**BOA WORKSHOP 2017**

**20 Business Office “Secrets” We Want You to Know**

**October 25th & October 30th**

**AGENDA**

* **Opening**
* **Introductions**
* **Abby LaLonde, Payroll Coordinator**
	+ **Timesheet Deadlines**
	+ **Overtime**
	+ **Signatures**
	+ **Payroll and Payables E-Mails**
	+ **Payroll Timeframes**
* **Tara Lewis, Accounts Payable Coordinator**
	+ **Signatures**
	+ **Rush Checks**
	+ **Vendor Changes**
	+ **Changing Vouchers vs. Voiding and Re-Entering**
	+ **E-Checks**
* **Mindy Neissl, Accounting Coordinator**
	+ **Student Payroll - What HR Does**
	+ **Student Payroll - New Forms**
	+ **Student Payroll – Timesheet Cutoffs**
	+ **JPMorgan Purchasing Cards – Statement Housekeeping**
	+ **TME’s & Signatures**
* **Susan Brown, Associate Controller**
	+ **Signatures**
	+ **New GL Accounts**
	+ **Journal Entries – What to Attach**
	+ **Business Office Website**
	+ **Reports**