

THE BOTTOM LINE

Volume 5, Issue 1

Spring 2003

Dear Colleagues,

This winter is certainly the coldest I can remember (although my memory isn't what it used to be!). Let's hope for warmer days and lots of sunshine. In the meantime, here is our spring semester issue of the Bottom Line. Hope you enjoy it.

The Executive Committee of the Board of Trustees formally approved the Program improvements recommended by the Planning and Priorities Committee. One-Time items totaled \$300,000, which will be spent during the current fiscal year. The total awarded for Continuing budget lines beginning July 1, 2003 is \$1,501,527. A notebook of all requests has been placed at the circulation desk in Boatwright Library for review.

Beginning in December, the university implemented a method to add value to Spidercards through the internet. This can be done by either credit card or ACH. See page 4 of this newsletter for more details.

As always, let us know about any issues you would like addressed in future issues.

Jenni Sauer

Associate Vice President and Controller
jsauer@richmond.edu

THE NEWSLETTER STAFF

<i>Valerie Cemprola</i>	<i>X8150</i>
<i>Tammy Hicks</i>	<i>X8752</i>
<i>Jean Hines</i>	<i>X8181</i>
<i>Suzanne Kallighan</i>	<i>X6562</i>
<i>Natolyn Quash</i>	<i>X8173</i>
<i>Lynn Spencer</i>	<i>X8882</i>



UNIVERSITY OF RICHMOND
FOUNDED 1830

Did You Know.....

Accounts Payable issued over 29,000 checks for over 42,000 invoices and reimbursements for the 2002 calendar year. These payments totaled over \$74,000,000! AP also issued 2600 student refund checks during the same period.

Previous issues of "The Bottom Line" can be found on the Controller's Office website:

<http://oncampus.richmond.edu/administration/controller/newsltr/index.html>

If you have questions about Petty Cash forms, Check Request forms, Travel & Expense forms or other miscellaneous disbursement questions, the Cashier's office and Accounts Payable have copies of the Controller's Office Disbursement Guidelines available in their offices.

We have added a new section to our newsletter called "Friends of the Controller's Office". The "friends" are University employees who assist our office in its mission. The assistance may be in the form of a suggestion, idea or job duty. (Page 4)

GENERAL ACCOUNTING OFFICE

PROGRAM 100

Do you enter journal entries for your department? If so, do you change the program to 100 when entering a revenue account code, which is an account code that begins with a 5XXX? If not, please start immediately. Please keep in mind that the account code, not the index, determines whether or not the program is changed to 100. The only exception to this rule is an index that begins with an 8 or a 9. The program for these indexes cannot be changed to 100; their programs will be 800 and 900 respectively, even when using a revenue account code. A program 100 signifies that the amount being entered is revenue. If you are entering a journal entry and trying to change the program to 100, but Banner will not let you, then you can not use an account code that begins with a 5XXX. You then must choose an expense account code, 7XXX, for your journal entry. If you have questions concerning program 100's, please contact Tammy Hicks, x8752.

UNCLAIMED CHECKS

Every year the Accounting Department sends numerous letters to faculty, staff, students and vendors to notify them of checks not cashed. Please help us in three ways to cut down this problem.

1) We have found that some departments may hold a check that should have been voided and returned to Accounts Payable. If you realize after the check has been cut that there has been an error and payment is not due, please write void on the check and send it back to the Accounts Payable Department so the check can be properly removed from our accounting records. If you hold the check in your department, it stays on our books and your index is not credited. We eventually send letters to the vendor asking if they have the check in question or have they deposited it. After much research, we find out the check has never left campus. If a company does not keep accurate records, we could actually reissue a check to them that is not due.

2) If you do not have direct deposit, please cash your paychecks in a timely manner. Also, if you are issued a reimbursement check, please make sure this is also cashed within a reasonable amount of time. Upon notifying staff, faculty or student of unclaimed checks, we often hear that the check was lost.

