



# BULLETIN

## Accounting and Financial Services Newsletter

### In this issue:

- Welcome
- Did you know?
- Training Opportunities
- Staff Spotlight

## Welcome!

Welcome to the Spring 2018 edition of the Bean Counters Bulletin. We'll use this periodically to update you on hot topics and training opportunities.

We also plan to spotlight one member of our group each semester so you can get to know the people who are working hard to process your transactions every day.

### Did you know?

Our website: [www.samford.edu/accounting](http://www.samford.edu/accounting)

Our website provides a link to all of our forms (in addition to Form Central), list personnel and contact information, and general AP and tax information. It also contains a list of work aids which is a great first stop for FAQs.

Our AP invoices email: [invoices@samford.edu](mailto:invoices@samford.edu)

This email can accept emailed invoices from vendors and employees. Please use the first letter of the vendor name ONLY in the subject line. This allows for backup processing in the event of absence and prevents usage of individual email accounts for invoices. This is not available to departments that submit invoices via colored folders.

Tax email: [tax@samford.edu](mailto:tax@samford.edu)

This email is maintained by Denene Lemke, Tax Manager, and can accept requests for sales tax exemption certificates, W-9 requests, and general tax questions.

### Training Opportunities

We will be offering 4 trainings this semester (each is 2 hours in length):

**Banner Basics:** This workshop, held in a computer lab, is an opportunity for hands-on learning. We will cover the basics: how to access/login to Banner Finance, how to set up "My Banner" for your most used screens and how to "rename" these to make sense to you, often used screens, and we'll take questions from participants.

**Req to Check:** This workshop, held in a computer lab, is an opportunity for hand-on learning and is for the intermediate student. We will walk through a transaction...from requisition to check issuance and answer any questions.

**Travel and Expense Reporting:** This training will detail the what, where, when, why and how for business trip expenses or purchases made via reimbursement or the BBVA Bean Counters Card. This training is targeted for anyone who travels on University business outside of the P-card program.

**Argos for Finance:** Have you ever had trouble getting financial information from Banner for an important meeting or just day-to-day operations? Have you heard about Argos but you're just not sure what's available to you or how to run reports? If your answer is yes then this class is for you.

Check out available courses at:

<https://www2.samford.edu/eve/index.php?filter=ACCFIN>

## Staff Spotlight

If your department takes credit cards you've probably talked to Kristin. She posts credit card transactions and reconciles all of our bank accounts and generally keeps busy chasing down folks to get information for these processes. Kristin started with us in December 2015 and is an asset to our team.

My two girls, Gwyneth (10) and Gracie (3), are my world, evidenced by how they and their artwork decorate my desk. In my very spare time, I am generally guilty of binge watching my favorite tv shows. However, I also like to create...usually by means of acrylic painting or polymer clay art.

—Kristin Calder, Accountant

