

General Accounting



Over the summer the Finance Department has been working on several projects. As noted on page 2 the transition to our new Financial Information System (FIS) has taken a substantial amount of time but we are happy to announce that all modules are running. Ongoing enhancements will continue throughout the year with significant items announced at the applicable time.

The normal process of working through the annual audit took place throughout July. The College's statements once again received a clean audit report. For those of you who are accustomed to reading our Financial Statements you will notice dramatic changes in formatting and presentation. The most obvious change will be the elimination of the fund accounting presentation. To keep the College in line with most other universities, the statements now show one column with further details contained in supplemental information schedules. Other changes to Deferred Capital Contributions and Pension accounting have also had significant impacts on the statements. The goal is to provide a clearer more concise picture of the College's finances.

From a staffing perspective we have had a couple of changes. Phyllis Fidler's office is now located in W146 next to the Payroll office. Dianne Konings will be sharing W146 as well as spending time in Shelly Guerin's office. Shelly will be off this academic year as she has welcomed the birth of her third child, Blake Joseph, on August 19th.

For those who have been away during the summer we welcome you back and we look forward to a successful 2013-2014 academic year.

Jeff Major, Chief Financial Officer

Accounts Receivable / Student Financial Services

The office has recently gone through a fairly smooth conversion of our FIS system. The new system now allows Student Financial Service to invoice students on mass and generate statement of account documents, which they can access online using their UWO user name and password. This process is much more streamlined and we have received positive feedback from students thus far.

With the school year fast approaching, we are beginning to prepare for the second year of electronic distribution of OSAP funding. This will once again mean that students do not have to wait in line and will receive their funding early in September.

Mission Statement

THE FINANCE DEPARTMENT IS COMMITTED TO PROVIDING CONSISTENT POLICY APPLICATION AND A VITAL RESOURCE FOR ACCURATE FINANCIAL INFORMATION TO ALL MEMBERS OF THE KING'S UNIVERSITY COLLEGE COMMUNITY THROUGH PROFESSIONAL AND EQUITABLE SERVICE.

FOR MORE INFORMATION CONTACT:

DIANNE KONINGS (x4317),
STUDENT FINANCIAL AID
COORDINATOR

NATALIE WALZAK (x4355),
STUDENT FINANCIAL
SERVICES OFFICER

LISA TENHOR (x4405),
STUDENT FINANCIAL SERVICES CLERK

LAUREN MACKAY (x4403),
STUDENT FINANCIAL SERVICES CLERK

WAYNE RACHER (x4375),
STUDENT FINANCIAL SERVICES CLERK

PHYLLIS FIDLER (x4318),
MANAGER OF
GENERAL ACCOUNTING

SARAH LUCAS (x4341),
FINANCE DEPARTMENT ANALYST

TIFFANY RIEHL (x4520),
FINANCE ADMINISTRATIVE ASSISTANT

The General Ledger

Payroll and Benefits

Be sure to submit an Over-Age Dependent form if your dependent child is over 21 and is attending a post-secondary institution as a full time student. Remember, this benefit ends on their 26th birthday! Extranet > Forms, Applications and Manuals > Benefits Related > Over Age Student Dependent

MANULIFE BENEFIT
INQUIRIES?

CONTACT DIRECTLY AT
1.800.268.6195

SUNLIFE RRSP
INQUIRIES?
CONTACT DIRECTLY AT
1.866.733.8613

Members over 65 years of age: Once you reach the age of 65, the first payer for prescriptions is the Ontario Drug Plan (ODP). The balance is processed through Manulife Financial. Remember to inform your pharmacist when you celebrate your 65th birthday to ensure continuous coverage.

FOR MORE PAYROLL INFORMATION CONTACT:

LYNN BURKE (x4418), PAYROLL/BENEFITS OFFICER

DENNISE MINHINNICK (x4521), PAYROLL AND BENEFITS ASSISTANT

General Ledger Contest Rules

The 1st person to email Tiffany Riehl (triehl4@uwo.ca) with the secret word gets a prize!

New Financial Information System (FIS)

We are up and running on all modules for the new FIS and are now beginning the expansion phase. This will include access to all fund information, such as professional development fund and research grant balances. This phase will also include adding a time portal for timesheet submission, a purchasing and expense portal for requisitions and payment requests and a deposit portal for areas that collect money and submit to the student finance office. This phase is still being setup and more information will be available as the portals become active. The goal is to have all portals up and active by the end of the calendar year.

More information will be posted through my King's as the portals become available. If you would like to volunteer for the test phase, please contact Phyllis Fidler at pfidler@uwo.ca with a subject line "test portal user". This process will not involve testing portals that will not be of use to you in the future, only the portals that you would have under normal circumstances. A test user would only be required to report back any problems, questions or access issues they encounter – it would not require extensive testing, only using the portal for the 'normal' user functions. This will allow finance to fix problems with setup and to understand what is needed for training users.

Volume 4, Issue 1

Purchasing

Office Supplies Purchased with a Warrantee: It is the responsibility of the individual/department to keep a copy of the packing slip of any office supplies purchased with a warrantee. The packing slip will give the Finance Department the information needed to look up the paid invoice for the refund or replacement of the item.

Note: All purchasing requests should be sent to purchasing@kings.uwo.ca

Printing (Central Services)

Printing Requirements: Please ensure that the following information is given when submitting print requests to Central Services:

- Department
- Requested by
- Quantity
- Number of pages in document
- Special instructions – 2 sided, stapled, coloured paper, coloured copy, etc
- Pickup or delivery

If the above is not stated, then multiple page documents will automatically be stapled and printed backed up (2 sided).

There are many ways to submit a print request:

- Email printing@kings.uwo.ca
 - Fill out a paper form in Central Services
 - Use the print request form online
- [Extranet > Forms, Applications and Manuals > Finance/Purchasing > Printing Request Form](#)

FOR MORE INFORMATION
CONTACT:

DEBBIE GIBSON (x4314),
PURCHASING SERVICES COORDINATOR

JASON BROCK (x4315),
CENTRAL SERVICES ASSISTANT

WENDY SCANLAN (x4315),
CENTRAL SERVICES ASSISTANT



Stressed!? Need a massage?

Did you know that your
King's health benefits covers
up to \$500 per calendar year for
Registered Massage Therapists?

The General Ledger

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

SEPTEMBER 2013

Accounts Payable

All PDF claims that include travel expenses must have prior approval of the Department Chair/Academic Dean. Note that all requests for reimbursement must be accompanied by the original cash register receipt (itemized) and that credit card receipts alone will not be reimbursed. The maximum meal allowance per day is \$50 CAD.

FOR MORE INFORMATION
CONTACT:

ANGELA BRODT (x4311),
ACCOUNTS PAYABLE OFFICER

The Faculty Funding Manual should be reviewed before submitting expenses. This document provides useful information and examples on submitting claims to the Finance Department for reimbursement.

Extranet > Forms, Applications and Manuals > Manuals / Policies > [Faculty Funding Manual](#)

Please familiarize yourself with the Policy for Travel Reimbursement before finalizing your conference travel.

Extranet > Forms, Applications and Manuals > Manuals / Policies > [Policy for Travel Reimbursement](#)

Feeling Misaligned?

Did you know that your King's health benefits covers up to \$500 per calendar year for Chiropractic?



**TOP
SECRET**

General Ledger Secret Word

Audit.