

**Accounting Services Guide
Contact Information**

“go to” Information

General	
<ul style="list-style-type: none"> • Support/Training for NAV • Support/Training for Prophix • Access to/changes to access for NAV • Access to/changes to access for Prophix • Queries regarding account activity in NAV • Financial Statements & related reports • Journal entries • Interdepartmental transfers • Signing authority updates • Financial Services Manual • Financial Services policies & procedures • Year-end processes & procedures • Receivables – invoices • Fixed assets 	<ul style="list-style-type: none"> • Haiying Cui/Kathy Vlaming • Maurice Labelle • TSC/Haiying Cui • Maurice Labelle • Iwona Kolodziej/Ria Ramkissoon • Erin Sywake/Laverna Eidse • Iwona Kolodziej/Ria Ramkissoon • Iwona Kolodziej/Laverna Eidse • Hilda Malchuk • Kathy Vlaming • Kathy Vlaming • Laverna Eidse • Kim Latzkitsch/Haiying Cui • Iwona Kolodziej/Allan Amundsen/Leanne Garland
Accounts Payable	
<ul style="list-style-type: none"> • Applications for Visa cards • Training on use and reconciliation of Visa cards/ statements • Wire transfers and bank drafts to suppliers • Wire transfers and bank drafts to individuals • Accounts payable queries (Corporate) • Matching receiving documents with purchase orders and vendor invoices • Payments to individuals (University & External) • Travel advances • Travel claim payments 	<ul style="list-style-type: none"> • Cathy Hunt • Cathy Hunt • Cathy Hunt • Karen Barkhouse • Cathy Hunt • Cathy Hunt/Faye Attley • Karen Barkhouse • Karen Barkhouse • Karen Barkhouse

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Petty Cash	
<ul style="list-style-type: none"> • Approval of new/transferred petty cash funds • Reimbursement for expenses under \$50 • Return of un-needed petty cash funds 	<ul style="list-style-type: none"> • Erin Sywake/Kim Latzkitsch • Michelle Pratap • Kim Latzkitsch
Purchasing	
<ul style="list-style-type: none"> • Interpretation of Purchasing policies & procedures • Tenders for supplies & services • Explore cost saving opportunities • Purchasing queries • Custom clearing & US purchasing queries 	<ul style="list-style-type: none"> • Allan Amundsen • Allan Amundsen/Leanne Garland • Allan Amundsen/Leanne Garland • Allan Amundsen/Leanne Garland • Leanne Garland
Insurance	
<ul style="list-style-type: none"> • Insurance certificates • Rental vehicle insurance • Rental vehicle accidents • Self-insurance coverage • Any other insurance inquires 	<ul style="list-style-type: none"> • Ruth Damphouse • Ruth Damphouse • Ruth Damphouse • Ruth Damphouse • Ruth Damphouse
Budgets	
<ul style="list-style-type: none"> • Budget management • Vacancy management 	<ul style="list-style-type: none"> • Maurice Labelle/Julia Peemoeller • Maurice Labelle
Student Services	
<ul style="list-style-type: none"> • Technical support for Colleague • Troubleshooting, debugging, maintenance of student billing • Student refunds • Data transfers from Colleague to NAV • Processing payments of tuition and application fees • Answers Student Financial Services phone line/email • Student payment plans • Billing & collections of sponsored students • Student bad debt collections • Student adjustments in Colleague • Term transfers in Colleague 	<ul style="list-style-type: none"> • Scott Spearman/Sheryl Blahuta • Scott Spearman/Sheryl Blahuta • Sheryl Blahuta/Erin Proctor • Scott Spearman • Sheryl Blahuta/Michelle Pratap • Michelle Pratap • Michelle Pratap • Erin Proctor • Erin Proctor • Sheryl Blahuta • Sheryl Blahuta

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Cash Receipts	
<ul style="list-style-type: none"> • Departmental non-student deposits • Departmental Colleague deposits • Incoming wires - corporate • Incoming wires – student • Distribution of NSF cheques – corporate & student 	<ul style="list-style-type: none"> • Kim Latzkitsch • Donna Laube • Kim Latzkitsch • Michelle Pratap • Donna Laube
Research & Designated Accounts	
<ul style="list-style-type: none"> • Administration of, queries for and reporting of all research and designated accounts 	<ul style="list-style-type: none"> • Melannie Soukhalom/ Tanya Van Den Bussche
Capital Projects, Capital Grants, Deferred Maintenance	
<ul style="list-style-type: none"> • Set-up, funding, expenditure reporting 	<ul style="list-style-type: none"> • Iwona Kolodziej