Follow the links for quick facts on the departments listed below:

**Important Announcement from the Controller’s Office**

In collaboration with the General Counsel’s Office, Office of Strategic Sourcing and Payments (OSSP) is launching an automated system to manage all University contracts. The system provides a central database for all contracts and an automated workflow which will ensure contracts are appropriately reviewed and approved.

The system was piloted by several departments and is being rolled out across campus. To date, Athletics, Business and Finance, Information Services, and SPCS are utilizing the system. Advancement, Communications, Enrollment Management, International Education, The President’s Office, The Provost’s Office, and Student Development will be trained during the months of July, August, and September. All remaining areas will be trained throughout the fall semester. The targeted date for completion of the training is the end of the calendar year.

We appreciate the University community’s support during this rollout. Please review the message from David Hale and Shannon Sinclair which has been previously shared with the academic deans and VPs. The memo provides more information about the benefits of the ESM contract management system. Wendy Burchard from OSSP is in the process of contacting departments to discuss training and migration to the system.

**Office of Financial Planning & Budget**

**New Budget Form:** Thank you to all the budget stakeholders who attended OPB’s Budget Journal Entry (BJE) Form Training in July. We appreciate all feedback and are happy to see so many departments using this new form. Be sure to start the off new year right by posting your departmental transactions appropriately. Please refer to the OPB website to submit an online BJE request and the Controller’s Office website to access the revised Journal Voucher/Reallocation Form for accounting related entries.

**UPD A T E:**

The expense account codes (7000-7999) have been updated to a new and consolidated format. For more information on this change, visit the Controller’s Office website here.

**NOTE:**

Despite a July 1 (FY17) effective date, preliminary and final year-end FY16 budget reports will reflect the new expense account code structure. Please be advised when reconciling.

**OPB mailbox:** For all budget related questions, contact opb@richmond.edu.

**Upcoming Training**

⇒ **Banner Finance 101:** Do you have Banner access and need further training? Click here to sign up for Banner Finance 101 to learn more about Bannerforms FGIBDST, FGITBAL and BannerWeb.