



The Official Newsletter of the Controller's Report Library

DID YOU KNOW?

The purpose of "Did You Know?" is to provide you with the latest information on new reports, new reporting parameter options, as well as helpful hints to make utilizing the Controller's Report Library a breeze.

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It's Raining Information in April!

Announcing the new **WS – Cost Transfer Form** from the Grants department.

The **WS – Cost Transfer Form** is used to transfer after-the-fact costs from/to one funded project to another cost center.

Cost Transfer Between Projects Approval Form		
This form must accompany any cost transfers between projects and needs to be approved by a designated institutional officer responsible for cost transfers.		
1. Enter the information requested in the table below for the accounts to be charged and credited.		
UMDNJ Index Number	Transfer From:	Transfer To:
Title of Project		

Did you know that the **WS – Travel Advance Form** has been updated? The form was modified to clarify what signatures are needed when the traveler exceeds the per diem limit.

<i>Prior approval is required for reasonable expenses in excess of travel policy limit. Travel policy regulations can be found at UMDNJ's website.</i>		
Requestor's Signature	Date	Request To Exceed Per Diem (Must Be Signed By Requestor, Unit Administrator/Department Head and Dean)
Unit Administrator / Department Head	Date	
Dean / Executive Director	Date	Requestor's Signature
		Unit Administrator / Department Head
		Dean / Executive Director
Budget Officer		Date

The **WS – Travel Expense Form** has also been revised to accommodate travel time over seven days. Simply click on the "travel time over seven days" box and follow the instructions.

Travel Time Over Seven Days

Please feel free to contact me at palumbav@umdnj.edu with any suggestions, comments or concerns.

Stay Dry!
Angela

Helpful Hints

Did You Know....

that the PURCH – Inv Prior to PO Trend Rpt #180 has a new option? You can elect "show amount" or "count".

Show Amount / Count (Click label)

Amt - Show Amount

that training classes are starting up again?



The revised schedule is:

Stratford – May 8th
Newark – June 6th

[Controller's Report Library training course # P677](#)

[Course Registration Form](#)

More Great Tools!

[E-Print](#)

[my.umdni](#)

[Controller's Report Library Manual](#)

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