heads on November 5, 1999. We ask that you adhere to the policy set by the Internal Auditor for making deposits. It is beneficial for everyone when the same procedures are being followed:

As most of you are aware, the Cashier's office provides three-part deposit slip forms which are to be filled out for all deposits. Effective immediately the Cashier's office will no longer accept deposits without all copies of this form so that the last (pink) copy can be stamped.

These forms are sequentially numbered, and provide space for the details related to the deposit, including the date and the name of the individual who is making the deposit. When the deposit is delivered to the Cashier's office, the Cashier will immediately **datestamp and initial** the form and hand the pink copy to the individual dropping off the deposit. If there is any question about when or whether a deposit was made, the department must provide the deposit slip **number** and the **date** it was stamped at the Cashier's office. *Please save these stamped receipts until the deposit shows up on Banner*, since without the receipt there is no documentation that the deposit was delivered to the Cashier.

If you choose to send a deposit through campus mail (which is not encouraged) or utilize the drop box which will be in the lobby of the Cashier's new space in Sarah Brunet, *please keep a photocopy of the deposit slip* and include all three copies of the slip in the envelope. (Please do not ever send cash through the mail!) After opening the mail the Cashier will datestamp, initial and return the pink copy to the depositing department when the deposit is received. Please note, however, that for mailed and drop-box deposits there is no documentation that the deposit was ever received by the Cashier, and that whenever possible deposits should be made in a timely fashion in person at the Cashier's office.

If you have any questions about this policy, please do not hesitate to contact the Cashier's office at x8143, or you may contact me. Thank you!

### New Face

We have a new face in the office. Francis Dickerson in the Cashier's office.

**Look for an open house in the coming weeks to show off our new area.**

## CORPORATE ACCOUNTS OFFICE

### Airfare Reimbursements

Most Travel Agencies, including Covington, now charge a \$10.00 to \$15.00 processing fee for each ticket issued. This fee is usually billed separately to your credit card and is NOT added to the cost of the ticket. Be sure to include the charge on your Travel and Expense report. If you do not include the charge, you will not be reimbursed for it. Please list the charge on the report under "Other".

### Receipts

Thanks to everyone for your cooperation in taping/gluing receipts to an 8 ½ x 11 sheet of paper. Please remember that STAPLING is NOT acceptable. When you staple receipts, each staple has to be removed and each receipt has to be taped to the paper. Stapling receipts will result in your reimbursement being delayed.

Also remember that it is NOT necessary to tape 8 ½ x 11 receipts to 8 ½ x 11 paper. This includes most hotel receipts and airline receipts. Receipts larger than 5x7 DO NOT need to be taped/glued.

### Foreign Exchange Rates

When travelling out of the country and collecting receipts paid with foreign currency, always list the rate of exchange that you are using for reimbursement. If you are unsure of the exchange rate there are a couple of websites that can help you. They are <http://www.oanda.com/converter/classic> and <http://www.thomascook.com/travel/converter.html>. Both are excellent sources for exchange rates for any given day and also offer some other services and tips on travel as well. Fees associated with exchanging currency are reimbursable expenses and should be listed under "Other" on the expense report.

### Purchasing Cards

Purchasing Card statements are due in the Corporate Accounts Office by the date specified in the monthly email. Failure to comply with the deadline request could result in your US Bank VISA purchasing card privileges being cancelled. Changes to the accounting distribution WILL NOT be made after the deadline. Please take time to make sure that the charges are correct and that they are charged to the appropriate index/account codes as soon as you receive your statement.

**CORPORATE ACCOUNTS COORDINATOR**  
Lynn Spencer, [cspencer@richmond.edu](mailto:cspencer@richmond.edu), X8882

