Words from the Comptroller:

Football, soccer, and golf are in the air! The Business Office is thrilled to have Fall 2013 well under way. We certainly our excited about our Fall enrollment and our housing occupancy. The business office is currently undergoing our fiscal year 2013 audit. We hope to have the audit completed by October.

I would like to strongly encourage you to try and attend our Business Office Forum training. We will be covering a variety of topics and discussing many updates.

Business Office Forum Training Wednesday September 25th in the Herring Hall Meeting Room
Class Schedules will be Emailed
Anyone not able to attend can watch the WIMBA’s that will be posted

Business Office Website: If you have questions concerning the Business Office, please take a moment to visit the Business Office website at http://www.abac.edu/more/business-operations. We update that with any new forms or policies as we receive them. There is a directory there that can be used to determine who to contact concerning your questions. Please email Deidra a dollar sign if you read this newsletter. Our monthly newsletters are listed here along with all travel information and forms. We also have all of our forms on the website. There are separate pages for payroll and procurement that you can access from our website. Please take time to look through this information if you have any Business Office questions.

Changes in Processing Direct Vouchers and PO’s
Effective July 1, 2013, we must verify all vendors use E-Verify for all Service/Construction related work. This is something we have just received from Board of Regents. We will treat this just as we do the W-9. From this point forward, we will need an E-verify form completed for all NEW vendors. This form can be found on our website. The party on campus receiving the service/merchandise will be responsible for ensuring that we have a completed form on file. We do not want to hold up payment but we must follow guidelines. Our office will work with each department to ensure we complete and comply with this new regulation. Please go out to the Procurement website to obtain the new E-Verify form that needs to be completed. Contact Procurement if you have any questions.

ALL monthly payroll changes for September must be processed by September 20!

Procurement Updates

Works Program Changes: Back on Aug 19th all Pcardholders were sent an email stating the Works Program is changing. Documented step by step instructions for the New User Interface (UI) instructions for transactions in Works was attached to the email. The new user interface gives Works-Bank of America a new look and feel with a focus on simplified usability. Your current Login Name and Password will remain the same. You will be able to access both (Old and New) UI for a while but I would encourage everyone to start using the new UI immediately. Please contact Teri Mathis in Procurement for training and step by step instructions. The New User Interface (UI) web address: https://payment2.works.com/works/

Works Program Comments: When signing off your transaction in the WORKS program you will need to add a comment in the comments panel (ABAC policy section B-3, pg 13). The comment should include the State Wide Contract # and a brief description of your order. All Cardholders must search Team GA Marketplace first before placing an order. You can refer to the ABAC PCard Policy found on the Procurement website section 111 (page 11) for the Order of Precedence.