CONTROLLER’S OFFICE NEWS AND NOTES

{Biannual Newsletter - SPRING 2004}

Please send any feedback, ideas, or suggestions to Basil A. Stewart, Controller, bstewart@smith.edu.

Thank You

The Controller’s Office appreciates the Smith community’s efforts in complying with accounting policies and procedures.

e-Print is here! No More Paper Reports!

Beginning with the month-end close ending January 31, 2004, and forward, financial managers must access e-Print to view their monthly budget/accounting reports. This functionality allows the user to view reports using a web browser. To access e-Print, please refer to the instructions on the Controller’s Office website. If you have any problems accessing any financial information, please contact Sara Fisher (x2212) or sfisher@smith.edu.

What’s New on the Website?

The Controller’s Office website (www.smith.edu/controller/) contains information that may be of interest to different members of the Smith community. Here is a short list of the many items you will find: 2002-03 College’s financial report, travel and entertainment policy, reimbursements rates at a glance, Expense Reimbursement Report form, Accounts Payable Voucher form, grant information, and office hours.

Changes - Travel and Entertainment Policy

Effective January 1, 2004, the mileage reimbursement rate increased to $0.375 per mile, and the local meal reimbursement rate increased to $50 per person. Please refer to the travel and entertainment policy and reimbursement rates at-a-glance for other spending guidelines. Contact the Controller’s Office with any questions.

Corporate Credit Card for Travel and Entertainment Purposes

Faculty and staff may only use the corporate card for travel and entertainment expenses incurred while conducting College business. Please contact Maryann Ziomek, (x2200) or mziomek@smith.edu, if you are interested in applying for the card or have questions.

Accounts Payable Voucher Form vs. Expense Reimbursement Report Form

The general rule is that all reimbursements of business travel-related expenses, and meals and entertainment expenses must be submitted on the Expense Reimbursement Report form. The Accounts Payable Voucher form should be used to pay a vendor (third-party) invoice, request an advance, prepay travel expenses, or reimburse employees for supplies/food items (out of pocket expenses) purchased at a store. Please contact Trish Rockett, (x2227) or 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 offered every few months or when demand warrants. The training is less than an hour. Please contact Sara Fisher, (x2212) or sfisher@smith.edu, to register or if you have any questions.

Grants Update

Please visit the ‘Grants’ link on the Controller’s Office website. Employees will find the Grant Proposal Processing form and the Grant Proposal Reference Sheet. The processing form is required to be completed for each grant proposal submission. The reference sheet contains college information like the indirect (facilities and administrative) cost rate, the employer identification number, the SIC code, the DUNS number, and more. If you have any questions regarding grants, please contact Darren Birchall (x2218) or dbirchal@smith.edu.

Things to Look Forward to

- Direct Deposit of Reimbursements/Advances
- Online Payroll Time Entry for Students
- Online Procurement Card Expense Allocation
- Banner Finance Training for Faculty/Staff Administering Grants
- Payroll Tips for Supervisors of Student Workers
- W-2 Information on Banner Web for Employees