

**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/Tanya Van Den Bussche</li> <li>• Erin Sywake/Prabhleen Saini/Paul Robidoux</li> <li>• Iwona Kolodziej/Tanya Van Den Bussche</li> <li>• Iwona Kolodziej</li> <li>• Patty Wiens</li> <li>• Kathy Vlaming</li> <li>• Kathy Vlaming</li> <li>• Prabhleen Saini</li> <li>• Kim Latzkitsch/Haiying Cui</li> <li>• Iwona Kolodziej/VACANT/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> <li>• Travel claim payments</li> </ul>   | <ul style="list-style-type: none"> <li>• Tanya Van Den Bussche/Paul Robidoux</li> <li>• Tanya Van Den Bussche</li> <li>• Ria Ramkissoon</li> <li>• VACANT</li> <li>• Ria Ramkissoon</li> <li>• Karen Barkhouse/Ria Ramkissoon</li> <li>• Ria Ramkissoon</li> <li>• Karen Barkhouse</li> </ul>  |

## Accounting Services Guide

### Contact Information

|  |   |
|--|---|
| <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>• VACANT</li> <li>• VACANT/Leanne Brewer</li> <li>• VACANT/Leanne Brewer/Rose Nguyen</li> <li>• VACANT/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> <li>• Distribution of NSF cheques – corporate &amp; student</li> </ul>  | <ul style="list-style-type: none"> <li>• Kim Latzkitsch</li> <li>• Abimbola Oduniyi</li> <li>• Kim Latzkitsch</li> <li>• Michelle Pratap</li> <li>• Abimbola Oduniyi</li> </ul>   |

## Accounting Services Guide Contact Information

---

|  |   |
|--|---|
| <b>Research &amp; Designated Accounts</b>  |   |
| <ul style="list-style-type: none"> <li>Administration of, queries for and reporting of all research and designated accounts</li> </ul> | <ul style="list-style-type: none"> <li>Iwona Kolodziej/She Loue Lagman/Heart Galapir</li> </ul> |
| <b>Capital Projects, Capital Grants, Deferred Maintenance</b>  |   |
| <ul style="list-style-type: none"> <li>Set-up, funding, expenditure reporting</li> </ul>   | <ul style="list-style-type: none"> <li>Iwona Kolodziej</li> </ul>                               |