3) If you are responsible for a student worker, please remind them to have their last paycheck, before summer break, sent to an address where they can be reached. We have many student paychecks and refund checks each year that never reach the student because they are gone for the summer and the address is no longer valid.

STUDENT ACCOUNTS/CASHIER'S OFFICE

WELCOME



The Bursar's office would like to welcome Andrea Stadler, the newest addition to Student Accounts.

Andrea joined our office in August. Many of you may recognize Andrea, as she was part of our floater staff. Andrea will be handling student accounts that start with letters A-K. Her extension is 8116.

Please join us in extending a warm welcome to Andrea!

ACCOUNTS PAYABLE OFFICE

PAYMENTS TO EMPLOYEES

If you need to pay a University employee for a special service provided to your department, such as speaking, teaching a class, writing an article, etc, please submit the check request to the Payroll Office. Accounts Payable does not pay employees for services, only reimbursement of expenses.

1099 PROCESSING

The Accounts Payable Office is responsible for sending out the 1099 tax forms to the vendors we pay for you. The forms will be sent out by January 31. If you receive a call from your vendor regarding the 1099 form, please direct them to contact Jean Hines at 289-8181.

SMALL DOLLAR REIMBURSEMENTS

Reimbursements that total \$50 or less may be submitted to the Cashier's Office for immediate cash reimbursement. Take your completed and approved petty cash form, along with your receipts, to the Cashier's Office between the hours of 9 a.m. and 2 p.m. Approvals are the same as required on a check request.

If you prefer to have Accounts Payable issue you a check for your reimbursement, please do not submit small dollar receipts individually. If at all possible, wait until your receipts total at least \$25 before submitting to AP, and then submit the taped/glued receipts with one check request form.

CORPORATE ACCOUNTS

TRAVEL

Travel Cards

If you are a US Bank Travel cardholder, you should already know that the account is a personal liability. However, delinquencies are reported to the University monthly. If your account becomes 60 days past due, you should call the Corporate Accounts office (X8882) to discuss the situation and any steps that you are taking to correct the problem. If you do not call and report the delinquency, when the “Past Due Accounts” report is received from US Bank, an email notification will be sent to you **and your immediate supervisor**. We will request assistance from your supervisor in resolving any issues related to the delinquency. Travel Card delinquencies of 120 days or more are reported to the Credit Bureau and will obviously impact the individual’s personal credit rating. Your delinquency also has a negative effect on the University’s credit rating and our reputation with US Bank. For this reason we are taking a more proactive approach and ask your cooperation in dealing with this unpleasant situation. **Please make sure that each US Bank Travel cardholder in your department is aware of this change.**

Receipts

When attaching receipts to 8 ½ x 11 paper, please DO NOT staple the receipts!! Staples must be removed for scanning into our filing system. **Please make sure that the receipt is secure and that it is legible. Do not tape over the amount that you are requesting reimbursement for.** Invisible tape erases the ink on most receipts and they become impossible to read. Whenever possible, please tape multiple receipts to each sheet of paper. Receipts larger than 5 x 7 do not need to be taped. Loosely taped receipts get caught in the scanner and must be removed and taped properly. And, again, it is not necessary to tape an 8 ½ x 11 receipt to an 8 ½ x 11 sheet of paper.

Only one receipt is required for each expense. It is not necessary to submit multiple copies of airline tickets, hotel bills and car rentals for reimbursement. Please keep the additional copies for your own records.

Meals

When submitting receipts for meals that are split between 2 or more people, or part of a large group, please indicate exactly how much you are requesting reimbursement for. Just indicating ½ or ¼ is not sufficient information. All expense reports are checked against receipts for accuracy and the receipts must indicate how much you are requesting reimbursement for.

CORPORATE ACCOUNTS

continued

If you are submitting receipts for meals that include 2 entrees or meals for children, please indicate whom the meals are for. The University does **not** pay expenses for spouse/family traveling with employees. If you are entertaining guests or colleagues, please provide the names of those individuals for whom you are paying.

