

Dear Colleagues,

Once again, the holidays have passed and we're well into 2005. I wish you all a happy and healthy year ahead.

An item of special interest is that the Program Improvement funds for FY2005-06 have been approved by Dr. Cooper and the Board of Trustees. The One-Time items totaled \$554,584, which will be spent during the current fiscal year. The Committee was able to award \$4,991,316 for Continuing Program Improvements. Of this amount, over \$4 million will go toward various forms of financial aid, including almost \$2 million to implement the fourth year of the policy to meet 100% of need. In addition, ten new positions have been created. Letters have been sent to those department heads that received funding through this Program Improvement process. A notebook of all the requests has been placed at the circulation desk of Boatwright Library.

Please let us know if you have questions or issues that 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>Sharon Condrey</i> | <i>X8828</i> |
| <i>Susan Galvin</i> | <i>X8537</i> |
| <i>Tammy Hicks</i> | <i>X8752</i> |
| <i>Jean Hines</i> | <i>X8181</i> |
| <i>Suzanne Kallighan</i> | <i>X6562</i> |
| <i>Tina Snellings</i> | <i>X8173</i> |



UNIVERSITY OF RICHMOND
FOUNDED 1830

Did You Know.....

There is a new Travel & Expense form available on the Controller's web site at:
<http://oncampus.richmond.edu/administration/controller/forms/travel.xls>

Val Cemprola, Admin. Assistant to Jenni Sauer, Assoc. VP & Controller, has been promoted to Assistant Cash Manager. She will be located in 201 Maryland Hall. Betty Lockhart, Cash Manager, is excited to have Val in this new position. Val is in transition until a replacement is found for her current position.

GENERAL ACCOUNTING OFFICE

Accounting Tidbits

Did you know....

1. The monthly budget report can be emailed to more than just one person.
2. There is a frequently used account codes list on the Controller's Office website.
<http://oncampus.richmond.edu/administration/controller/genaccting/freqacctcodes.html>
3. You may use an expense or revenue account code even though it is not listed on your budget report.
4. You can access your index/budget information on Banner by using FGIBDST.
5. You may email the journal entry form to accounting for processing rather than sending a paper copy through campus mail. For a template, please contact Tammy Hicks, x8752 or thicks@richmond.edu
6. You can use the Extract Data function in Banner, which is located under the Help drop down menu, to extract data from any Banner screen and download it to an excel spreadsheet.
7. The Accounting Office can run an FPXTRAN report for you, which will list all the activity for a given period during a fiscal year on this one report.
8. You may receive access to FRIGITD if you have indices with budgets that cross fiscal years so you may view all account code balances for a given project on one screen.
9. Banner Web for Finance can be accessed from the UR Home Page so you have the ability to review information for your indices when you are away from the office.
10. There are three Accounting Office members who are here to answer your accounting questions.

Deanna Janss x8169
Nancy Colon x8178
Tammy Hicks x8752



ACCOUNTS PAYABLE OFFICE

Direct Deposit of Employee Reimbursements

On or around March 1st we will be requiring that all employee reimbursements be made by direct deposit. If you have not already signed up for direct deposit in Accounts Payable please do so as soon as possible. This will help avoid any delays in receiving your reimbursements. You can access the Direct Deposit Authorization Form at:

<http://oncampus.richmond.edu/administration/controller/forms/directdep.doc>

Direct Deposit is a more efficient way for you to receive your reimbursements, while saving the university both time and money.

In conjunction with all employee reimbursements being made by direct deposit, we have updated our Check Request form and our Travel and Entertainment Expense Report form on the Controller's Office website.

Please access our latest versions of these forms and start using them as soon as possible. The check request form is available at <http://oncampus.richmond.edu/administration/controller/forms/creq.doc> and the Travel Expense form is available at <http://oncampus.richmond.edu/administration/controller/forms/travel.xls>.

Purchasing Card Processing

In October, the University switched from US Bank to J P Morgan Chase as our travel and purchasing card vendor.

