

Dear Colleagues,

Thank you for the favorable response to our inaugural newsletter in October. This next issue will continue to provide some guidelines and answers to your questions to make it easier to use the Controller's Office services here at the University.

An item of special note is that the Executive Committee of the Board of Trustees formally approved the Program Improvements recommended by the Planning and Priorities Committee on December 10th. There are **\$256,091** of items approved as one-time expenditures that will be spent during the current fiscal year. There are **\$760,542** of continuing positions and programs that will be budgeted effective July 1, 1999. Total requests in both categories amounted to **\$5,450,732**.

There are letters going out to department heads who received funding through the Program Improvement process. In addition, there will be a notebook in the library that contains all of the original requests for anyone interested.

As always, let us know if you have questions or issues that you would like addressed in future issues.

Jenni Sauer
 Controller
 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>Brenda Neal</i>	<i>X8150</i>
<i>Jean Hines</i>	<i>X8181</i>
<i>Lynn Spencer</i>	<i>X8882</i>



Did You Know.....

- **Check request, travel expense, and journal voucher forms** in a template format are available online at <http://www.richmond.edu/is/helpdesk/vhelpdesk.htm>
- Effective **January 1, 1999**, the mileage reimbursement rate for the University is **\$.30 per mile**.
- **Petty cash forms** have been revised and are available at the Print Shop at no cost.
- **Cash receipt forms** required for deposits are available at the Print Shop at no cost.
- You can get a reimbursement for out-of-pocket expenses **less than \$50.00** at the University Cashier office.
- Some **expense advances** can be processed through the Cashier's office. See Corporate Accounts section.

CORPORATE ACCOUNTS OFFICE

PETTY CASH FUNDS

All Petty Cash Funds **must be** set up by the Controller's Office. If your office has a Petty Cash Fund that is not recognized as "official", please return the funds to Lynn Spencer, so that one may be set up for your office. Unofficial Petty Cash Funds that are lost or stolen cannot be replaced by the University. We have published guidelines on handling cash and petty cash funds. See Lynn Spencer.

APPROVALS

University Guidelines state that you may not approve your own reimbursements and you may not approve reimbursements for someone that you report to. Secretaries may **NOT** approve expenses for their supervisors, managers, deans or directors. Those expenses must be approved by the person that they report to. Secretaries may request the reimbursement but approval must come from a vice president, dean, director or supervisor.

ADVANCES

Requests for Travel or Expense Advances must be sent to Lynn Spencer for processing/ approval. In some cases, advances may be obtained through the Cashier's Office, but those must be approved by Corporate Accounts first. Please be aware that you may only have two advances outstanding at any time. When settling advances, please send to Lynn Spencer for review.

HOTEL BILLINGS

The University does not pay hotel charges directly billed. If you have a University VISA card, deposits should be made using the card. For information on making reservations for out of town guest, contact Lynn Spencer, Accounting.

MILEAGE

When submitting a travel reimbursement, you may be reimbursed for gas **OR** mileage, but **NOT** both. The mileage reimbursement rate was increased on January 1, 1999 to \$.30 per mile.

TRAVEL EXPENSE REPORTS

The travel expense report is now available online. This form will do the calculations for you including subtracting advances or any prepaid airfare/ registration fees. All you need to do is fill it out, print it and have it approved by your supervisor, dean or director. Access at <http://www.richmond.edu/is/helpdesk/vhelpdesk.htm>.

TRAVEL CARDS

If you use your own personal credit card to obtain cash advances for travel, your bank may be charging you more than the 2.5% rate that the University has negotiated with US Bank. Some banks also charge a finance charge in addition to the cash advance fee. If you choose to use your personal card, the University will reimburse you for the cash advance fee up to 2.5%. We do not reimburse finance charges. Include a copy of your statement with the cash advance fee highlighted, when you submit your travel expense report. If your credit card charges cash advance fees in excess of 2.5%, you may wish to apply for a US Bank VISA card.

1999-2000 FISCAL YEAR EXPENSES

When purchasing airline tickets, registration fees or making deposits for events that will take place **AFTER June 30, 1999**, please mark your requests "NEW YEAR." If you have budgeted for this event in the current fiscal year please indicate "OLD YEAR" and a brief explanation on the request. If your request does not indicate which fiscal year to charge, your "NEW YEAR" budget will be charged.

