MONTH END CLOSING DATES

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

QUICK FACTS
Cash Management
Learn more about standard procedures for receiving payments through electronic funds transfer on the Treasury Services website.

Controller’s Office

Cashier’s Office Reminder: We Are Moving! We will be closed on Friday, July 1st and will reopen on Tuesday, July 5th 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.

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

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.

Articles of Interest:

UR Accounting Students have Strong Job Placement Rate: The Business Affairs division has had multiple accounting students from the Robins School of Business intern in various departments throughout the year. Accounting students from UR are heavily recruited from the Big Four accounting firms and many others.

A Call for Access and Affordability: University of Richmond takes pride in having low income students graduate above the national average. This article not only emphasizes why financial aid is critical to low income students, but also explains that providing an environment for success is important for producing graduates from low income families.

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