



**Accounting Services Guide
Contact Information**

“go to” Information

General	
<ul style="list-style-type: none"> • Support/Training for NAV and Prophix • Access to/changes to access for NAV • Access to/changes to access for Prophix • Queries regarding account activity in NAV • Financial Statements & related reports • Journal entries • Interdepartmental transfers • Signing authority updates • Financial Services Manual • Financial Services policies & procedures • Year-end processes & procedures • Receivables – invoices • Fixed assets 	<ul style="list-style-type: none"> • Frances Horch/Gary Pawlychka • TSC • Maurice Labelle • Anita Theroux-Comeault/Laverna Eidse • Gary Pawlychka/Laverna Eidse • Anita Theroux-Comeault/Laverna Eidse • Anita Theroux-Comeault/Laverna Eidse • Hilda Malchuk • Frances Horch • Frances Horch • Laverna Eidse • Kim Latzkitsch/Frances Horch • Anita Theroux-Comeault/Allan Amundsen/Leanne Garland
Accounts Payable	
<ul style="list-style-type: none"> • Applications for Visa cards • Training on use and reconciliation of Visa cards/statements • Wire transfers and bank drafts to suppliers • Accounts payable queries (Corporate) • Matching receiving documents with purchase orders and vendor invoices • Payments to individuals (University & External) • Travel advances • Travel claim payments 	<ul style="list-style-type: none"> • Cathy Hunt • Cathy Hunt • Cathy Hunt/Jenny Ngo • Cathy Hunt • Jenny Ngo/Cathy Hunt/Sandy Xu Zhang/Laura Kusyk • Jenny Ngo/Cathy Hunt • Jenny Ngo/Cathy Hunt • Jenny Ngo/Cathy Hunt

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Petty Cash	
<ul style="list-style-type: none"> Approval of new/transferred petty cash funds Reimbursement for expenses under \$50 Return of un-needed petty cash funds 	<ul style="list-style-type: none"> Gary Pawlychka/Kim Latzkitsch Lilith Bauer Kim Latzkitsch
Purchasing	
<ul style="list-style-type: none"> Interpretation of Purchasing policies & procedures Tenders for supplies & services Explore cost saving opportunities Purchasing queries Custom clearing & US purchasing queries 	<ul style="list-style-type: none"> Allan Amundsen Allan Amundsen/Leanne Garland Allan Amundsen/Leanne Garland Allan Amundsen/Leanne Garland Leanne Garland
Insurance	
<ul style="list-style-type: none"> Insurance certificates Rental vehicle insurance Rental vehicle accidents Self-insurance coverage Any other insurance inquires 	<ul style="list-style-type: none"> Deanna Pollock Deanna Pollock Deanna Pollock Deanna Pollock Deanna Pollock
Budgets	
<ul style="list-style-type: none"> Budget management Vacancy management 	<ul style="list-style-type: none"> Maurice Labelle/Mike Emslie Maurice Labelle
Student Services	
<ul style="list-style-type: none"> Technical support for Datatel Troubleshooting, debugging, maintenance of student billing Student refunds Data transfers from Datatel to USL Processing payments of tuition and application fees Answers Student Financial Services phone line/email Student payment plans Billing & collections of sponsored students Student bad debt collections Student adjustments in Datatel Term transfers in Datatel 	<ul style="list-style-type: none"> Scott Spearman/Sheryl Blahuta Scott Spearman/Sheryl Blahuta Sheryl Blahuta/Erin Proctor Scott Spearman Sheryl Blahuta/Lilith Bauer Lilith Bauer Lilith Bauer Erin Proctor Erin Proctor Sheryl Blahuta Sheryl Blahuta

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Cash Receipts	
<ul style="list-style-type: none"> • Departmental non-student deposits • Departmental Datatel deposits • Incoming wires - corporate • Incoming wires – student • Distribution of NSF cheques – corporate & student 	<ul style="list-style-type: none"> • Kim Latzkitsch • Donna Laube • Kim Latzkitsch • Lilith Bauer • Donna Laube
Research & Designated Accounts	
<ul style="list-style-type: none"> • Administration of, queries for and reporting of all research and designated accounts 	<ul style="list-style-type: none"> • Melannie Soukhalom/ Kathy Vlaming
Capital Projects, Capital Grants, Deferred Maintenance	
<ul style="list-style-type: none"> • Set-up, funding, expenditure reporting 	<ul style="list-style-type: none"> • Deanna Pollock