CORPORATE ACCOUNTS COORDINATOR Lynn Spencer, vspencer@richmond.edu ,X8882
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GENERAL ACCOUNTING OFFICE

JOURNAL VOUCHER FORMS

The Journal Voucher /Budget Reallocation can now be downloaded from the Internet in a template format. Access this form at <http://www.richmond.edu/is/helpdesk/vhelpdesk/htm>.

MONTHLY REPORTS

The Accounting Office would like to stress the importance of reviewing your monthly budget status printouts. Errors do sometimes occur. Also, if you know of something that should have been charged to your index during the month that doesn't show up, it may have been charged to the wrong index. Please contact the Accounting Office so that we may get the charge reclassified to the correct index.

Remember to look on your monthly budget printout for invoices on hold. If an invoice has been received in the Accounts Payable Office, but the signed green purchase order stating receipt has not been sent in to AP, the invoice will be placed on hold until the purchase order is received. An invoice on hold is noted by an asterisk next to the document number on the detail section of your printout. If you have sent in the purchase order, but the invoice is still on hold, please contact the Accounts Payable Office.

BANNER ON-LINE

If you have a question about a charge on your printout and you have Banner access, you can determine who originated the charge by going into the **FGIBDST** screen. Once you have put in your index number, go down to the account that the charge in question appears in. Click on the "**Detail Transactions**" button. This will bring up a listing of all the charges in the account code for the fiscal year. Find the charge in question and view the "**TYPE**" column. Below is a listing of the "**TYPES**" and the contact if you have a question.

TYPE	DESCRIPTION	CONTACT
IXXX	Invoice	Accounts Payable
BDXX	Budget Entry	Accounting Office
FT01	Journal Entry	Accounting Office
PSJV	Print Shop Charge	Karen Pierce
SCJV	Spider Card Charge	Dianne St. John
PPJV	Physical Plant Charge	Susan Hoof
TEJV	Telecom Charge	Pamela Harper
BKJV	Bookstore Charge	Glen Frazho
CAJV	Catering Charge	Bob Rodgers
FSJV	Food Service Charge	Betsy Flynn
POJV	Post Office Charge	Jodi Will
PCJV	Purchasing Card Charges	Lynn Spencer
SAJV	Student Activities Charge	Linda Pugh
ACJV	Alumni Center Charge	Rick Glass
CNJV	Conference Charge	Michelle Eicher
CPJV	Campus Police Charge	Linda Paul
TCJV	Travel Card Charges	Lynn Spencer

NEW PERSONNEL

We would like to welcome Larissa Bouyett to the Accounting Office. Ella Wood retired at the end of October and Larissa has taken her place as an Accounting Clerk. She may be reached by phone at 289-8169 or email at lbouyett@richmond.edu.

Tammy Hicks	Accounting Clerk	X8175
thicks@richmond.edu		
Larissa Bouyett	Accounting Clerk	X8169
lbouyett@richmond.edu		
Susan Galvin	Sr. Accountant	X8537
sgalvin@richmond.edu		

UNIVERSITY CASHIER'S OFFICE

CHECK CASHING HOURS

Check cashing hours are Monday, Wednesday, and Friday, 9:00 am to 2:00 pm. Tuesday and Thursday hours are 9:00 am to 2:30 pm. Personal checks may be cashed for up to \$100.00 a day with a current UR ID. All student payroll checks may be cashed for any dollar amount. We are located in Richmond Hall Room G-28.

CASHIERS

Charley King, cking@richmond.edu, X8149

Michelle Samuels, msamuels@richmond.edu, X8143

BURSAR

Annemarie Hellman, ahellman@richmond.edu, X8147

ASSISTANT BURSAR

Cindy Lloyd, clloyd@richmond.edu, X6562

CHANGE REQUESTS

Change requests for various University departmental needs may be made between the hours of 9:00 am and 2:00 pm Monday through Friday. Please give at least 2 days advance notice for change requests over \$200.00.

UNIVERSITY DEPOSITS

It is the intent of the Cashier's Office to receipt all monies in a timely fashion. To expedite this process, please fill out all information on the Cash Receipt Form. A receipt cannot be processed without the index and account code.

