MONTH END CLOSING DATES

APRIL CLOSE
April Month End Close: May 4th
April Budget Report Distribution: May 6th

MAY CLOSE
May Month End Close: June 6th
May Budget Report Distribution: June 8th

Controller’s Office

Year-End Close: The Fiscal Year 2016 Year-End Closing Memo was distributed April 28th. To view the memo click here.

Asset Removal Form: If your department disposed of, traded-in, sold or replaced any equipment with an original cost of $5,000 or more, please submit the Asset Removal Form to Monica Booker at accounting@richmond.edu.

New mailbox: For all accounting questions and journal entry requests, contact accounting@richmond.edu.

Office of Planning & Budget

New Budget Form: OPB has developed a new online (BJE) Budget Journal Entry form for users to submit all budget journal entry request(s). The form will be available and live on the OPB website by May 15, 2016.

Finance Security and Reports: Have you ever wondered why some people receive a budget report or why some people have access to Banner? Click here to learn more about OPB’s tenets, report distribution philosophy, and how to obtain Banner access.

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.

Banner Finance 201: Do you have a general understanding of BannerWeb and want to learn how to develop and customize your own budget reports? Click here to sign up for our intermediate instructor-led Banner Finance 201 training class.

OPB mailbox: For all budget related questions and budget journal entry requests, contact OPB@richmond.edu.

Articles of Interest:

UR praised for Pell Grant rates: University of Richmond is one of 13 schools cited by the U.S. Department of Education for increasing the percentage of students receiving Pell Grants while also improving graduation rates.

Universities Defend Tax-Free Status and Spending of Endowments: University of Richmond is one of 56 universities across the country that submitted a letter to Congress on April 1, explaining how their endowments help them achieve their educational and charitable missions. See what some of the universities with the largest endowments in the country had to say in their letters.

Director of Treasury Services, Louie Love, is retiring!

After 38 years of dedication and service to the University of Richmond, Louie Love is retiring on May 31, 2016. His career began in 1978 as the university’s internal auditor. He held a number of other positions: Coordinator of Institutional Research, Director of Business Operation and Special Projects — University Computing, Director of Administrative Services, and for the past six years, Director of Treasury Services.

Louie and his wife Linda plan to travel and spend time with their family, especially their grandchildren. Louie will be missed at UR, but will still be on campus for basketball and football games.

Stop by G18 Maryland Hall to wish him well as he begins this exciting chapter in his life!