What’s New . . .

April, 2007

Business Services

• Reminders
  o Now is the time to review purchase order encumbrances. Read more . . .
  o Electronic recycling deadline is May 11th. Read more . . .
• P-Card Can Now Be Used To Purchase Certain Items From CDWG
  o CDWG has partnered with SLU to create a website that allows for P-Card purchases on certain items. Read more . . .
• Purchasing Is Available to Assist With Vendor Information
  o Master Vendor Forms are increasing in volume which can lead to higher costs. Read more . . .

Controller

• Financial Services
  o Please note time change for e-mail approval notifications. Read more . . .
  o P-card holders should not enter purchase requisitions for transactions paid via P-Card. Read more . . .
  o New WebXtender User Manual and Banner Finance-specific tips. Read more . . .
  o New tip sheet lists commonly changed account codes. Read more . . .
  o Link to Banner Finance User Guides and Manuals. Read more . . .
  o Banner FAQ’s is now updated. Read more . . .
  o Excerpt from Banner FAQ’s – Use of INB form FOAPOXT. Read more . . .
• Accounts Payable
  o Payments will be processed weekly. Read more . . .
• Travel Update
  o Transportation calculator has been updated. Read more . . .
  o A new form has been developed to request one payment for multiple trip numbers. Read more . . .
  o A change has been made to last month’s pre-trip reimbursement announcement. Read more . . .
• Travel Tips
  o Review Trip ID report now and process any past due E-TERV’s before the year-end rush. Read more . . .
  o Can employees pay for student travel expenses? Read more . . .