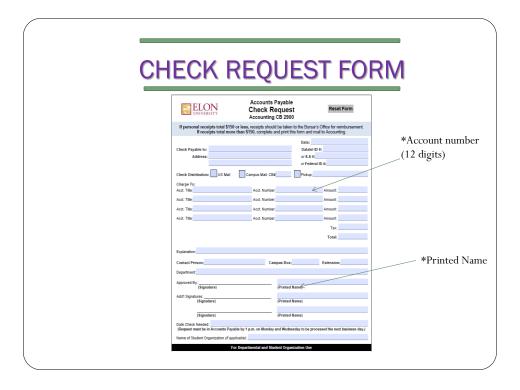
Accounts Payable, Payroll, Budgets, Expense Transfers Information Session

Presented by Joyce Pepper and Lorraine Allen May 8, 2015

### **ACCOUNTS PAYABLE**

- $\bullet\,$  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) <u>must</u> be included on request. (IRS requirement)
- Include contact on request
- Include <u>printed name</u>
- Web-fill check request on Accounting website

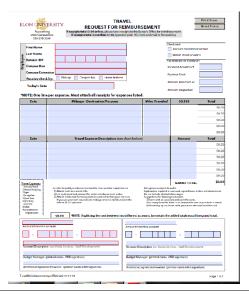




### REIMBURSEMENTS

- Please include Datatel ID or Tax ID
- Include <u>original</u> 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 <u>and verification of payment</u>.
- 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 <u>must</u> include a copy of the credit card statement showing the charge and the last four digits of the credit card

# TRAVEL REIMBURSEMENT FORM



# 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. (<u>A copy of the contract that includes the cover letter with the necessary signatures must be attached to the check request.</u>)
- 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 <a href="must">must</a> 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
- ullet The statements, signed by the individual and supervisor, are to be submitted to Dorothy Rinehart in Accounting by the  $22^{\mathrm{nd}}$  of the month subsequent to the statement date
- <u>Original</u> 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 <u>after</u> verifications are complete

### PAYROLL PROCEDURES

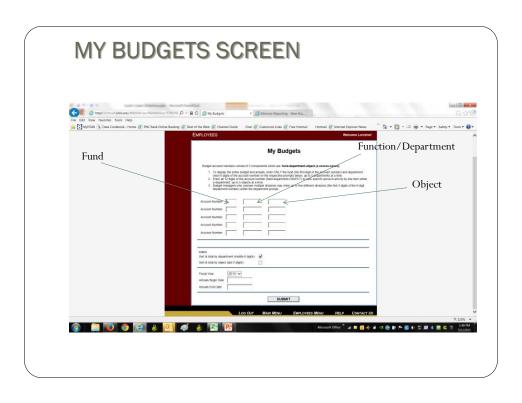
- Hiring process and benefit enrollment are completed in Human Resources Department
- Direct Deposit strongly encourage students to sign up
- Failure to complete on-line student timesheet manual timesheet must be completed and signed by supervisor
- Check requests for special awards/gifts send to Renie 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

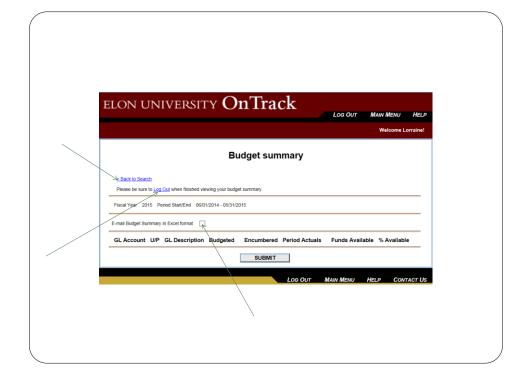
# Why Use My Budgets

- 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





# ACCOUNT NUMBERS X-XXXXXXX

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

Example: 0-123456-51005

### **DEBITS AND CREDITS**

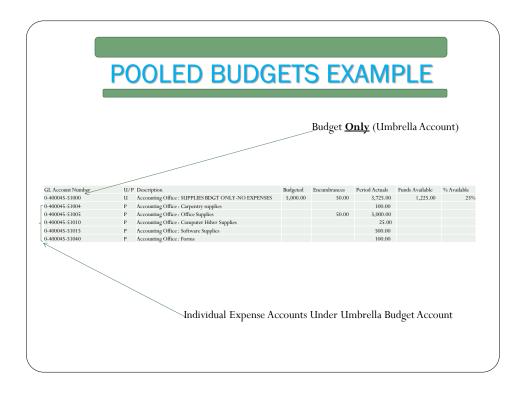
 Debits
 Credits

 positive
 negative

 expense
 revenue

# <u>Understanding Budgets</u>

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



# Correction of Expenses

Move Charge to (Debit)		Move Charg	Move Charge from (Credit)	
Account #	Amount	Account #	Amount	
Total	\$	Total	\$	
Description:				
		<del></del>		
Requested By:		Date:		
Sign	nature			

# TRANSFER OF FUNDS

#### TRANSFER OF FUNDS

<u>Transfer Fun</u>	ds To (Credit)	Transfer Funds Fr	rom (Debit)
Account #	Amount	Account #	Amount
Total	\$	Total	\$
Comments _			
_			
Requested By	:	Date:	
	Signature		
	*Send form to Comptrol	ler, Campus Box 2900*	

## **Budget Revision Form**

Budget Increases (Debit)		Budget Decreases (Credit)	
Account #	<u>Amount</u>	Account #	<u>Amount</u>
TOTAL \$	s	TOTAL	
	f the following: nporary revision - (affects only the manent revision - (affects curren	• .	

# <u>CONTACTS</u>:

#### 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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