

## Accounts Payable, Payroll, Budgets, Expense Transfers Information Session

Presented by Joyce Pepper and  
Lorraine Allen  
May 8, 2015

### ACCOUNTS PAYABLE

- AP check runs – Tuesday and Thursday each week
- Check requests – must be received in AP by 1:00 PM on the day prior to check run
- Vendor name determines who processes payment: A – L, Robin Brown, M – Z, Judy Bowes
- Datatel ID, SS# or Federal Tax ID# (for businesses) must be included on request. (IRS requirement)
- Include contact on request
- Include printed name
- Web-fill check request on Accounting website

## CHECK REQUEST FORM

\*Account number  
(12 digits)

\*Printed Name



## REIMBURSEMENTS

- Please include Datatel ID or Tax ID
- Include original receipts (Audit requirement)
- Reimbursements for \$150 or less can be paid through Bursar's Office (include original receipts with account number(s) and the employee and supervisor signature)
- Reimbursements for conference registrations must include a copy of the registration form and verification of payment.
- Mileage reimbursements should include a MapQuest printout with the to/from destination(s) showing the associated mileage. Elon's current reimbursement rate is 55 ½ cents per mile
- Reimbursements originally paid with personal credit cards must include a copy of the credit card statement showing the charge and the last four digits of the credit card



## PURCHASING/CONTRACTS – Cont'd

- Contracts for services (typically performers) are prepared by Jeff Hendricks in Purchasing
- Contract payments should be requested by check request to Accounts Payable. (*A copy of the contract that includes the cover letter with the necessary signatures must be attached to the check request.*)
- NC requires a 4% withholding tax on payments greater than \$1,500 in a calendar year for personal services in connection with a performance, athletic event or speech if the recipient resides outside of NC. No tax is withheld if the entity is a corporation or LLC that has obtained a Certificate of Authority from the Secretary of State. The certificate must be attached to the check request for the payment to be exempt from withholding.

## P-CARD PROCEDURES

- Can only be used for purchases less than \$1,000 unless travel related (airline ticket, rental car, lodging, etc.)
- Transactions in the WORKS system must be reconciled by midnight on the 27<sup>th</sup> of each month
- Statements are mailed to individual card holders each month
- The statements, signed by the individual and supervisor, are to be submitted to Dorothy Rinehart in Accounting by the 22<sup>nd</sup> of the month subsequent to the statement date
- Original receipts should be attached to the statement, preferably in the order of the charges
- Transactions are subject to audit

## STUDENT WORK AGREEMENTS

- Supervisors must initiate on-line work agreement process through OnTrack
- Hire Date – allow time for the student to complete paperwork
- Employee start date cannot be earlier than date on the original I-9
- Agreements completed by supervisor are sent to HR for review to determine if an I-9 is currently on file (only one I-9 per student is required). If no I-9 is on file, the student will receive a “Here’s What to Do Next” email
- International or dual citizen students will be directed to Joyce Pepper or Christy Isley for verification of documents
- Supervisors will be notified by HR that the student can begin work after verifications are complete

## PAYROLL PROCEDURES

- Hiring process and benefit enrollment are completed in Human Resources Department
- Direct Deposit – strongly encourage students to sign up
- Failure to complete on-line student timesheet – manual timesheet must be completed and signed by supervisor
- Check requests for special awards/gifts – send to Renie Thompson for verification of employment.
- Check request for additional pay can only be charged to a payroll account (x-xxxxx-500xx).
- Closed checking/savings account – notify Payroll at least 10 days prior to payday
- New direct deposit and/or tax forms – deliver or send to Payroll (2900 CB)
- **All** international employees – refer to Joyce Pepper for verification of travel documents and completion of tax forms

## Why Use My Budgets

- Daily snapshot of an account's budget, expense and balance
- Detail transaction inquiry per line item
- Voucher and Purchase Order drill down function
- Excel spreadsheet capability via email

## My Budgets Tips

- Make sure account number entered is correct
- Use mouse and click on prompts to enter data \*\* Do not use the "Enter" key\*\*
- Make sure the FISCAL YEAR date is correct
- Leave start and end dates blank
- Use the [Back to Search](#) or [Log Out](#) prompts on the report
- Check EXCEL box to receive a copy of the report by email

# MY BUDGETS SCREEN

**Fund**

**Function/Department**

**Object**

**My Budgets**

Budget account numbers consist of 3 components which are: **fund-department-object (4-digits-3-digits)**.

