Happy Holidays

The last workday of December is the 21st. Woohoo! The Finance Office requests that any travel that is to be approved in 2018 be submitted in the ERS system by Friday, 12/14.

‘TIS THE SEASON for iTwo Training

Get a start on 2019!

iTwo Training Registration, IT Learning & Development, 4/9/2019, 12:30 PM (4 Hours), 116 Wagner Training Room. Video and training sessions available in the Learning Resource Network: https://lrn.psu.edu

TEMP SAL ACCOUNTS

Any salary that cannot be posted before salaries cut will be placed in your TEMPSAL account. Departments should be checking on a monthly basis!

Ordering Supplies

Please remember the University encourages you to purchase through eBuy whenever possible. Purchasing has negotiated special pricing with the “punchout suppliers” listed on the Shopping Home Page. We should take advantage of this pricing when possible.

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GIFT CARDS — When purchasing gift cards, please make sure to enter in the IBIS explanation, the number of cards and dollar amount of the cards being purchased. For example, “10/$30.00 gift cards purchased……..” This information is needed for auditing purposes to ensure the amount of the cards being purchased meets Penn State policy requirements.

Printing and Copying

When the anticipated cost of printing and copying is more than $250.00, the job should be sent to the Multimedia Printer Center (MPC) for completion.

Risk Management Contracts

The Risk Management Office has updated the Standard Contract Cover Sheet due to issues found by an internal audit. It was discovered that multiple departments were not maintaining the fully signed copy of the contract in their files as required by the University’s Retention Policy AD35. Risk Management has also developed an instruction document to assist employees in the completion of the new Standard Contract Cover Sheet, along with FAQs and a flow chart for the Risk Management contract signature process. This information can be found on the Contract Information section of the Risk Management website.

You may not be aware, but Risk Management has three (3) different contract cover sheets for contracts; Advertising, Filming and Photography Contract Cover Sheet, Electronic Agreement Cover Sheet and the Standard Risk Management Contract Cover Sheet.

EXCEL Shortcut Tips

CTRL+TAB

When you have multiple spreadsheets open, you can shift between sheets freely.

Input values starting with 0

When an input value starts with zero, Excel will delete the zero by default. Rather than reset the Format Cells, this problem can be easily solved by adding a single quote mark ahead of the first zero.

Auto-adjust column to fit text

Adjust the column width to fit the data it contains. Hover your mouse cursor over the column border until it changes to a line with two arrows then double left click.

Finance News

Penn State
College of Health and Human Development

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