With the switch to JP Morgan, you will no longer get a paper statement in the mail for your purchasing card. You must sign onto the online system, Paymentnet, to download your statement each month. You should receive an email from the Paymentnet system to alert you when your statement is available. If you do not receive an email, please contact Jean Hines (x8181) to have this corrected. Statements are generally available around the 25th of the month.

Please remember the deadline for forwarding your signed statement, Transaction Detail Report, and receipts to Accounts Payable is the 10th of the month. **Cards will be temporarily suspended if the documentation is not received in Accounts Payable in a timely manner.** In order to accommodate our filing system, all receipts smaller than 5" x 7" must be taped or glued and all staples must be removed before sending to Accounts Payable.

The purchasing card is being administered by the Controller's Office and University Services. Please contact Elaine Pierpont (ext. 8161 or epierpon@richmond.edu), if you have questions regarding any administrative areas of the card, such as: declined cards, change in credit limits, restrictions on cards, request for a new card, etc. Please contact Jean Hines (ext. 8181 or jhines@richmond.edu) if you have questions regarding the accounting areas of the card, such as: allocating charges using the Paymentnet system, printing reports, access to an index in Paymentnet or reviewing payments in Banner.

ACCOUNTS PAYABLE

Purchasing Card Program Update

We have some great news! We are off to a great start in our new program. Since the implementation of our new card program, we have had total activity of \$1,630,862 through January 24th. We would like to thank our leading card purchasers; Roger Brooks & Glenn Frazho (University Bookstore), Linda Pembelton (Accounts Payable), Lynn Spencer (Athletics) and Elaine Pierpont (University Services). The charges of these individuals make up more than 60% of our total spent to date. Thank you all for your help in making this program a success. Keep up the great work!

Welcome, Nancy!

Please join the Accounts Payable Office in welcoming Nancy Crowgey to the department. Nancy previously worked as a part-time administrative assistant in the Business Office. In January, Nancy transferred to Accounts Payable as a part-time accounts payable associate.

Nancy is responsible for maintaining our electronic filing system as well as paying vendors starting with letters U thru Z. You may contact Nancy at extension 6363 or by email, ncrowgey@richmond.edu.

Processing Time

There is approximately a 10 business day turnaround for processing reimbursements and invoices in Accounts Payable. In order to ensure your request is processed within the time that you need it, please get your requests to us at least 2 weeks before date you need the item paid.



ACCOUNTS PAYABLE

Continued

New University ID Number Required

When sending in check requests and Travel and Entertainment Expense Reports, please include the employee's or student's new University ID number instead of the social security number on the request.

If you pay independent contractors and have questions about what number is needed, contact Linda Pembelton (lpembelt@richmond.edu or ext. 8177) for assistance.

1099 Processing

The Accounts Payable Office is responsible for sending out the 1099 tax forms to the vendors we pay for the University. The forms were sent out at the end of January. If you receive a call from your vendor regarding the 1099 form, please direct them to contact Linda Pembelton at 289-8177.

GRANTS ACCOUNTING

Purchasing Card Update

Faculty who are principal investigators of federal and private grants were recently notified that they will need to obtain a Purchasing Card for grant purchases which can no longer be placed on departmental purchasing cards. This new card will be advantageous for you and your administrative assistant, as well as for the Grants Accounting Office.

- ◆ It will be easier for you to keep track of expenditures for each grant.
- ◆ It will streamline the review process for PCard charges at month's end.
- ◆ It will enable the Grants Accounting Manager to approve equipment purchases as required by the auditor.

Thank you to those who have already submitted an application. Hopefully, by March 1st all telephone and online orders will be placed using these new cards. If you still need to submit an application, please contact Elaine Pierpont at x8161.



Time & Effort Certification

This is a reminder that the Time & Effort Certification Report forms for fall 2004 are past due. Even if you did not devote any time to your federal grant during the semester, please return the form noting that fact, to Tina Snellings, Grants Accounting Manager, as soon as possible.

Coming soon: Summer Research Stipend Requests and Student Summer Log forms for 2005.

