**Our 2 Cents**

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

**Controller’s Office**

**Reminder — the Cashier’s Office Has Moved!** The Cashier’s Office is now located on the 3rd floor of the new Queally Center building. Office hours for the Cashier’s are from 9:00 a.m. – 3:00 p.m., Monday through Friday. The Student Accounts Office is also located on the 3rd floor of Queally Center. Student Accounts is open from 8:30 a.m. - 5:00 p.m., Monday through Friday; on Wednesdays, the office opens at 9:00 a.m.

**Accounting Mailbox**: For all accounting questions and journal entry requests, contact accounting@richmond.edu.

**Office of Financial Planning & Budget**

**Budget Journal Entry Form**: Now that we are in a new fiscal year, if you feel inclined to reallocate budget based on your area’s needs OPB has developed an online Budget Journal Entry (BJE) Form for users to submit all budget journal entry request(s). Please refer to the OPB website for more information on the BJE Form and the Controller’s Office website to access the revised Journal Voucher Form for accounting related entries.

**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.

⇒ **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.

**Educational Corner**

**Budget Report Distribution Amendments**

To update your budget report distribution, please send a request to opb@richmond.edu including the user’s NetID, Organization Code, Fund Code and, Activity code (if applicable).

All changes to budget report distribution must be submitted to OPB by 12:00 pm on the last day of the month. Any changes after this time will be added to a recipient’s distribution the following month.