

Dear Colleagues,

This is the one year anniversary of *The Bottom Line*. We hope that the newsletters have been helpful. We have enjoyed putting together the information for your use.

The summer was busy as usual, but we successfully closed FY99, and the audit report was recently issued by KPMG. The university assets topped \$1 billion for the first time, with the endowment market value amounting to \$803 million.

The budget process for FY 2001 has kicked off. Throughout the next few weeks, budget requests will be coming up through deans and department heads. Also, the Banner users are finalizing the Y2K testing. There have been no major problems and I'm sure all will go well with Banner during the century change.

As usual, please let us know your questions. We can incorporate answers into 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>
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<i>Valerie Cemprola</i>	<i>X8150</i>
<i>Jean Hines</i>	<i>X8181</i>
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UNIVERSITY OF RICHMOND
 FOUNDED 1830

Did You Know.....

- Mileage reimbursement is **\$.30 per mile**. The University will reimburse for either mileage or gasoline, but not both.
- There is a new account code for Cellular Telephones. The number is **7198**.
- Accounts Payable no longer **“Hold”** checks for pickup. Please allow time for the check to be returned to you in Campus Mail.
- The Student Accounts and Cashier Offices is moving to Sarah Brunet Hall in **December, 1999**.
- There are **new** faces in the Controller’s Office. See page 3 for details!
- There is a new Departmental Budget procedural change. See page 4 for details!
- Because of the end of the calendar year, monthly Budget Reports for **December 1999** will not be mailed until **January 10, 2000**.

CORPORATE ACCOUNTS OFFICE

REIMBURSEMENTS

When submitting requests for expense reimbursements that will be split between 2 or more indexes/account codes, it is not necessary to submit a request for each one. The new Check Request form and the Travel and Expense Report form each have 4 lines for indicating the index/account to be charged. Submitting multiple requests creates more entries and makes it harder to track reimbursements.

PURCHASING CARD CHARGES

The Corporate Accounts Office will be closed between Christmas and New Years. December Purchasing Card charges will not be available until January 4, 2000. You will receive an email during December with updated information on the Purchasing Card procedures.

BANNER TRAINING

If you or someone in your office is new to the University, or if you would just like to have a "refresher" course, Banner training is available on an individual basis. Kevin Creamer, of Information Services, is the Banner trainer for Banner Finance and Student modules.

If you will be working with your department budget and need instruction on how to view it on Banner updating or navigating through student records, Kevin will come to your office for training. Please contact Kevin at X8677 or by email at kcream@richmond.edu to set up an appointment for training.

CORPORATE ACCOUNTS COORDINATOR
Lynn Spencer, cspencer@richmond.edu, X8882

THE 'ONE CARD' IS AVAILABLE!!!

Attention all faculty and staff – if you haven't gotten yours yet don't delay! It's the best way to access the vending machines on campus, purchase meals at the Dining Hall or Pier, or make purchases in the Bookstore – all without fumbling for change or searching for that "just right" dollar bill.

It's simple to activate, convenient to use, and you already have the card – why it's a Spider Account, of course! Just deposit funds via payroll deduction or through the Student Accounts office with cash, check or credit card. Contact One Card Services, extension 8476, if you have any questions

GENERAL ACCOUNTING OFFICE

MONTHLY BUDGET REPORTS

Please look at your monthly budget printout carefully each month to make sure that all of the charges belong to you. If there are charges missing from your report, let us know, they may have been mis-charged to someone else's index. Also, let us know if there are charges on your printout that don't belong to you so that we may correct them. These corrections will show on-line as soon as they are entered. If you need help in understanding how to read your printout, contact anyone in the Accounting Office.

If a charge appears in the wrong account or index on your printout, and you know where it should have been charged, you may fill out a Journal Voucher/Budget Reallocation Form or send a note to the Accounting Office. Please state where the charge should have gone, where it actually went, the exact dollar figure, the vendor name or description and the invoice number or Journal voucher number assigned by the University. If you don't know where the charge should have gone, contact us and we will research it for you.

If you are not getting the correct monthly budget printouts or are getting printouts that you no longer need, please let us know. Send a note to Larrisa Bouyett in the General Accounting Office stating which indexes to add or delete.

Please return the brown envelopes that the monthly budget reports are sent in as we re-use them each month. The white confidential envelopes may be thrown away.

