

BUSINESS OFFICE WORKSHOPS 2012

Session 1 –Voucher Timesavers

April/May

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Workshop Design - These workshops are designed increase communication between the Business Office and the department staff who deal with financial processes. To make them work for you, they will:

- Focus on one topic each session
- Be offered multiple times
- Allow ample time for questions
- Be held throughout the year
- Be about the topics you request
- Last about an hour with time allowed for additional questions afterwards
- Allow for networking with your peers

Your feedback is welcome. We will be sending out a Survey Monkey after this class but please contact us any time with your questions, comments, ideas, and feedback.

One of the main goals of these workshops is to communicate the procedures and to explain **why** those procedures are in place. After the workshop, the information will be posted on the Business Office website and e-mailed to those on the e-mail list. The expectation is that all users (not just those attending the workshops) will be expected to follow the correct process.

Payment Process – The payment system is designed for departments to enter all their own vouchers for payment directly into the accounting system. This includes vendor payments, TME's, invoices, and travel advances. For the system to operate efficiently, this is mandatory. It also offers flexibility for programs to:

- Choose vendors
- Authorize department expenditures
- Reduces the amount of time to obtain supplies and services
- Have direct contact with vendors
- Proceed without waiting for centralized approval or a purchase order

This also strengthens internal control by allowing the Accounts Payable Coordinator the opportunity to review the work.

TME's – One issue that has been raised is the number of TME forms that are required. Currently, the procedures require a TME form to be completed for **ANYTHING related to travel, meals and food, and entertainment**. This process is currently being reviewed to determine how the number of TME forms that are required could be reduced, while ensuring that IRS requirements continue to be met. Anyone with input on this issue, please contact me.

Business Office Website - www.whitman.edu/content/business_office The website is in the process of being "revamped". Let us know what you would like to see. Check it out!

We are always looking for ideas on ways to streamline processes so let us know your ideas or what's creating grief for you.

Today's workshop focuses on voucher timesavers – steps to eliminate bottlenecks in the system and keep your payments moving forward.

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