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TODAY

TOMORROW

WEDNESDAY

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Banner navigation and Budget Training

Banner INB Navigation and budget training is required to access your specific budget information. The navigation class will start at 1 p.m. on Tuesday, June 5, and budget training will immediately follow at 2 p.m. The overall training should last 2 - 2 1/2 hours.

The class is located in the Banner Training Center, side door entrance to Howell Hall.

To register for either class, please contact Denise Kirschner (x2602) or by e-mail at kirschdj@alfred.edu.

You will need to complete the attached form to gain access to your specific budget information.

Attachment: [Banner_Access_Request_Form4.doc](#)

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Business Office deadlines for year-end

All merchandise and printing/mailing services must be received and invoiced to the University by Monday, June 25, in order to be processed in the current fiscal year. All invoices with the proper signature and account coding need to be submitted to the accounts payable clerks in Carnegie Hall by Monday, June 25 to allow time for processing.

All purchasing requisitions are due to the procurement departments ASAP. Remember, even if you have an outstanding PO, if the merchandise is not received by the deadline, it won't be charged to the current fiscal year budget.

One Card charges - the transactions that you charge in June and are posted to your account in PaymentNet by June 30 will show on your July statement. The reconciliation schedule for July will be accelerated to get these expenses posted in the current 2006-07 fiscal year.

Your reconciled statement needs to be given to your card manager by Monday, July 9. The card manager needs to approve and forward the statements to Sue Peck by Tuesday, July 17. The transactions posting to Banner will be done on Wednesday, July 18. It is essential that the proper coding be in PaymentNet before this is posted.

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