Deposits are receipted in the order they are received. Therefore, depending on workflow, all offices should receive a receipt within 3 working days of delivering their deposits. If a Cash Receipt has not been received within 5 working days, it is the department's responsibility to notify the Cashier's Office. Funds will not be deposited in a timely fashion if pertinent information is missing or incorrect on the Cash Receipt Form.

All departments who make deposits with checks enclosed need to stamp the back of the checks with the name of their organization. The stamp should read as follows:

For Deposit Only
"The name of your department or organization"
University of Richmond.

Checks that are not stamped are a security issue. Without a proper University of Richmond stamp on the back, anyone could cash the check. Having the department's name on the check helps our office to track where a check originated in case it is returned from the bank.

PETTY CASH REIMBURSEMENTS

A maximum \$50.00 expense reimbursement is available from the Cashier's Office with receipts. You must submit a check request to Accounts Payable if a reimbursement is for more than \$50.00.

A petty cash ticket cannot be processed without the department or originator's index and account code, description of items to be reimbursed, signature of supervisor, and appropriate receipts attached. Contact Michelle Samuels at X8143, or Charley King at X8149 if you have any questions.

UNIVERSITY CASHIER'S OFFICE (con't)

MONTH END DEPOSITS

Please bring all deposits to the Cashier's Office before the final working day of the month. Our office is inundated with deposits on that day. Our aim is to receipt all monies in a timely fashion and in the month that the revenue was received. Thanks for your cooperation.

FORMS

We have a **NEW** Petty Cash form. This form is available to you from the print shop (X8525) at no cost to you. The form will be required for all petty cash reimbursements. This is a two-part form. Both copies should be attached to the receipts that document the transaction.

The University has a standard Cash Receipt form that is required for all deposits. These forms are available from the Print Shop at no cost to the user.

University of Richmond MS Templates

The Excel Template for the Travel and Expense form needs to be updated to reflect the new \$.30/mile mileage allowance. If you have already downloaded these templates from the Web, follow the Update Instructions below.

If you have not downloaded the UR forms templates, visit <http://www.richmond.edu/is/training/templates/template.html>. Downloading and executing this file will install the following templates on your computer:

MS Word Templates:

- Check Request Form
- Journal/Budget Re-Allocation Form
- Preprinted UR Labels Form
- Online Request Form for Printing

MS Excel Template:

- Travel & Expense Form (Updated 1/13/99)

Update Instructions:

1. **Launch** Excel. (If you currently have Excel open, please **EXIT** and re-open before proceeding.)
2. Select **File, New** and the UR Forms tab.
3. Select the **Travel & Expense Form** and click **OK**.
4. Click in Cell D13 and edit the **text** to read "miles @ .30 per mile".
5. Click in Cell I13 and edit the formula to read "=+C13*0.3".
6. Select **File** and **Save As**.
7. At the very bottom of this dialog window, click on the drop-down arrow adjacent to the **Save As** type: input area and select **Template (*.xlt)**.
8. **Open** the **UR Forms** folder and select "**Travel & Expense Form.xlt**."
9. Click **Save** and **Yes** to replace existing file.
10. **Close** Excel. (Be sure to **EXIT** Excel and re-open prior to using this template.)

ACCOUNTS PAYABLE OFFICE

The Accounts Payable Office is located in Maryland Hall, Room G-13. Our office hours are 12:00 –5:00 Monday and Wednesday and 8:30 –5:00 Tuesday, Thursday, and Friday. If you have any questions regarding payments or reimbursements, please give us a call:

Angi Smith asmith@richmond.edu	Accounts Payable Clerk	X8179
Linda Bean lbean@richmond.edu	Accounts Payable Clerk	X8177
Cindy Hearn chearn@richmond.edu	Sr.Accounts Payable Clerk	X8178
Rita Tembe rtembe@richmond.edu	Accounts Payable Clerk	X8180
Jean Hines jhines2@richmond.edu	Manager	X8181

NEW PERSONNEL

Accounts Payable is pleased to announce the addition of **Rita Tembe** to our office staff, effective January 6, 1999. Rita joined the Accounts Payable Office as an A/P clerk. She replaced Carolyn Foster who accepted a position in Admissions.

BANNER IMAGING (electronic filing system)

As mentioned in our last issue, Accounts Payable is using an electronic filing system. We have all of the current fiscal year electronically filed and we are working on last fiscal year. We can research an invoice from our desktop, without having to go to the file cabinets. We can even print a copy of an invoice or check request. While this is very helpful for us, it helps you as well. We can more easily research your questions. Answering vendors' questions is now quicker and easier. Our future plans are to have Imaging available to departments who already have access to Banner Finance. You will be able to see the actual invoice / check request that was paid.

