Words from the Comptroller:

The Business Office will be going through an USG accounting software upgrade December 12 – 17. This will prevent us from performing most of our processing and reporting. There will be NO purchases or AP checks processed or cut during this time. Please turn in any invoices or reimbursements that need to be paid immediately. There will be NO budget progress reports delivered on December 15. It will be January 15 before the next budget progress report will be either emailed or campus mailed to budget managers. Due to this upgrade, GeorgiaFirst Marketplace will also be down. I am sorry for any inconvenience this may cause. I hope that the accounting software upgrade will be completed with no complications and that we will be available to assist you with any needs by December 18.

Upcoming Dates:

Christmas Holidays: December 23 – January 1

P Card Log/Statement Due: December 9
January 9

Biweekly Payroll
December 5 and 17

Staff and Faculty
Monthly Payroll
December 20

Budget Reports
January 15

Fuel Receipts Due
December 18

News concerning Students: Payment Deadline for Spring Semester 2014 is Wednesday, December 18 at 4:30 pm. Please encourage your students to take care of their Spring bill by paying online through myABAC or at the cashiers window located on the second floor of the Student Center in Student Financial Services area.

All monthly payroll changes for December must be processed by December 10!

IMPORTANT PAYROLL DATES

| Biweekly Payroll Employee & Supervisor Approval | December 5, 17 |
| Biweekly Payroll | December 13, 27 |
| Monthly Changes to Payroll Due | December 10 |
| Monthly Payroll | December 20 |

For December biweekly some estimation maybe required for December 18-20 because of the early approval requirement of December 17. Also, employee and supervisor approvals for the first biweekly in January must be completed by January 2. If employee or supervisory plans to take off January 2 and 3, make sure you have time cards approved!

Procurement Update: Please make sure to take into consideration any discounts offered on invoices that are to be paid. The College needs to ensure that we are taking advantage of any discounts offered by vendors. All discounts need to be reflected on the direct purchase payment voucher when they are submitted for processing. We have noticed several areas that have failed to note or take advantage of vendor discounts. Also, all P Cards should be locked up in a secure place during the Holidays.