**BOA WORKSHOP**

**YOUR QUESTIONS ANSWERED (AT LEAST SOME OF THEM!)**

**May 31, 2017 9:30 a.m.**

* Welcome!
* Introductions – Everyone
* Opening Remarks
* Inquiring Minds Want to Know - Who Does What?
* What Are These Workshops We’ve Heard of?
* Who Do I E-Mail?
  + [payables@whitman.edu](mailto:payables@whitman.edu)
  + [payroll@whitman.edu](mailto:payroll@whitman.edu)
  + Both?
* What Does BOA Mean?
* Why Haven’t I Been Getting Monthly Reports?
* Payroll Tips
* JPMorgan Tips
* Accounts Payable Tips
* Anything Else?