

## Accounting Services Guide

### Contact Information

## “go to” Information

<b>General</b>	
<ul style="list-style-type: none"> <li>• Support/Training for Business Central</li> <li>• Support/Training for Prophix</li> <li>• Access to/changes to access for Business Central</li> <li>• Access to/changes to access for Prophix</li> <li>• Queries regarding account activity in Business Central</li> <li>• Financial Statements &amp; related reports</li> <li>• Journal entries</li> <li>• Interdepartmental transfers</li> <li>• Signing authority updates</li> <li>• Financial Services Manual</li> <li>• Financial Services policies &amp; procedures</li> <li>• Year-end processes &amp; procedures</li> <li>• Receivables – invoices</li> <li>• Fixed assets</li> </ul>	<ul style="list-style-type: none"> <li>• Paul Robidoux/Kathy Vlaming</li> <li>• Caroline Crawford</li> <li>• TSC/Paul Robidoux</li> <li>• Caroline Crawford/Paul Robidoux</li> <li>• Iwona Kolodziej/Jenny Ngo</li> <li>• Erin Sywake/Katelyn Pelech/Paul Robidoux</li> <li>• Iwona Kolodziej/Jenny Ngo</li> <li>• Iwona Kolodziej</li> <li>• Patty Wiens</li> <li>• Kathy Vlaming</li> <li>• Kathy Vlaming</li> <li>• Katelyn Pelech</li> <li>• Kim Latzkitsch/Haiying Cui</li> <li>• Iwona Kolodziej/Allan Amundsen/Leanne Brewer</li> </ul>
<b>Accounts Payable</b>	
<ul style="list-style-type: none"> <li>• Applications for Visa cards</li> <li>• Training on use and reconciliation of Visa cards/statements</li> <li>• Wire transfers and bank drafts to suppliers</li> <li>• Accounts payable queries (Corporate)</li> <li>• Matching receiving documents with purchase orders and vendor invoices</li> <li>• Payments to individuals (University &amp; External)</li> <li>• Travel advances</li> </ul>	<ul style="list-style-type: none"> <li>• Jenny Ngo/Paul Robidoux</li> <li>• Jenny Ngo</li> <li>• Ria Ramkissoon</li> <li>• Allan Amundsen</li> <li>• Ria Ramkissoon</li> <li>• Karen Barkhouse/Ria Ramkissoon</li> <li>• Ria Ramkissoon</li> </ul>

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<ul style="list-style-type: none"> <li>Travel claim payments</li> </ul>	<ul style="list-style-type: none"> <li>Karen Barkhouse</li> </ul>
<b>Petty Cash</b>	
<ul style="list-style-type: none"> <li>Approval of new/transferred petty cash funds</li> <li>Reimbursement for expenses under \$50</li> <li>Return of un-needed petty cash funds</li> </ul>	<ul style="list-style-type: none"> <li>Erin Sywake/Kim Latzkitsch</li> <li>Michelle Pratap</li> <li>Kim Latzkitsch</li> </ul>
<b>Purchasing</b>	
<ul style="list-style-type: none"> <li>Interpretation of Purchasing policies &amp; procedures</li> <li>Tenders for supplies &amp; services</li> <li>Explore cost saving opportunities</li> <li>Purchasing queries</li> <li>Custom clearing &amp; US purchasing queries</li> </ul>	<ul style="list-style-type: none"> <li>Allan Amundsen</li> <li>Allan Amundsen/Leanne Brewer</li> <li>Allan Amundsen/Leanne Brewer/Rose Nguyen</li> <li>Allan Amundsen/Leanne Brewer/Rose Nguyen</li> <li>Leanne Brewer</li> </ul>
<b>Budgets</b>	
<ul style="list-style-type: none"> <li>Budget management</li> <li>Vacancy management</li> </ul>	<ul style="list-style-type: none"> <li>Caroline Crawford/Kathy Vlaming</li> <li>Caroline Crawford</li> </ul>
<b>Student Services</b>	
<ul style="list-style-type: none"> <li>Technical support for Colleague</li> <li>Troubleshooting, debugging, maintenance of student billing</li> <li>Student refunds</li> <li>Data transfers from Colleague to Business Central</li> <li>Processing payments of tuition and application fees</li> <li>Answers Student Financial Services phone line/email</li> <li>Student payment plans</li> <li>Billing &amp; collections of sponsored students</li> <li>Student bad debt collections</li> <li>Student adjustments in Colleague</li> <li>Term transfers in Colleague</li> </ul>	<ul style="list-style-type: none"> <li>Scott Spearman/Sheryl Blahuta</li> <li>Scott Spearman/Sheryl Blahuta</li> <li>Sheryl Blahuta/Erin Proctor</li> <li>Scott Spearman</li> <li>Sheryl Blahuta/Michelle Pratap</li> <li>Michelle Pratap</li> <li>Michelle Pratap</li> <li>Erin Proctor</li> <li>Erin Proctor</li> <li>Sheryl Blahuta</li> <li>Sheryl Blahuta</li> </ul>
<b>Cash Receipts</b>	
<ul style="list-style-type: none"> <li>Departmental non-student deposits</li> <li>Departmental Colleague deposits</li> <li>Incoming wires - corporate</li> <li>Incoming wires – student</li> </ul>	<ul style="list-style-type: none"> <li>Kim Latzkitsch</li> <li>Donna Laube</li> <li>Kim Latzkitsch</li> <li>Michelle Pratap</li> </ul>

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• Distribution of NSF cheques – corporate & student	• Donna Laube
<b>Research &amp; Designated Accounts</b>	
• Administration of, queries for and reporting of all research and designated accounts	• Melannie Soukhalom/She Loue Lagman/Tanya Van Den Bussche
<b>Capital Projects, Capital Grants, Deferred Maintenance</b>	
• Set-up, funding, expenditure reporting	• Iwona Kolodziej