Staff of the Controller's Office in collaboration with other offices will be offering the following workshops during Fiscal Year 2001/02. These workshops are intended to assist our colleagues around the campus in learning about the University's accounting, financial and material support policies and procedures. They are open to all staff. We look forward to seeing you at the workshops.

ENDOWMENT ACCOUNTING
(Individual times and locations will be scheduled upon request)
Staff from Endowment Accounting will present an informational type workshop explaining the basics of endowment funds (i.e. what endowment funds are, how endowment funds are established, and how is the University's endowment fund invested).

MATERIAL SUPPORT (mail, shipping/receiving)
RESCHEDULED FOR NOV. 14
(9:00 a.m. to 10:30 a.m.)
Location: Crawford, Room 14
A look at the incoming and outgoing mail process, including departmental chargeback, interdepartmental, international and domestic mail processing. Also, a look at the bulk mail process including requisitioning services, types of address labels required, mail piece design for automation compatibility (including Business Reply Mail), departmental chargeback and U.S.P.S regulations.

PURCHASING AND ACCOUNTS PAYABLE
Wednesday, October 24
(9:00 a.m. to 11:00 a.m.)
Location: Strosacker Auditorium
Staff from the Purchasing and Accounts Payable Office will discuss the procurement process. New and existing procedures will be reviewed, including authorization and approval requirements, blanket purchase orders, requisition processing, procurement card and competitive bids. The University's equipment purchase policy and the sales and disposal of University assets will also be discussed. An introduction to the various forms and reports will also be covered, along with a brief discussion of honoraria payments and tax issues related to contracted services, prizes and awards. New programs such as the e-mail notification system and Fisher Scientific Prime Vendor Program will be discussed.

PAYROLL PROCESSING
Wednesday, November 7
(9:00 a.m. to Noon)
Location: Crawford, Room 13
Staff of the Office of the Controller and the Office of Human Resources will present this workshop, which is designed to review all aspects of the payroll system. All pertinent forms, procedures and reports will be reviewed, including the process involved with graduate student payroll, pre-doctoral fellowships, effort distribution, HVA, standard error reports, voucher processing, variance reports, time and attendance sheets, cross-billing accounts and treaty exemptions for foreign individuals. There will be a brief lecture on each topic followed by individual roundtables for selected topics.

SPONSORED PROJECTS ACCOUNTING-INTRODUCTION
Wednesday, November 28, Crawford, Rm 14
(9:00 a.m. to 11:00 a.m.)
Thursday, November 29, Crawford, Rm 13
(1:00 p.m. to 3:00 p.m.)
Staff of the Office of Grants and Contracts Accounting will discuss the basics of post-award administration of sponsored projects. This will consist of a brief, overall review including the processing of charges and credits, accounting and auditing issues, reports, effort reporting, payroll adjustments, journal entries, accounting for property and sponsored project closeout procedures/issuers. There will also be a section for the most frequently asked questions. This session will focus on basic concepts and will be geared towards less experienced administrators. Space is limited to 25 enrollees, additional times will be added as needed.

GRANT PROPOSAL DEVELOPMENT AND AWARD ADMINISTRATION
Friday, December 14
(9:00 a.m. to 10:30 a.m.)
Location: Topfer Room
Staff from the Office of Sponsored Projects Administration and the Controller's Office will discuss administrative procedures related to proposal preparation, proposal submission and award negotiation. Obtaining preliminary account numbers and the petition process for allowing accounts to remain open during funding delays will also be addressed. In addition, post-award topics such as establishing award accounts and meeting agency reporting requirements will also be covered.

GENERAL ACCOUNTING AND CASHIERING
Wednesday, January 23
(9:00 a.m. to 11:00 a.m.)
Location: Crawford, Room 13
Staff of the Office of the Controller will discuss the invoicing process, from how to bill an outside entity to receipt of payment. Staff members will also discuss procedures for making payments to foreign vendors as well as other cashiering and accounting functions of interest.

TRAVEL
Wednesday, February 6
(10:00 a.m. to Noon)
Location: Crawford, Room 13
Staff from the Office of the Controller and Material Support will discuss the processing of travel advances, reimbursements, requisitions and reports. All related policies, procedures and forms as well as the transaction flow and tracking procedures will be reviewed. The discussion will include an introduction to the American Express Corporate Card program for travelers and University authorized travel agencies.

SPONSORED PROJECTS ACCOUNTING-COMPREHENSIVE REVIEW
Wednesday, February 20
(1:00 p.m. to 5:00 p.m.)
Location: Crawford, Room 14
Staff of the Office of Grants and Contracts Accounting will provide an in-depth look into post award administration of sponsored projects. This will be presented in four interactive hour long sessions: Hour 1: Sponsored project closeouts and cost sharing. Hour 2: Effort reporting, salary journal entries, NIH salary caps. Hour 3: Non-salary journal entries, deposits, income transfers, petty cash. Hour 4: Procedures related to contracts, sub-contracts, signature authorization, and operating advances. There will also be an introduction to training grants and a section on the most frequently asked questions. Space is limited to 25 enrollees, additional times will be added as needed.

COMPUTING SYSTEMS
Wednesday, April 24
(10:00 a.m. to 11:00 a.m.)
Location: Crawford, Room 13
Staff from the Controller's Office will discuss the current "state of affairs" of some of the computing resources and systems implementations that affect users in the University community. Topics for discussion will include the Controller's Office web site, the PeopleSoft General Ledger system, the ePay system, and the University Workflow project. The discussion will also include a brief overview of the planned improvements and upcoming enhancements to these and other systems.
Accounting, Financial and Material Support Training Workshops

Name: ______________________________________________
Title:________________________________________________
Department:__________________________________________
Telephone:_______________E-Mail_______________________
Supervisor's Name:_____________________________________
Requested Training Workshops:__________________

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AS SPACE IS LIMITED, REGISTRATION DOES NOT GUARANTEE ATTENDANCE. RESPOND EARLY TO RESERVE YOUR PLACE. YOU WILL RECEIVE A CONFIRMATION OF YOUR REGISTRATION PRIOR TO THE SESSION.

Send the completed application through interdepartmental mail to Tia Richardson, University West, room 347, fax to 368-4866 or e-mail txr4 at least two weeks prior to each session.

Summary of Fiscal Year 2001-2002 Workshops

October 17: Material Support (mail, shipping/receiving)
October 24: Purchasing and Accounts Payable
November 7: Payroll
November 28:
& November 29:
Sponsored Projects Accounting-Introduction
December 14: Grant Proposal Development and Award Administration
January 23: General Accounting and Cashiering
February 6: Travel
February 20: Sponsored Projects Accounting-Comprehensive Review
March 13: Grants Accounting - Compliance
April 24: Computing Systems

ACCOUNTING, FINANCIAL AND MATERIAL SUPPORT TRAINING WORKSHOPS for Case Western Reserve University Employees Fiscal Year 2001-2002

Sponsored by the Staff of the Controller's Office