To efficiently utilize our electronic filing system, it is imperative that your small receipts (such as calculator or cash register tapes) are taped or glued to an 81/2 X11 sheet of paper, before you send them to our office. **PLEASE DO NOT STAPLE YOUR RECEIPTS.** Our imaging equipment can not handle small pieces of paper or staples. Watch for more information on Imaging in future issues of the newsletter.

CHECK REQUEST FORMS

The check request form is now available online. Just complete the form, print it out, have your department head approve it, and submit. The check request form is available at <http://www.richmond.edu/is/helpdesk/vhelpdesk.htm>, under "New Office Templates".

INVOICE PROCESSING

As a reminder, Accounts Payable generally has 30 days from receipt of an invoice or check request to process it for payment. Normally, we have your requests processed for payment in as little as two weeks; however, if your vendor has not been paid (or you have not received your reimbursement), please remember we do have 30 days. Please keep this in mind when submitting your requests. Please do not call our office if your request was sent to us less than 30 days prior. Also, it is imperative that you do not send us copies of your invoice or check request unless we ask for it. If we receive a copy in the mail, there is a very good chance that your invoice (or check request) will be paid twice.

PURCHASE ORDERS

Upon receipt of an invoice from vendors, the invoice is processed on Banner immediately and placed on "hold". The invoice is held pending receipt of the green authorization copy of the Purchase Order (PO). An asterisk, *, is shown on your monthly budget report next to the document number of the invoice if the PO is pending. (See General Accounting Office).

When you place orders that require purchase orders (PO), please forward the green copy of the PO to our office, upon receipt of the goods. Normally, when we receive an invoice that references a PO, we send you a notice and request the PO. Sending out notices and waiting for the PO to be sent to our office before paying the invoice, causes substantial delays. In some instances, invoices have been held in our office for several weeks because we are waiting for the PO.

Effective immediately, if your PO purchase is \$1,000 or less, we will automatically pay the invoice, if we have not received a response from our notice within one week of its being sent. We will assume all goods have been received and are in good order, unless we hear from you otherwise.

If your purchase is more that \$1,000, we will **not** process the invoice for payment until you have sent us the signed authorization. If an invoice becomes past due because we are waiting for the authorization, we will direct the vendors' calls to your department.

SALES TAX ON PREPARED FOOD (clarification)

In our last issue, we addressed the question of sales tax on prepared foods. We stated that if an event is catered in a University facility (including UR Stadium), we do not have to pay a sales tax on the prepared food. However, if an event is catered outside of the University, sales tax must be paid.

We found that there is some confusion regarding "sales tax" and "food tax". These are two different taxes. We only addressed "sales tax". The "food tax" is a separate tax that is charged by vendors (caterers). According to Dee Hardy, Director of Dining Services, the "food tax" (which is currently 5%) must be paid on all events, on and off campus, unless the event is catered by our own Dining Services Department and is paid for with University funds. Since Dining Services is a University operated department serving other University departments, the 5% " food tax" is not applicable. Questions regarding the "food tax", contact Dee Hardy at X8515. Questions regarding the "sales tax" on prepared foods, contact Jean Hines at X8181.

EMERGENCY CHECK REQUESTS

We are receiving more and more requests for emergency checks. Emergency checks are a hardship on the office, as it keeps us from doing our other job duties. It normally takes us 30 minutes to run one emergency check, while we can have a regular check run, (300+) checks, completed in approximately 2 hours.

We run checks every Monday afternoon (for distribution on Tuesday) and every Thursday morning (for distribution Thursday afternoon). If you need a check by a particular day, please let us know in advance. Normally payment requests are processed first in, first out. If you must have a check by Tuesday, please have your request to us by 5:00 pm on Friday. If you must have a check by Thursday, have your request to our office by 5:00 pm on Tuesday. Please remember our check run schedule and plan accordingly

BOTTLED WATER INVOICES

The University will **no** longer process payments for bottled water purchased with unrestricted funds, **unless** prior approval has been received from Herb Peterson, VP Business and Finance. If you have questions regarding this, please contact Natolyn Quash or Jean Hines.