MONTH END CLOSING DATES
JUNE PRELIM CLOSE
Month End Close: June 27th
Budget Report Distribution: July 1st
JUNE FINAL CLOSE
Month End Close: July 12th
Budget Report Distribution: 1st week of August

QUICK FACTS
NACUBO
University of Richmond leadership will be attending the National Association of College and University Business Offices (NACUBO) Annual Meeting in Montreal, Canada July 16 - July 17.

Have something you would like to see? Contact us at OPB@richmond.edu

THE $COOP
A insightful monthly write-up from Business Affairs
JULY 2016

Our 2 Cents

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

Controller’s Office

Account Code Changes: Beginning July 1 the expense account codes (7000-7999) will be 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, that your budget will be consolidated to the new account code structure.

Cashier’s Office Reminder: We Are Moving! We will be closed on Wednesday, July 13 and will reopen on Thursday, July 14th in our new office on the 3rd floor of the Queally Center. Standard office hours will be from 9am-3pm Monday-Friday. You will be able to access the building through the side entrance across from Gottwald.

Year-End Close: Please review the Fiscal Year-End Closing Memo for important information and deadlines.

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

Office of Financial Planning & Budget

New Budget Form: OPB has developed a new online Budget Journal Entry (BJE) Form for users to submit all budget journal entry request(s). Click here to learn more about the new BJE Form.

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

Get to Know the Staff: Featured this month is Val Cemprola from Treasury Services. Get to know more about Val here!

Upcoming Training

⇒ Budget Journal Entry Form Training: If you have budget responsibilities for your department and would like to learn more about the Office of Planning and Budget new Budget Journal Entry Form please join us for our small Budget Journal Entry Form Forum Thursday, July 14 at 11:00am. To RSVP contact OPB@richmond.edu.

⇒ 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.

⇒ HR Recruiting Training: The Office of Planning and Budget and Human Resources are implementing changes to the staff budget and recruiting process. Information has been shared with departments across campus about these improvements. If you are a supervisor who missed your department training or would like to learn more, please join us for a one hour information session on either July 18th from 10:00-11:00 a.m. or July 20th from 3:00 p.m.-4:00 p.m. Email HR_recruiting@richmond.edu to sign up for the session of your choice.