

Finance & Administration

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News, Notes & Welcome

JAMES E. BLAKE
Executive Vice President

Happy New Year and best wishes for a prosperous year to come on behalf of Southern Connecticut State University's Finance & Administration. This is the first of what will be quarterly newsletters that highlight news, notes, procedures and updates within the area of Finance & Administration.

We hope this newsletter will become a reference resource for the entire SCSU community. For instance, the "Did you know..." column will offer tips and shortcuts for managing some of our routine day-to-day tasks, as well as announce emerging changes. Many times these tips and shortcuts are lost in the volumes of instructions, procedures and policies that cross our desk. Additionally, we hope to feature one or two Finance and Administration departments to inform you of the changes and activities that have been keeping them busy in effort to better serve the Southern community.

This issue features two areas in Finance and Administration: the Purchasing department in "What's the status?" and the Accounts Payable department in "Getting the bills paid." Don't miss these articles; both are full of strategies and shortcuts for saving time for you and your staff. Also, please don't forget to read the "People in Profile" section, which features newly hired staff in four of our departments.

We look forward to your comments or suggestions. Please feel free to e-mail me at blakej2@southernct.edu or feel free to e-mail University Card Office staff member Jordan Jones jonesj6@southernct.edu who was instrumental in putting this publication together. Have a great semester!

Quick Tips: FOIDoch

PO Purchase Order
REQ Requisition

When typing a PO number, remember to include P00 (that's the number zero not the letter 'O').

What's the Status?

JANE MAILHIOT
Purchasing Manager

If you're looking for the status of your purchase requisitions or purchase orders they can be easily located by authorized Banner users through the Banner FOIDoch screen.

To use this tool, log into your Banner account and go to the **FOIDoch** screen.

On the top of the screen you will need to enter the document type in the box labeled "Doc Type." To look up a requisition type **REQ**, or to get information about a Purchase Order type **PO**.

Click on the next block icon (or press the Tab key) to enter either the Requisition or Purchase Order number in the box labeled "Doc Code."

If you are looking up a requisition simply type in the desired requisition number, for example: **12345**. For a Purchase Order, you will need to enter the number as it appears on the PO, for example: **P001234**.

Click on the next block icon to view information about the document. For more information on an individual item, highlight it (by clicking on the item) and use the appropriate menu options to get the full details.

For more information and detailed Banner tutorials related to Purchasing, go online to:

<http://www.southernct.edu/faculty/finadm/purchasing/banner/>

Need a Banner Account?

If you do not have a Banner account and would like to obtain one, please send an e-mail the University's Controller, Lise Brule via e-mail at brulel1@southernct.edu.

Jane Mailhiot can be reached at mailhiotj@southernct.edu or at extension 2-6704.

Did You Know... The 4-1-1 on SCSU Telephone Services

Did you know... The cost for dialing 411 directory assistance on university telephones is **95¢** each call? In fiscal year 2004, SCSU was charged over **\$8,000** for in-state 411 calls alone! As a result, *411 directory assistance will be disabled on university telephones in early January, 2005.* Free directory assistance is available online at www.411.org. In addition, each university department has a copy of the New Haven county yellow pages directory.

Did you know... Your university telephone bill will soon be available for viewing on the web. The CSU System Office Telecommunications Department plans to implement the on-line telephone bill early in 2005. Information regarding this project and the procedures necessary to review your bill will be sent via a global email to the university community—look for it in early 2005!

Did you know... Changing your voicemail to an extended absence greeting is easy. From your university telephone:

1. Enter the voicemail system, ext 25700
2. Enter your password
3. Press 4 for Personal Options
4. Press 3 to Record Greetings
5. Press 2 to Create your extended absence greeting
6. At the tone, record your greeting then press #
7. If you are satisfied with your greeting, press #
8. When you check your voice messages, the system will inform you that you currently have an extended absence greeting, to retain the extended absence greeting press 1, to delete it press 2.

The screenshot shows the FOIDoch 5.3 (sPROD) interface. At the top, it displays "Doc Type: REQ Requisition" and "Doc Code: 792". Below this is a grid of document types, each with a "Doc Code" field and a "Next" button. The types and codes shown are: Requisition (792), Bid, Purchase Order (P00254), Issues, Invoice (I0156), Check (C00254), Return, Receiver, Asset Tag, and Asset Adjustment.

Getting the Bills Paid

ANNA RIVERA-ALFARO
Accounts Payable Coordinator

Just as SCSU is going through a "renaissance," the Accounts Payable department is also enhancing its operations in an effort to streamline procedures and improve office efficiencies.

Our goal is to process payments in a timely and professional manner while adhering to University policies and procedures. Our objective is to provide you with the necessary information to assure accurate and prompt payments.

