Let’s Get Focused

What’s New From The FOCUS Group….

Attendance: 38

January 2014

Volume 5 , Issue 1

Cashier’s Office

◆ Please make sure you are making your deposits the same day that you receive them. Also, please make sure that the bags are sealed for security purposes.

Purchasing

◊ To those of you who would like to take a refresher course on “Creating a Requisition”, please go to the CPDT website and sign up for the class.

◊ Please use UPS for all of your shipments. The University has a contract with UPS. It will save the University $30,000 to $50,000 in shipping cost.

◊ The next round of the iContracts will be implemented in Student Affairs.

P-card

⇒ The P-card Banner training classes for the spring semester will be on February 7th, February 28th and March 28th.

⇒ Please let us know if you have any employees who are on extended so can we lower their credit limits to zero for the protection of their account. Once the employee comes back to work, we can bring their credit limits up.

⇒ Please submit a Cardholder Termination Form if an employee has left the University or has moved to another department within the University and no longer needs a P-card.

⇒ Please clear your P-card default account code 771098 in a timely manner.

⇒ We are going to have a new bank for P-cards effective July 1st.

General Accounting

◆ There is a new JV form which can be found on the General Accounting website. Please use this form if you need to request a transfer.

◆ If you have a new revenue source, please let General Accounting know because it may have UBIT or sales tax implications.

◆ If you are paying another department on campus, you need to do a JV request and not pay the invoice by direct pay through AP.

Payroll

◆ The W2s for 2013 will be available online on January 24th. The paper W2s will be mailed on January 29th. We are encouraging everyone to please sign up for electronic W2.

◆ Miguel reviews all the independent contractor agreements. Please make sure to pay your independent contractor using one funding source only.

Accounts Payable

◆ Travel Authorization (TA): Compliance is required for VP use only which has been routed to Joann Campbell

◆ There is an online bypass system that is available and is a T&E feature that can be used for students and non-employees.

Budget Office

◆ The Finance Self-Service training classes for the spring semester will be on January 22nd, February 19th, March 12th and April 8th.

◆ The details about the FY15 budget sessions will be announced soon.

Property

◆ There were over 9,100 scanned items.

◆ Please make sure that your check-out forms are current.

Any questions or concerns, please contact Rabena Johnson at extension 1738.

Next FOCUS Group Meeting will be:
Thursday, Feb. 20, 2014 at 2 p.m. in the Student Union/ Senate Chambers