

# CONTROLLER'S OFFICE NEWS AND NOTES

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{Biannual Newsletter - FALL 2004}

<http://www.smith.edu/controller/>

Please send any feedback, ideas, or suggestions to Basil A. Stewart, Controller, [bstewart@smith.edu](mailto:bstewart@smith.edu).

## **e-Print is the Only way - No More Paper Reports!**

Check it out! **Grant** inception-to-date reports are now in e-Print.

Last fiscal year we stopped sending out paper monthly Budget/Accounting Reports. Reports are available on the web with e-Print. Detailed instructions are on our website. If you have budget/accounting responsibilities for a department, fund or grant you should be getting a monthly email notice that new reports are available on e-Print. If you are not receiving this email notice please send an email to [sfisher@smith.edu](mailto:sfisher@smith.edu). If you can access e-Print, but not a particular department, fund or grant please complete the Finance Fund/Org Security Authorization Form on our website, [www.smith.edu/controller](http://www.smith.edu/controller).

## **Accounts Payable – Direct Deposit of Reimbursements and Advances**

Direct deposit of accounts payable disbursements is now available. If you receive reimbursements or advances be sure to sign up soon. Direct deposits are processed twice a week. The Direct Deposit Form is available on our website. Please contact Honey Gillman, (x2229) or [hgillman@smith.edu](mailto:hgillman@smith.edu), if you have any questions.

## **Cash Handling Services**

The College Cashier will no longer distribute cash to faculty, staff and students for advances and reimbursements. Advance and reimbursement requests will be processed through accounts payable with two payment options: direct deposit or check. The Cashier will continue to replenish department petty cash funds daily from 9:30 to 11:30a.m. The College Cashier will no longer distribute the 3-part cash receipt transmittal form nor send departments a copy of the cash receipt. A secure repository, located at the cashier window (College Hall #5), is available to drop off deposits when the cashier window is closed. Please contact Marcia Kennick, (x2217) or [mkennick@smith.edu](mailto:mkennick@smith.edu) if you have any questions; complete details on our website under policies.

## **Accounts Payable – IRS Form W-9**

IRS Form W-9 is required for **all new vendors** doing business with Smith College. Please obtain a Form W-9 from the vendor during the initial contact phase. Include the Form W-9 with your payment request. If a Form W-9 is not on file at the time the request is submitted, payment requests will be returned to the department. Form W-9 can be obtained on our website and also on the IRS website, <http://www.irs.gov/formspubs>. Please contact Trish Rockett, (x2227) or [prockett@smith.edu](mailto:prockett@smith.edu), with any questions.

## **Banner Finance Training**

The Controller's Office offers Banner Finance training for Internet Native Banner, Banner Web, and e-Print. Training is scheduled for late September/early October. The training is less than an hour.

Please contact Sara Fisher, (x2212) or [sfisher@smith.edu](mailto:sfisher@smith.edu), to register or if you have any questions.

## **W-2 Forms now available on BannerWeb**

You can now access your W-2 Form on BannerWeb's Employee Services for viewing or printing. If you need your PIN reset, please contact Human Resources Office (x2260) or Payroll & Disbursements (x2213).

## **Payroll Tips for Supervisors of Student Workers**

- \* Submit your student's vouchers on time. Late vouchers result in students not being paid until the next pay period (two weeks).
- \* Check bubbles for accuracy and clarity, no stray marks.
- \* Check the math for payment of correct hours.
- \* Number 2 pencil only, the scanner will not read ink.
- \* For more information please access the student employment website to view the student employment guide for supervisors <http://www.smith.edu/finaid/fao/supervisior.pdf>.

## **Things to Look Forward to:**

- Online Payroll Time Entry for Students
- Banner Finance Training for Faculty/Staff Administering Grants
- Online Procurement Card Expense Allocation