**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**