Purchase Order Goods

Payment to a vendor is normally a three-step process, requiring:

1. A Purchase Order
2. An Invoice
3. Receipt of Goods

The amounts on these documents must match in order to make payment (variances may occur for miscellaneous charges such as shipping). If any of the three documents are missing, or there are discrepancies, the result will be delays in payment.

Here are some ways that you can help ensure your vendors are paid promptly:

- Obtain a Purchase Order.
- Invoices should be mailed directly to the Accounts Payable Office (A/P) by the vendor. If you receive an invoice, please forward to A/P immediately and contact the vendor to inform them that invoices should be sent to:
SCSU
Accounts Payable
501 Crescent Street
New Haven, CT 06515
- All purchases for goods must be received through Receiving and Stores. It is crucial that the receipt of goods is captured in the Banner system through the Receiving Department.

Accounts Payable Contacts

Anna Rivera-Alfaro

Coordinator
(203) 392-6848

Diane Marino
(203) 392-8647

Payments to vendors A-H

Renee Knight
(203) 392-5455

Payments to vendors I-S

Anele Harrington - Travel Office
(203) 392-6846

Travel Authorizations
Payments to Vendors T-Z

Pat Turner
(203) 392-6844

General Assistance



- A signature on an invoice is no longer sufficient to make payment. Payment cannot be made until receipt of goods is reflected in Banner. If a delivery is made directly to your department in error you *must* send an e-mail to Steve Arnold (arnolds1@southernct.edu) in Receiving and Stores and let him know that the goods have been received. Remember to include the PO number in the e-mail.

The majority of purchases will fall within the above guidelines. Other possibilities include blanket orders, standing orders and voucher/disbursement requests. In these instances, a signature from the recipient is required.

Voucher/Disbursement Request

The Voucher/Disbursement form is used to pay the following items (and therefore no Purchase Order is necessary):

- Subscription renewals
- Personal service agreement payments (after PSA has been properly authorized)
- Honorarium payments (after honorarium has been approved)
- Non-employee reimbursements

The above is a partial list of items paid using a voucher form.

Check Pick-Up

For security purposes checks are mailed from the Accounts Payable office. Only under extenuating circumstances will checks be allowed to be picked up.

Per Diem Rate for Trips

The latest per diem rates are published online and updated each October at: <http://www.dtic.mil/perdiem/pdrates.html> Once at the site, select GSA for rates within the continental US or Department of State for international rates.

When is a W-9 Necessary?

When payment is made to a vendor for services for the first time, it is good practice to have the vendor complete a W-9 form to ensure proper payment. Send the completed W-9 along with the voucher to A/P or along with a purchase order requisition to the Purchasing Department.

You can download W-9 forms from the IRS web site at:
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Anna Rivera-Alfaro can be reached at alfaroa1@southernct.edu or at extension 2-6848.

Just the Facts: Accounts Payable

Checks are cut on Mondays and Thursdays of each week. Please allow at least seven business days for processing payments.

The mileage reimbursement rate is currently \$0.375

People in Profile: New Hires

Please join us in welcoming the following new hires in Finance & Administration.

Elizabeth Sohl was hired in October as a Payroll Clerk. She came to SCSU after working for the Department of Mental Retardation's West Region. Elizabeth handles payroll for maintenance and protective services employees. At her Hamden home, right next door to the campus, Elizabeth spends time with her husband and their four cats and pug. Elizabeth can be reached at: sohle1@southernct.edu or x. 2-5586

Susan Plant was hired in November as a Clerk in the Business Office, responsible for assisting student's with their billing questions and customer service. At the age of 38, she decided to go back to school and in May she graduated from Southern with a B.S. in communication. A Hamden resident, Susan keeps busy caring for her three children and she also enjoys playing piano and relaxing in the sun during her travels. Susan can be reached at: plants1@southernct.edu or x. 2-6140

Sharii Jones-Olowu began working this past December as a University Assistant in the Office of the Executive Vice President. She assists in a variety of administrative support projects including research of acquisition and invoices issues, cost center queries, correspondence and reports. Sharii has an extensive background as a senior cost analyst/accountant and sought out a part-time position in order to spend more time with her active 8 year old daughter. You can reach Sharii at:

jonesolowu1@southernct.edu or x. 2-5401

Lisa Bucher was also hired in December as a Financial Analyst for University Accounting, Lisa comes will analyze fixed assets, after having worked for the CSU System Office for six years. Lisa resides in Cromwell with her husband and two boys. She enjoys scrap booking and watching her oldest son, who is 9, play hockey. You can reach Lisa at: bucherl1@southernct.edu or x. 2-5997.

Happy
New
Year



This quarterly publication highlights the offices and departments within SCSU Finance & Administration. Contributions are submitted by the department's staff members.

Comments or suggestions for the newsletter may be sent to JORDAN JONES at jonesj6@southernct.edu.

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