

News from Financial Services...

December 2011

Inside This Issue

- 1 Fiscal Year 2011 Audit
- 1 Budget in Web-Advisor
- 2 Account Balance at a Glance
- 2 2012-2013 Budget Memo
- 2 Mileage Rate
- 3 W-2 Form Online
- 3 Due Dates & Deadlines

Fiscal Year 2011 Audit

Our external auditors, Jaynes, Reitmeier, Boyd & Therrell (JRBT), presented our annual financial report to the Board of Trustees at the November meeting. Once again, we had good news to report to the Board and the audit has been approved.

Financial Services would like to take this opportunity to thank each of you for following our internal controls and making the audit a success.

THANK YOU!

Our internal controls ~ our systematic measures of checks and balances ~ may at times seem cumbersome and/or unimportant. Please know these valuable measures help ensure adherence to our policies and help safeguard the college's assets and resources. We really appreciate your assistance with providing documentation, signatures and approvals ~ and we look forward to another great year!

***Contact [Terry Lechler](#) at 8652 or [Gene Gooch](#) if you have questions about the audit. ***

Budget Reports in Web-Advisor

*Web-Advisor access
simplifies things so much
– it's a great
managerial tool and
close to the best thing
since sliced bread.
--Fred Hills, PhD*

Did you know you can view a departmental budget via Web-Advisor in just **5 easy steps**?

1. Log into **Web-Advisor**
2. Click on the **Employees** link
3. In the **Financial Information** section, click **Budget Selection**
4. Enter the 6 digit department(s) you want to view
5. Select the current fiscal year, and then click **Submit**

Although Web-Advisor has some limitations, the interface gives you instant information with real time data to assist you with your decision making.

[REFERENCE GUIDE](#)

Available on SharePoint and the L Drive.

***Contact [April Robinson](#) at 8639 or
Email (arobinson@mclennan.edu) for more information. ***

Account Balances at a Glance

The ACBL and AHST screens are helpful tools that enable you to quickly view information for individual general ledger account numbers.

Sometimes you need information for a single account number and you don't really need a full detailed budget status report for *all* your accounts. The **ACBL** and **AHST** screens are helpful tools that enable you to quickly view information for individual general ledger account numbers.

ACBL ~ What is it?

ACBL is the mnemonic for General Ledger **Account Balance**. This screen allows you to view summary funds availability information for a specific general ledger account number for an open year.

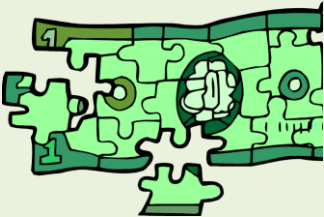
AHST ~ What is it?

AHST is the mnemonic for General Ledger **Account History**. This screen allows you to view historical information in summary format about a specific general ledger account number for open or closed years.

REFERENCE GUIDE

Available on SharePoint and the L Drive.

2012-2013 Budget Memo



Preparation and planning for the FY 2013 budget has already begun.

Preparation and planning for the FY 2013 budget has already begun. As a reminder, the planning/budgeting timeline is located on the [MCC Website](http://mcciep.mclennan.edu/index.php?page=planschedule) at <http://mcciep.mclennan.edu/index.php?page=planschedule>

All budget units will need to complete standard budget forms during the initial phase of the budget process. The first deadline date for submission is February 24. Please take some time to review your preliminary results from your current unit-level plan to help identify appropriate changes in your departmental budget.

Training sessions (ZPODC 2050) to assist you with the budget process are being offered in late January. Please check the POD Newsletter for more details and log into Web-Advisor to register. In addition, [April Robinson](#) will also be available for individual assistance. Please contact her at 8639 or email (arobinson@mclennan.edu) to schedule an appointment.

Mileage Rate Really is \$0.555

No...it's not a typo on the Travel Form...effective July 1, 2011 the standard mileage rate for the use of a car (also vans, pickups or panel trucks) is **\$0.555** per mile for business miles driven. Please be sure you are using the current Travel Form, not one saved on your desktop or departmental drive.

A REFERENCE GUIDE and the most current version of the travel form are available on SharePoint and the L Drive.

***Contact [Megan Pratt](#) at 8671 or by email (mipratt@mclennane.edu) for more information or assistance regarding the Travel Form. ***

W-2 Forms Available Online

Beginning with the 2010 tax filing year, MCC employees have the access to view and print their W-2 Form(s) online through the MCC Web-Advisor system. This feature will be available again for the 2011 tax filing year. If you have already given your consent, there is no need to grant consent again for the 2011 tax filing year – your consent remains in place until you change the form.

There are 4 simple steps to grant or withhold your consent:

1. Log in to **Web-Advisor**
2. Click on the **Employees** link
3. In the **Employee Profile** section, click **W-2 Electronic Consent**
4. Choose to consent or withhold consent to view your W-2 online

Remember, to view your W-2 online, this consent MUST be given.

A detailed training tutorial is available on SharePoint.
iMCC SharePoint Site/ Forms /Business Office

***Contact [Kathleen Plemons](#) at 8618 or by email (kplemons@mclennan.edu) for more information about W2 Forms online. ***



*W-2 Forms for tax filing year
2011 will be available on
February 1, 2012.*

Due Dates and Deadlines...



PCARD receipts and reports are due no later than the 10th of **every** month

2012-2013 Budget Forms	February 24
*Check Requests	Tuesday 5pm
*Mileage Reimbursements	Tuesday 5pm
*Accounts Payable Invoices	Tuesday 5pm

**** All disbursement requests must be accompanied by the appropriate budgetary signatures and supporting documentation.***

Travel forms and receipts should be received in the Business Office within ten days of returning from a trip.