Our 2 Cents

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

Controller’s Office

**BannerWeb Forms and New Account Codes**: When using the online BannerWeb check request or travel and expense reimbursement forms, if you encounter errors related to the new account code structure or if you are unsure about which account code to use, please feel free to contact the Accounting Office at accounting@richmond.edu, for assistance.

**Payroll Direct Deposit**: With the holidays quickly approaching, you may want to consider enrolling in direct deposit if you are not doing so already. Enrolling in direct deposit will ensure funds are received in your bank account without delays caused by mail during the holidays. If you are interested, please use this link to obtain a form. Please send any questions to payroll@richmond.edu or feel free to stop by Maryland Hall, Room G-12.

**Calendar Year-End Reminders**: 2016 W-2 forms will be mailed in January 2017. If you have moved during the year, now would be a great time to update your address by emailing payroll@richmond.edu.

**Did You Know?** Did you know that the Cashier’s Office will cash personal checks up to $100 per day for faculty, staff and students who have a current UR ID card, and will cash UR payroll checks for student employees? The Cashier’s Office is now located on the 3rd floor of the Queally Center for Admission (across from the Gateway Apartments). We are open Monday–Friday, 9 a.m. – 3 p.m.

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

Office of Planning & Budget

**Budget Journal Entry Form**: 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

**Updating Your Banner Finance Security**

Banner Finance Security consists of the permissions granted to a user to navigate Banner Finance. To submit a request to update your current Banner Finance Security, please have your supervisor/manager send a request to opb@richmond.edu including your NetID, Organization Code and, Fund Code. Please note that Banner Finance Security is not granted by Index so it is essential that OPB is provided the necessary credentials above.