Policymakers have stated that since July 2011, you should continue to refer to the field named “estimated balance” for a current projection of the amount you have remaining to spend in your department’s endowment PGs. The May and July issues of The General Ledger included details about the policy and project grant statement reporting changes. Those with questions should contact Steve Semenuk, associate budget director, at semenuk@princeton.edu, or 609-258-5523.

Visit Our New Financial Service Center – Open as of September 12

We are pleased to invite you to visit our Financial Service Center located on the seventh floor of the New South Building. Officially open on September 12th, the Financial Service Center houses our customer service team (see article elsewhere in this issue) and University Mortgage Services.

Points of Information

Update on Endowment Distribution

Project grants that receive endowment and other investment distributions will see their first actual spending distribution in late October.

Three additional distributions will appear on the project grant statement in subsequent quarters (January, April, and June). Estimated endowment spending distribution has been visible on PGS001 reports since July 2011. You should continue to refer to the field named “estimated balance” for a current projection of the amount you have remaining to spend in your department’s endowment PGs.

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Position: Jason Knoch is the executive director of financial services and strategic initiatives.

Work focus: Knoch oversees the University’s financial services, which include purchasing, payroll, accounts payable, customer service, and financial training. In this new role, he focuses on the alignment of policies, procedures, and supporting systems for the buying and paying activities at our institution. Streamlining the buying and paying workflow, Knoch says, “will allow the campus to make financial transactions in a straightforward, compliant, and cost-effective manner.” At the same time, Knoch points out that we “still have opportunities to generate cost savings through the use of enhanced purchasing tools.” The current business travel redesign is a good illustration, he says, as it will clarify policy and simplify the travel process — from booking trips to reporting expenses — while also reducing travel costs. The customer service group — operating out of the new Financial Service Center — rounds out the strategy by offering customer support across all Finance and Treasury services.

In 2004, Knoch began working in the University’s Office of Development and, two years ago, he joined the Office of Finance and Treasury. Prior to coming to the University, he was the director of technology at a national nonprofit focused on early childhood development. Knoch also served as a small business volunteer in the Peace Corps stationed in the Republic of Côte d’Ivoire (Ivory Coast), and led a national program to address gender inequality in access to secondary school education. When asked what stands out to him about working at the University, Knoch replies, “It’s great to be part of an organization that strives to be the best at what it does — and to participate in that goal with so many engaged and collaborative people.”

When not at work: Knoch treasures time with his wife, Kim, and two young children — whether it’s at the traditional Friday night Mexican dinner or on a hike in the Princeton-area woods.
Continuing to Improve Forms

We are continuously updating the forms on the Finance and Treasury website to incorporate your feedback and meet your needs. Please frequently check the forms library to ensure you are using the most up-to-date version.

These forms recently have been updated:
- Business Travel Expense Report
- Cost Transfer Justification
- Internal Booking Electronic Transfer

Sept. 15 Is Key Deadline for International Students

The deadline for new international students to submit tax treaty applications for the current calendar year is Thursday, Sept. 15. Tax treaty applications are needed in order to avoid double taxation by the United States and the student’s home country. Forms are available on the Glacier System site and should be submitted by the deadline either by:
- drop off at the Financial Service Center on the 7th floor of New South
- campus mail to the Nonresident Tax Compliance and Reporting (NTCR) office at 701 Carnegie Center, Suite 154

For additional information, please contact a member of the NTCR team at ntcr@princeton.edu.

SPOTLIGHT

Customer Service Team

The customer service group provides support across all Finance and Treasury services. Team members are:

Suzanne Bellan, customer service manager, bellan@princeton.edu, 609-258-4634. She leads the team and coordinates service priorities, customer feedback, and process enhancements within Finance and Treasury.

Allison Petito, training coordinator, apetito@princeton.edu, 609-258-8892. She works with other members of the team to translate customer needs and feedback into finance training modules.

David Carter, accounting coordinator, wdcarter@princeton.edu, 609-258-5762. He supports several humanities departments with a defined set of financial transactions as a shared service provider.

Kathleen Comstock, financial services associate, kdc@princeton.edu, 609-258-7178.

Susan Johansen, financial services associate, sjohanse@princeton.edu, 609-258-3898.

They provide general customer support across all Finance and Treasury activities.

University Mortgage Services

Lorrie McGough, mortgage loan officer, lmcgough@princeton.edu, 609-258-3123.

Maryann Koserowski, office specialist, mkoserow@princeton.edu, 609-258-3123.

They provide specialized customer support for the processing of applications for the University’s standard mortgage program.
Learn More About How the University Works

Designed to help staff become more familiar with key operations of the University, a series of one-hour sessions called “Princeton Deconstructed” is planned for this fall.

The sessions, organized by the Princeton University Training Team, are scheduled for noon to 1 p.m. in the Frist Campus Center Multipurpose Room A.

• “Princeton Governance” presented by Lianne Sullivan-Crowley, vice president for human resources, on Tuesday, Oct. 4
• “Princeton Financials” presented by Carolyn Ainslie, vice president for finance and treasurer, on Tuesday, Nov. 1
• “The Student Experience” presented by Cynthia Cherrey, vice president for campus life, on Tuesday, Dec. 13

To register for any or all of the sessions, please visit the Employee Learning Center at www.princeton.edu/training. For more information, please contact the Office of Human Resources or Allison Petito at apetito@princeton.edu or 609-258-8892.

Meet Our Newest Employees

We welcome four new colleagues to the Office of Finance and Treasury:

Kathleen (Katie) Comstock recently joined the customer service group as a financial services associate. She provides direct customer service support to the University community on a range of Finance and Treasury processes.

Dana Matkevich is the new finance web and communications manager. She is responsible for the editorial, design, and production of content for the Finance and Treasury website and related communications.

Devesh Yadav joined the University financial systems department as the manager of PeopleSoft Financials. In partnership with colleagues in the Office of Finance and Treasury and the Office of Information Technology, he will be enhancing our PeopleSoft systems in support of our financial business processes.

Catherine Kossou has joined the Finance and Treasury team as director of financial planning, reporting, and analysis. She will work closely with the Budget Office to strengthen financial planning and management for campus, and with the University Financial Systems team to improve forecasting reports in the Information Warehouse. She will also be a member of the chart of accounts development team.

Chart of Accounts Project Website Launched

To keep the campus community informed of progress on efforts to redesign Princeton’s 60-year-old chart of accounts, the planning team has launched a project website. The site features: general information about the project, including timelines and outputs; updates on findings from interviews the team is conducting with academic and administrative managers; and opportunities to provide input and feedback.

The chart of accounts is the financial coding (such as the account, project-grant, and department codes) used to record financial transactions, which serves as the basis for financial reporting. The goal with the implementation of a new chart of accounts is to provide enhanced reporting to support departments’ financial planning and management needs.

In addition to providing feedback on the website, you may provide feedback or questions directly to project manager Mark Dingfield at mdingfie@princeton.edu. We thank you in advance for your input and support of this important effort.

Use UPS and FedEx Online

In support of sustainability and efficiency efforts, the University no longer supports paper and/or handwritten air waybills for overnight deliveries via UPS or FedEx. Instead, users should initiate a delivery via the MarketPlace, where information is entered online. This automation also eliminates billing errors and allows for easy tracking. For more information, contact Sam Formica at samf@princeton.edu or 609-258-3413.