BUDGET REQUEST FORMS

The Budget request forms for fiscal year 2001 were recently sent out in campus mail. The account codes listed on each printout are the account codes that were originally budgeted in the prior year. If you want to put budget into different account codes to more closely match where your expenses actually occur, you may do this. Just list the additional account codes that you would like to contain budget and the amount to be budgeted. Your overall budget should still only increase by the guideline percentage, but it may be distributed differently.

Also, even though an expense account code does not contain budget, it does not mean that you can not use it. Please use the appropriate expense codes for your expenses, as opposed to putting expenses only in those account codes that contain budget. Listed below are some of the most commonly used account codes:

7022	Program Support	7101	Contractual Svcs
7028	Office Supplies	7102	Honoraria
7029	General Supplies	7151	Employee Travel
7031	Subscriptions	7152	Non-Empl. Travel
7032	Memberships	7153	Student Travel
7033	Advertising	7161	Registration Fees
7054	Special Projects	7198	Cellular Telephones
7061	Training & Development	7229	Other Capital Equip
7062	Residence Life	7249	Othr Noncap Equip
7063	Residence Programming	7072	Printing
7081	Postage	7902	Discretionary Exp.
7903	Entertainment	7998	Other Expense

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ACCOUNTS PAYABLE OFFICE

New Office Hours

The Accounts Payable Office has new office hours, effective September 20, 1999. On Mondays, Wednesdays, and Fridays, the office is open 8:30 – 5:00. On Tuesdays and Thursdays, the office is open to the public from 12:00 – 5:00. The office is closed to the public on Tuesday and Thursday mornings for check processing.

FEINs and SSNs

The IRS requires that we have the correct federal identification number (FEIN) or social security number (SSN) on file for each vendor we pay at least \$600 for services in the calendar year. Our Banner system does not allow payment to a vendor without the FEIN or SSN. Please remember to include this number on your invoice or check request. The number is needed for **ALL** refunds.

Photocopying Your Attachments

If you have an attachment that must be mailed with your check, you **must** provide two (2) copies to Accounts Payable -- one to be mailed and one for our office. If two copies are not sent, the request will be returned to you unprocessed.

Holiday Check Schedule

There are three major holidays before our next newsletter. Below is the check run schedule. Please plan accordingly.

Thanksgiving

There will be only one check run the week of November 22. We will run checks Tuesday morning, November 23 for distribution by noon the same day. All emergency requests should be received in our office by 5:00, Friday, November 19. Please mark your request as **RUSH** if you need that check processed on Tuesday.

Christmas

The Accounts Payable Office will be closed December 24 – 31, 1999. The office will re-open January 3, 2000. There will be two check runs the week of December 20. We will run checks Tuesday morning, December 21 and Thursday morning, December 23. **Our December 23 check run will be the last one for this calendar year.** If you need a check issued before the New Year, you must have your request to our office by 5:00 Tuesday, December 21, marked **RUSH**.

New Year

There will be one check run the week of January 3. We will run checks Thursday, January 6 for distribution by noon.

Angi Smith asmith@richmond.edu	Sr.Accounts Payable Clerk	X8179
Linda Bean lbean@richmond.edu	Accounts Payable Clerk	X8177
Evelyn Nelson enelson@richmond.edu	Accounts Payable Clerk	X8178
Rita Tembe rtembe@richmond.edu	Accounts Payable Clerk	X8180
Jean Hines jhines@richmond.edu	Manager	X8181

STUDENT ACCOUNTS/ CASHIER'S OFFICE

The Bursar's Office is on the move!

At the beginning of the New Year, you will find the Student Accounts and Cashier Offices relocated to Sarah Brunet Hall. The University wanted to provide a one-stop location for student services. They have accomplished this task by moving our offices and the Registrar's office to Sarah Brunet Hall. Now, Admissions, Financial Aid, Registrar, Student Accounts and the Cashier will all be under one roof. The plans look wonderful and construction is scheduled to begin soon. We hope you will come by and visit us in our new area.

The Cashier's Office will have a secured after hours drop box for the convenience of faculty and staff who wish to drop off deposits and for students who wish to make payments. As always we encourage everyone to make deposits in person, however we would like to meet the needs of those who cannot get away from their office during the workday. Please remember to bring all three copies of the miscellaneous receipt form with you when making deposits in person. This way all three copies will be date stamped and the pink copy will be returned to you. Should there ever be a question of the cashier receiving your deposit, the date stamp is your proof that it was received. There have been times when deposits and payments have been lost in campus mail or left in the bottom drawer of someone's desk.