If a receipt is not available for a meal or any other expense, a written explanation for the charge should be attached to your expense report.

PURCHASING CARDS

In November 2002, the Controller’s Office issued a memo outlining changes in the Purchasing Card program.

The cardholder, and the cardholder’s immediate supervisor, Dean or department director must now approve Purchasing Card statements. If the card is in a supervisors or managers name but processed by someone else, both the cardholder and the person processing the charges in Banner must sign the statement.

Purchasing Card statements should only be signed after the supervisor, manager or Dean has reviewed it. Your signature indicates that the charges are legitimate and appropriate use of University of Richmond funds.

Please remember that personal use of the Purchasing Card is strictly prohibited. If you “accidentally” use the card for a personal expense, please attach a check and forward to the Corporate Accounts office immediately with an explanation. As stated in the application, signed by each cardholder, personal use of the card is considered misappropriation of University funds and could result in disciplinary action against the cardholder.



STUDENT ACCOUNTS/CASHIER'S OFFICE

SCANNING

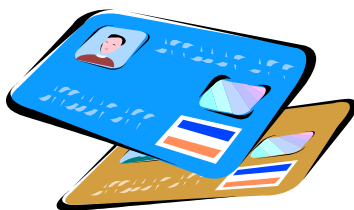
As we continue to scan petty cash and other documents, please remember:

- ◆ Original receipts only.
- ◆ Attach receipt to a separate sheet of paper.
- ◆ If the receipt is smaller than 5 x 7, please tape to a separate 8x11 sheet of paper. Please, do not use staples.
- ◆ If receipt does not have vendor's name or item description, the requester must write the vendor's name and description on the receipt.
- ◆ Please remember that all Petty Cash receipts **must be within the last 30 days.**
- ◆ **Petty cash is void over \$50.00 and cannot be used to reimburse ATM fees, cash advance fees, gas or mileage.**

SPIDERCARD DEPOSITS ON THE WEB

We are pleased to offer a new way for you to make deposits to your Spidercard. Visit the One-Card site (located under Student Life/Life on Campus) and click on Spidercard deposits. From there you will be directed to the website to do your transaction on the web. Here are a couple of tips to help you navigate the site a little easier:

- ◆ Please read the first page carefully. This will tell you what information you will need to complete this transaction.
- ◆ Once you start the transaction you must complete it all the way through to the last page where you will click a "Finished" button. If you exit out of the site at anytime, time out, or don't receive a confirmation number then your transaction did not go through.
- ◆ Once you have entered your student ID and last name you will be directed to Sallie Mae's website. Sallie Mae is the administrator of this site.
- ◆ Once you click the "FINISH" button, your spidercard will update in about 10 minutes.
- ◆ Any questions about this should be directed to the OneCard office at one-card@richmond.edu or by calling 289-8476.



FRIENDS OF THE CONTROLLER'S OFFICE



Lennie Rimmer

Our first "friend" is Lennie Rimmer. Lennie is a Programmer Analyst in the Banner Applications department of Information Services. Banner Finance and Nolij Web, which is used in Accounts Payable, General Accounting, Corporate Accounts, Accounts Receivable, Purchasing, Alumni, Human Resources and soon Nolij Transfer in Admissions, are his as his primary supports. Lennie also supports the One Card interface and Ecommerce. He started working at the University on January 2, 2001. His previous job was at Philip Morris, where he worked as a Programmer Analyst for 5 ½ years. Lennie is a graduate of Virginia Tech.

Lennie and his wife, Sheila, have been married for 18 years. They have three children: Ashley, 13 years, Thomas, 10 years and Dustin, 5 months. Lennie loves working at UR. He says he really likes the relaxed environment and the great people.

Lennie is a valued friend of the Controller's Office. He is our technical interpreter and protector of Banner Finance, Evisions and many other software programs that we use to get our job done. He will always be a special "friend" of the Controller's Office! Thank you Lennie!

