NEW FINANCE PROCEDURES

IDENTIFY YOUR ACCOUNTS:

ACCOUNT

DEPARTMENT

PROJECT

FUND

LOCATION

NAMES > NUMBER

In the new system the NAME is more important than the number. Always include the Account and Department NAME, number is optional in most case.

FORMS AND DOCUMENTS

- Go to SharePoint https://parkcitiespresby.sharepoint.com/
- Select "AllStaff Finance-Forms"
- Here you will find all the NEW forms that need to be used going forward.
- They have all been adjusted to include columns that will properly ID your account.
- These forms include: Check requests, Credit Card Reconciliation, Mileage Reimbursement, and Employee Reimbursement.

PAPER INVOICES

- Please use the ACCOUNTS PAYABLE STAMP on all paper invoices.
- Stamp the invoice and fill it out with the NAMES for the account, department, and project.
- Please circle General or fill in your FUND.
- Please circle LOCATION as either Church or Foundation.

RECAP ON ALL THE CHANGES

SHELBY → INTACCT (only finance will have access)
BUGDET SPREADSHEETS → MARTUS https://db3.martussolutions.com/

*CREDIT CARD RECONCILIATION
*EMPLOYEE REIMBURSEMENT
*MILEAGE REIMBURSEMENT   SHARE POINT
CHECK REQUESTS-CHURCH
CHECK REQUEST-FOUNDATION

PAPER INVOICES → UTILIZE STAMP

*WILL EVENTUALLY MOVE TO NEXONIA AND BE SUBMITTED ELECTRONICALLY