NEW FACES IN THE PLACES...

You will find *two* new faces in the **Bursar's Office!** We would like to introduce **Bharati Jani** as the new **University Cashier** and **Lois Willis** as the **new Student Account Representative for the School of Continuing Studies, MBA and Graduate School.** Charley King will now be the Representative for Richmond College.

The Accounts Payable Office is pleased to announce the addition of **Evelyn Nelson** to our office as an **Accounts Payable Clerk**, effective September 13, 1999. Although, new to the Accounts Payable Office, Evelyn is not new to the University. For the past six months, Evelyn has worked as a floater on campus. Prior to that, Evelyn worked in the Registrar's Office for over four years. Evelyn's extension is 8178.

Valerie (Val) Cemprola is the new **Secretary** to the **Controller's Office.** Val was formerly a Student Account Representative in the Bursar's Office. Val's extension is 8150.

Please join us in welcoming them in their new positions and to the University community.



GENERAL ACCOUNTING OFFICE

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NO MORE POOLED DEFICITS!

The Controller's Office has changed the way that it reviews each departmental budget, especially at the end of the year. In the past, we have looked at three different areas of the budget: *the travel pool, the capital equipment pool, and the bottom line*. We are now only reviewing budgets to make sure that the *budget's bottom line* is not in a deficit.

Travel expenses should still be charged to the travel expense accounts and equipment over \$5,000 should still be charged to the capital equipment accounts, but we will no longer be reviewing these accounts to make sure that there is line item budget in them to cover the expenses. If you have a bottom line deficit, budget must be transferred in from another index to cover it. Your department head must approve these transfers.

If there are any questions regarding this change, please contact anyone in the Accounting Office.

Tammy Hicks Sr. Accounting Clerk
X8175 thicks@richmond.edu

Larissa Bouyett Accounting Clerk
X8169 lbouyett@richmond.edu

Susan Galvin Manager
X8537 sgalvin@richmond.edu

YEAR 2000 COMPLIANT ISSUES

SCT, the software vendor for Banner, states that the Banner Finance product was certified year 2000 compliant by an independent outside source, the Information Technology Association of America (ITAA).

We have twice thoroughly tested Banner Finance, Banner Imaging for Finance and our Moore Checks 1-2-3 system for Y2k compliance, and feel we are prepared. For additional University information related to Y2k compliance, visit the Information Services web site at <http://www.richmond.edu/~y2k/>.

ACCESSING BUSINESS OFFICE FORMS

Updated Check Request, Travel and Expense and Journal Voucher forms are available from the on-line Help Desk. To download these forms simply access the University of Richmond home page and select Information Services.

Next, select Computing Services then Help Desk. From the Help Desk select UR Templates and follow the instructions for Downloads. This is a WinZip file. If you do not have WinZip installed on your computer, please refer to the instructions below for Zip files:

- Open your internet browser and in the location bar, type <http://www.winzip.com/download.htm> then hit enter to go to that location. You should be on the Winzip download page for the free evaluation version of WinZip 7.0.
- Click on the hyperlink Download and run WinZip 7.0SR-1
- The "Save As" window should come up. Select the directory where you want to save the file (or save to the desktop).
- After the file is saved, go to the Windows start button and click on the "Run" option.
- Select the "Browse" button and go to the directory where you saved the file.
- Double click the winzip70 file to select it and click on the "Okay" button to install.
- The setup window then comes up. Click the "Setup" button to continue.
- Click the "Okay" button to set up a WinZip folder and then click the "Next" button to continue with the installation. The license agreement window comes up next and you must select "Yes" to agree to the agreement in order to continue.
- The next window allows you to select between the Classic WinZip and the WinZip Wizard. You may select Classic WinZip if you are already familiar with the WinZip program, but the WinZip Wizard is recommended for people unfamiliar with WinZip). After selecting one of the two, click "Next".
- WinZip will then search your hard drive for any zip files. Click "Next" to continue.
- Once the search is finished, click the "Next" button again.
- You may then either select "Next" to start WinZip or "Close" to exit.

You can place these forms on your Desktop and access them as needed. This will save you time and money. You won't have to order them from the Print Shop and then find room in your office to store more paper. You can print blank forms or fill out the form on-line, print it, have it approved and send it to the appropriate office for processing.