PAYROLL

Spotlight on:



Iria Jones, Catherine Clements, Chris Kemp, Britton Trimble, Cindy Foster, William Parkin, Rochelle Colestock, Jeri Townley



Betty Tobias, Linda Fairtile, Nick Vogel
(Not pictured: Paul Porterfield, Lit Maxwell, Lynne Smith, Rick Neal, Melanie Hillner, Jim Gwin)

The Controller's Office would like to express a special thank you to all of the Student Supervisors of the University Libraries, Chris Kemp, Nick Vogel, Rick Neal, Lynne Smith, Cindy Foster, William Parkin, Melanie Hillner, Iria Jones, Jim Gwin, Jerri Townley and Catherine Clements.

These brave souls participated as our pilot group to test Student Employee Web Time Entry with full knowledge that there would be many issues to resolve and bugs to work out! Without their participation, Student Web Time Entry would still be an item on a to-do list! With the time demands on the Payroll Office during this time of year, they have been extraordinarily patient and accommodating with us. For many reasons, being able to use the University Libraries for our pilot group offered us the most challenges as well as the best opportunities to test some unique complexities of student payroll. The University Libraries are one of the largest employers of student employees on campus. They have students who work multiple positions with multiple rates and multiple approvers. They have students whose shifts cross over the midnight Saturday end of a pay period. Thanks to them, we have been able to fully test the functionality of Student Web Time Entry.

CASH MANAGEMENT

Popularity of Electronic Funds Transfers Increases

Does your Department invoice outside agencies/vendors (including State and Federal agencies) for goods or services provided? If so, please make note of the following:

Both the Commonwealth of Virginia and the Federal government now make payments to the University of Richmond almost exclusively via Electronic Funds Transfers. These include wire transfers and ACH payments. In addition, many business are now choosing to remit payments exclusively through the ACH (automated clearing house) processes.

These payments are automatically deposited into our main bank account at Bank of America. To insure that the correct department on campus gets credit for these deposits, we ask that you do the following:

1. Send a copy of the invoice to Betty Lockhart, Cash Manager, at the time the invoice is prepared, via one of the following:
 - a. Campus Mail – 201D Maryland Hall
 - b. Fax – (804) 287-1222
 - c. E-Mail – blockhar@richmond.edu
2. Indicate the index and account code where you wish to have the payment credited.

When payment is received, a journal entry will be made to credit your department with the payment. A copy of the invoice with the pertinent payment information noted will be sent to you upon request. The payment will be reflected on your monthly Banner printout.

Thank you for following the above instructions. As more and more payments are received in this manner, having a copy of the invoice in advance will reduce the amount of detective work required to track down which department on campus is expecting these payments.



STUDENT ACCOUNTS/CASHIER

Do you handle cash for your department?

If so, this seminar is for you. The Bursar's office in conjunction with the UR police department will be holding a seminar in the next couple of months to discuss basic cash handling and what to do in the event of a robbery. If you are interested in attending, please e-mail Suzanne Kallighan at skalligh@richmond.edu

Basic Cash Handling Procedures

- ◆ Cash should be locked up and ***out of sight and out of reach***. This includes counting a drawer at the beginning or end of a shift, and any other time cash is being counted.
- ◆ Cash should be locked in a file cabinet or a safe – ***with the key and/or combination not shared or in plain site!*** Keys and combinations should be changed when employees with access leave the University's employ, and whenever there is any concern about access.
- ◆ ***Only paid University employees*** should be handling cash.
- ◆ ***Deposit all funds received.*** Do not hold checks waiting to make one deposit. Most checks are only good for a certain amount of time and holding them reduces the chances of collecting the funds. Don't use collected funds for reimbursing expenses.
- ◆ Make deposits ***no less often than weekly*** and whenever the amount exceeds \$500. Remember that ***mailing deposits is risky to you;*** delivering them to the Cashier's office and walking away with a receipt shifts the responsibility to us.
- ◆ If you ever experience a robbery, do not make any attempt to chase or apprehend the suspect! Note any details you can, call University Police and follow their instructions.

If you have any questions, please contact Suzanne Kallighan at x6562.