

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

ELON UNIVERSITY Accounts Payable Check Request Accounting CB 2900 [Reset Form](#)

If personal receipts total \$150 or less, receipts should be taken to the Bursar's Office for reimbursement. If receipts total more than \$150, complete and print this form and mail to Accounting.

Check Payable to: _____ Date: _____
 Address: _____ Datatel ID #: _____
 or S.S. #: _____
 or Federal ID #: _____

Check Distribution: ☐ US Mail ☐ Campus Mail CB# ☐ Pickup _____

Charge To: _____
 Acct. Title: _____ Acct. Number: _____ Amount: _____
 Acct. Title: _____ Acct. Number: _____ Amount: _____
 Acct. Title: _____ Acct. Number: _____ Amount: _____
 Acct. Title: _____ Acct. Number: _____ Amount: _____

Tax: _____
 Total: _____

Explanation: _____

Contact Person: _____ Campus Box: _____ Extension: _____

Department: _____

Approved By: _____ (Signature) _____ (Printed Name)
 Add'l Signatures: _____ (Signature) _____ (Printed Name)
 _____ (Signature) _____ (Printed Name)

Date Check Needed: _____
 (Request must be in Accounts Payable by 1 p.m. on Monday and Wednesday to be processed the next business day.)

Name of Student Organization (if applicable): _____

For Departmental and Student Organization Use



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

TRAVEL REIMBURSEMENT FORM

[illegible]

PURCHASING/CONTRACTS

- Purchases greater than \$1,000 require a Purchase Order (PO) prior to purchase
- Pink and green copy of PO are sent to Originator
- Receipt of goods/services – PO green copy should be signed and dated before sending to Gail Key in Accounting (if the original invoice is received in your office, sign and attach to the PO green copy before sending to Gail)
- Payments will be processed by Accounts Payable

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 27th 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 22nd 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 On Track
- 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-xxxx-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

My Budgets

Budget account numbers consist of 3 components which are: **fund-department-object (4-6-3=13-digits)**.

- To display the entire budget and actuals, enter ONLY the fund (the first digit of the account number) and department (next 2 digits of the account number) in the respective prompts below. Up to 4 departments at a time.
- Enter all 13 digits of the account number (fund-department-OBJECT) to enter specific account activity by line item within a department. Up to 5 objects at a time.
- Budget managers who oversee multiple divisions may enter up to five different divisions (the first 3 digits of the 6 digit department numbers within the department group).

Account Number:

OBJECT

Sort & total by department (middle 6 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	U/P	GL Description	Budgeted	Encumbered	Period Actuals	Funds Available	% Available
<p>SUBMIT</p>							

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

Debits

positive

expense

|
|
|
|

Credits

negative

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 Hdwr 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

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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Beal, Kathy, x 5265, kbeal@elon.edu

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Key, Gail, x5270, keygail@elon.edu

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