Accounts Receivable (AR)
- Cash receipts & deposits
- Billing & invoices
- Collection on invoices
- Cash handling training (also online)
- Cash & merchandise inventory audits
- Petty cash requests
- Merchandise inventory (dept. only)
- Answer specific questions regarding billing, deposit, cash receipt

Accounts Payable (AP)
- Purchase orders (POs)
- Disbursement requests (DRs)/OnBase
- Travel, hospitality, prizes & awards
- Cash advance
- Disbursement training
- Scholarship
- 1099, sales tax & use tax filings
- Answer specific questions regarding disbursements
- Vendor ACH & Zelle direct deposit payment questions

Budget
- Annual budget development
- Budget allocations, transfers & posting
- Processing mid-year budget requests
- Budget relines
- Mandatory budget workshop
- Payroll accounting
- Answer specific questions regarding budget (How to fill out the budget form? How to get more money?)

Customer Service
- Cashiering & change fund
- Vendor data form
- Collection of all forms
- Financial statement requests, account balance requests (clubs & orgs)
- Financial Services website
- Smart Spending Manual
- Customer satisfaction survey
- Answer general questions regarding forms, policies & procedures
- Vendor ACH & Zelle direct deposit set up

Accounting
- ASI P-Card administration (dept. only)
- ASI cell phone program (dept. only)
- Financial reporting, monthly P&L distribution (dept. only)
- Journal entries (to correct errors)
- Stop payment & check replacement requests
- Amazon & Office Depot user access
- Fixed asset management (tagging, inventory & disposition)
- Treasury management
- 990/990T tax filing assistance, unclaimed check filing
- Audit coordination

Updated on 7/29/2022