1. To display the entire budget and actuals, enter ONLY the fund (the first digit of the account number) and department (the 3 digits of the account number) to the respective prompts below. (e.g. 1-010000000000)
2. Enter all 12 digits of the account number (fund-department-OBJECT) to view specific account activity by the item within a department. (e.g. 1-010000000000)
3. Budget managers who oversee multiple divisions may enter up to five different divisions (the first 3 digits of the 6 digit department number) within the department prompt.

Account Number:

Account Number:

Account Number:

Account Number:

OKED

Sort & total by department (middle 3 digits)

Sort & total by object (last 3 digits)

Fiscal Year:

Actuals Begin Date:

Actuals End Date:

**SUBMIT**

LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

**ELON UNIVERSITY OnTrack**

LOG OUT MAIN MENU HELP

Welcome Lorraine!

**Budget summary**

[Back to Search](#)

Please be sure to [Log Out](#) when finished viewing your budget summary.

Fiscal Year: 2015 Period Start/End: 06/01/2014 - 05/31/2015

E-mail Budget Summary in Excel format

GL Account	UIP	GL Description	Budgeted	Encumbered	Period Actuals	Funds Available	% Available
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**SUBMIT**

LOG OUT MAIN MENU HELP CONTACT US

## ACCOUNT NUMBERS

X-XXXXXX-XXXXX

- FUND – One digit
- DEPARTMENT (FUNCTION) – Six digits
- OBJECT – Five digits

Example: 0-123456-51005

## DEBITS AND CREDITS

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<u>Debits</u>		<u>Credits</u>
positive		negative
expense		revenue



## Understanding Budgets

- **Budgets - Encumbrances - Actuals = Available Balance**
- **Budget only and pooled accounts**
- **Revising budgets**
- **Reallocating expenses (Correction of Expense/Transfer of Funds)**

### POOLED BUDGETS EXAMPLE

Budget Only (Umbrella Account)

GL Account Number	U/P Description	Budgeted	Encumbrances	Period Actuals	Funds Available	% Available
0-400045-51000	U Accounting Office : SUPPLIES BDGT ONLY-NO EXPENSES	5,000.00	50.00	3,725.00	1,225.00	25%
0-400045-51004	P Accounting Office : Carpentry supplies			100.00		
0-400045-51005	P Accounting Office : Office Supplies		50.00	3,000.00		
0-400045-51010	P Accounting Office : Computer Hdw'r Supplies			25.00		
0-400045-51015	P Accounting Office : Software Supplies			500.00		
0-400045-51040	P Accounting Office : Forms			100.00		

Individual Expense Accounts Under Umbrella Budget Account

## Correction of Expenses

### CORRECTION OF EXPENSES CHARGED TO INCORRECT ACCOUNT

<u>Move Charge to (Debit)</u>		<u>Move Charge from (Credit)</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
Total	\$ _____	Total	\$ _____
Description: _____			
_____			
Requested By: _____		Date: _____	
Signature			

\*Send form to Comptroller, Campus Box 2900\*

## TRANSFER OF FUNDS

### TRANSFER OF FUNDS

<u>Transfer Funds To (Credit)</u>		<u>Transfer Funds From (Debit)</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
Total	\$ _____	Total	\$ _____
Comments _____			
_____			
Requested By: _____		Date: _____	
Signature			

\*Send form to Comptroller, Campus Box 2900\*

## Budget Revision Form

<u>Budget Increases (Debit)</u>		<u>Budget Decreases (Credit)</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>

TOTAL	\$ _____	\$ _____	TOTAL
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Please check one of the following:

- This is a temporary revision - (affects only the current fiscal year)  
 This is a permanent revision - (affects current and future fiscal years)

Comments \_\_\_\_\_  
 \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature

\*Send form to Comptroller, Campus Box 2900\*

## CONTACTS:

### Budgets:

Amy Chandler, Lorraine Allen

### Expense Reallocations:

Amy Chandler, Courtney Saul

### Grants:

Courtney Saul, Lorraine Allen

### On Track:

Courtney Saul, Lorraine Allen

### Accounts Payable:

(Vendors A-L) Robin Brown, (Vendors M-Z) Judy Bowes, (P-Card Statements) Dorothy Rinehart, (PO Green Copies) Gail Key

## CONTACTS – Cont'd

### Payroll:

\**Payroll & AP reporting, International tax verification --*

Joyce Pepper

\**Monthly Salaried Payroll –*

Kathy Beal

\**Payroll Budgeting, AppTrack Hiring Forms –*

Christy Isley

\**Hourly Payroll Processing, On-line Timesheets –*

Renie Thompson

### STUDENT ORGANIZATIONS ACCOUNTING:

Kera Hinton

## CONTACTS – Cont'd

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