POLICY

New Navigation in Policy Library

The Finance and Treasury Policy Library has a new reader-friendly page view. Now you can access the complete policy in a single pageview, without navigating separate content tabs. Most notably, search results will be more effective now that the entire policy is on a single page. Searches from the Finance and Treasury site will produce highlighted results on specific policy pages. In addition, you may always use the standard “find” key combination (Control + F) in your internet browser to locate a word or phrase within the page. The printed policy document has been improved as well. If you have feedback on these or other policy library enhancements, please contact Daphne Ireland at direland@princeton.edu or 258-5228.

POINTS OF INFORMATION

New Tools to Support Financial Planning and Reporting

The Office of Finance and Treasury has released several tools in the Information Warehouse to help you manage endowment funds.

- **DSR005**: This new report consolidates information for all project grants that receive endowment spending distributions. The report displays current-year estimated endowment spending distribution amounts; actual income, transfers, and expense activity to date; and the estimated balance that can be spent in each endowed project grant. In addition to current-year activity, the DSR005 provides all endowment funds’ prior-year actual balances, so that you know how much carry-forward you have available to spend.

- **DSR001**: The “Departmental Summary Report” now includes a new column to indicate project grants that have estimated endowment spending distributions (indicated as “yes”). This allows

Sales Tax Exemption

Princeton University is exempt from sales tax in most states. When you buy from our contract suppliers through the MarketPlace or using PeopleSoft, sales tax is not charged. But, when you use your Departmental Credit Card or pay directly, take a state sales tax exemption form with you and ensure that the vendor does not charge sales tax on your purchase. Business meals at local restaurants are also tax-exempt. It is best practice to notify the restaurant in advance for large parties, and to bring the sales tax exemption form. Each state that allows an exemption has its own form, which can be accessed online using your netID and password at this location in the Finance and Treasury website. Please contact Joe Lane at joela@princeton.edu or 258-6847 for additional information.

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Position: As Director of Financial Planning, Reporting, and Analysis, Kossou says, “It’s an exciting time to join the University because my previous experience will contribute to the initiative to implement a new chart of accounts.” Another area of focus for Kossou will be increasing collaboration with budget managers by creating simple tools that enhance transparency, accountability, and stewardship.

In dialogue with numbers: Kossou joins us from New York University where she was Assistant Vice Chancellor, Finance and Administration for the Abu Dhabi campus. She worked previously at SBC Communications Inc., serving as director of financial reporting and analysis for the consumer market. “I am passionate about finance,” says Kossou, “I am constantly in dialogue with the numbers because they translate something,” whether it is past performance or future goals. To Kossou, the budget office is a crossroads where the institution’s strategic goals are quantified and consolidated. “If we listen to leadership’s ideas, and fulfill our responsibility for financial reliability and accuracy,” Kossou says, “we act as the financial architect to help those projects materialize.”

When not at work: “I am very attached to my family,” explains Kossou, “both here and in Benin, Africa.” She is very involved in the lives of her husband, Leonard, and children, Kristia and Travis. Kristia is a teacher in New Orleans, working with the Teach for America program; and Travis is a freshman in college. Kossou spends most weekends traveling to cheer at Travis’s soccer matches, and loves “to cook, design and sew clothes, and fix things up around the house.”

For questions about endowment fund reports, please contact Steve Semenuk at semenuk@princeton.edu or 258-5523.

“Straw Model” is Complete for New Chart of Accounts

The initiative to redesign our sixty-year-old chart of accounts reached a significant milestone in October. Based on feedback received from more than fifty academic and administrative managers, and by looking at best practices from our peers, we developed the “straw model” of the new chart of accounts structure. The straw model identifies the chartfields we will use in the new structure and defines their specific uses. This will help us avoid redundancies we face with our current chart of accounts, for example when the “project grant” chartfield is used to identify a type of

PGS001 and IF002: These staple reports also have been recently updated to show estimated endowment spending distributions (and estimated spendable balances on the PGS001) to align with July 2011 changes in the endowment spending policy.

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cost that has already been identified in the “account” chartfield (e.g., Travel = account code 275). In addition to defining the new chartfields, we are actively working to develop a plan to implement the new chart of accounts in PeopleSoft as well as the more than twenty financial systems that interface with the general ledger. Watch this column in future issues for details. To stay current with our progress and to submit feedback or questions, please visit our chart of accounts project website or contact Mark Dingfield at mdingfie@princeton.edu or 258-3873.

**Annual Credit Card Recertification Underway**

The annual recertification for our departmental credit card program is underway. Department chairs or department heads will receive a report of their department’s credit card activity, which they will be asked to review and return by Dec. 9. Please contact the Financial Service Center at finance@princeton.edu or 258-3080 with any questions.

**Website Improvements Continue**

We continue to make enhancements and additions to the Finance and Treasury website, including updating the policy template, making the home page banner “clickable,” and regularly posting new announcements and updates. In September alone, more than 11,000 unique visitors came to our site, viewing an average of three pages per visit. We encourage you to continue using our website as a resource and to share it with others seeking information about finance business functions. If you have any ideas or questions about the website, please contact Dana Matkevich at dmatkevi@princeton.edu or 258-7009.

**New OfficeMax Campus Representative**

As of Oct. 31, Dave Thomas is the new OfficeMax representative for the University. You may contact him directly for OfficeMax product information and other OfficeMax customer service at DavidThomas@Officemax.com or 258-3400.

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**Retrieve Your W-2 Form and Pay Statement Online**

Go Green! Please join the 33 percent of faculty, staff, and students now signed up for electronic-only access to their W-2 form. If you choose to eliminate the mailed, paper W-2 form, you will be notified by e-mail in early January that your W-2 form is available in the secure Human Resources Self Service website. If you signed up last year for electronic-only access to your W-2 form, you do not need to select it again this year.

Consent must be entered no later than Dec. 31 for your 2011 form. Individuals who have consented to electronic-only access will receive an e-mail letting them know they may view and print their form online beginning Jan. 10. Individuals who have not consented to electronic-only distribution will have their paper W-2 mailed to their home address the last week in January.

**Online Pay Statements:** If you have signed up for direct deposit but still receive a paper pay statement, please “go green” and view your pay statements online. Follow the same steps above but, for step four, select “Go Green” to let us know we can stop printing the paper statements. More than 50 percent of those on direct deposit have already stopped printed statements. Pay statements are available to view online the day before each payday.

For more information, please see Consent to Electronic-Only W-2 Step-by-Step or Turn Off Pay Statement Printing Step-by-Step. Or you may contact the Financial Service Center at finance@princeton.edu or 258-3080. We also invite you to stop by the center on the seventh floor of the New South Building during regular University business hours, and one of our associates will help you.