

# FINANCIAL SERVICES Quick Reference Guide



## FINANCIAL REPORTING

ChartField Requests  
Cash Flow Management  
University External Audit Support  
University Financial Statements  
Bank and Deferred Revenue Account Reconciliations  
Financial Reporting Inquiries  
[financial.reporting@queensu.ca](mailto:financial.reporting@queensu.ca)

## GENERAL ACCOUNTING

Accounts Receivable  
[accounts.receivable@queensu.ca](mailto:accounts.receivable@queensu.ca)  
Collection of Overdue Student Receivables  
[qu.sr@queensu.ca](mailto:qu.sr@queensu.ca)  
Credit Card Merchant Accounts  
Payment Card Industry Data Security Standard (PCI DSS) Compliance  
[finpcico@queensu.ca](mailto:finpcico@queensu.ca)  
Deposits  
Banking  
[banking@queensu.ca](mailto:banking@queensu.ca)  
HST Enquiries  
[hst.help@queensu.ca](mailto:hst.help@queensu.ca)  
Travel and Expense Reimbursements  
Travel Advances  
[travel.advances@queensu.ca](mailto:travel.advances@queensu.ca)  
Payment Processing (non-payroll)  
Month-End & Year-End Procedures  
Asset Tracking  
Expense Reimbursement System (ERS)  
[finance@queensu.ca](mailto:finance@queensu.ca)

## PAYROLL SERVICES

Payroll & Benefits Processing  
Payroll Remittances  
Records of Employment  
Banking and Tax Form (TD1 and TD1ON) Updates  
T4 & T4A's  
Payroll Inquiries & Investigations  
[payroll.services@queensu.ca](mailto:payroll.services@queensu.ca)

## RESEARCH ACCOUNTING

Financial Reports & Invoices to Funding Agencies  
Financial System Research Project Maintenance  
Project Compliance Review & Eligibility  
Project Deficit Reporting  
Project Signing Authority  
Training Resources & Guidance  
[research.accounting@queensu.ca](mailto:research.accounting@queensu.ca)

## Financial Systems Support

PeopleSoft  
FAST  
Financial Systems Security Access & Training  
[finance.security@queensu.ca](mailto:finance.security@queensu.ca)  
[finance.training@queensu.ca](mailto:finance.training@queensu.ca)  
Website  
[finance.webmaster@queensu.ca](mailto:finance.webmaster@queensu.ca)

## DISCOVER FINANCIAL SERVICES

Visit our [Learning Catalogue](#) and choose from a variety of online training resources. Read more about a specific topic or sign up to earn your [Financial Services Certificate](#).

Visit our [homepage](#) for News, Notices, and more!

## CONTACT US:

### Location:

Rideau Building  
207 Stuart Street, 3<sup>rd</sup> Floor  
Kingston, ON K7L 3N6

### Website:

[queensu.ca/financialservices](http://queensu.ca/financialservices)

### Email:

[finance@queensu.ca](mailto:finance@queensu.ca)

### Phone:

613.533.2050

### Hours of Operation:

Monday – Friday  
8:00 am – 4:00 pm

# GET CONNECTED

## ACCESS TO FINANCIAL SYSTEMS

- [Financial Systems Security Access Request Form](#)

## CONTACTS

- [Financial Services Team](#)
- [Dept./Faculty Unit Financial Contact \(Business Officer\)](#)

## SIGNING AUTHORITY

- [Signing Authority Non-Research including acQuire](#)
- [Research Funds – Signing Authority & Research Reports Access](#) \*one form per Project ID

## TRAINING – EQUIPPING YOU FOR THE TASK

- [Financial Services Training](#)

# MAKING PAYMENTS

## COMPENSATION PAYMENTS – Payroll Services

- PROCESSED BY PEOPLESOFT HR
  - Salary & benefit payments – Queen’s employees
  - Honorarium payments – Queen’s employees
- [payroll.services@queensu.ca](mailto:payroll.services@queensu.ca)

## SUPPLIER, PURCHASE ORDER & OTHER PAYMENTS

\* **Please Note:** Accounts Payable entry and voucher processing is now a part of the acQuire Team in [Strategic Procurement Services](#)

### PROCESSED THROUGH [ACQUIRE](#):

- Consultant Payments
- Independent Contractor – self-employed contractor
- Services, Speaker Fee, Honorarium – payee external to Queen’s
- Services, Speaker Fee, Honorarium – provided in Canada by non-resident of Canada
- Suppliers < \$10K (no PO)
- Suppliers >\$10K (with PO)
- Wire payments

## REIMBURSEMENTS & ADVANCES Paid to EMPLOYEES in CAD

- PROCESSED BY [EXPENSE REIMBURSEMENT SYSTEM](#) (ERS)
- Cash Advance for Travel
- Cash Advance for Research Subject payment
- Travel & Non-Travel expense reimbursement

## VISITOR REIMBURSEMENTS for NON-TRAVEL EXPENSES

- PAID BY CHEQUE REQUISITION FORM
- [Financial Services Forms](#)

## VISITOR REIMBURSEMENTS for TRAVEL EXPENSES

- PAID BY TRAVEL EXPENSE CLAIM FORM
- [Financial Services Forms](#)

# TIMELINES & CUTOFFS

All payments requests including ERS and Travel Expense will be processed within 15 business days of the receipt of the proper and complete documentation in Financial Services.

### Payment Processing Schedule:

- **Cheque** Tuesdays & Thursdays
- **EFT** Tuesdays & Thursdays  
(Please allow 2-3 additional business days for banks to process)
- **Supplier** Net 60 – Unless VPA or T4A
- **Wire** Wednesdays  
(Requisitions must be received in Finance by 4pm Monday)

### GENERAL TIMELINES

- **Fiscal Year-End** Research - March 31 / University - April 30
- **GL Month-End** Closes 3<sup>rd</sup> business day following calendar month-end
- **Journal Entries** Sent to Financial Services for processing must be received 3 business days prior to GL Month-End close  
Departments entering journals online should allow 3 business days prior GL Month-End close for final system editing
- **Statement of Operations Reports** Ready for reconciling after 2<sup>nd</sup> business day following GL Month-End close

### TRAVEL EXPENSE-RELATED TIMELINES

- **Travel Expenses** Submit <= 30 days of return travel date
- **Cash Advances** Submit <= 15 days of return travel date

# RECEIVING PAYMENTS

## ACCOUNTS RECEIVABLE – Preparing & Processing Queen’s Invoices

### [Guide to Invoicing External Customers](#)

- The [Queen’s Invoice Template](#) is a legal document and should only be used when billing external customers

### Business unit/department providing goods and/or services:

- Issues invoice when goods delivered or services provided
- Processes related journal entry
- Responsible to collect payment from customers
- Tracks amount owing using Open Item Report in PeopleSoft

### Financial Services:

- Receives payments and applies to outstanding invoices

### CASH HANDLING

- Accepting Debit and Credit Cards – [How to Guide](#)
- Cash transactions discouraged – minimize where possible
- **Do not** send cash through campus mail
- When depositing cash in person:
  - Deposit in person prior to 11:45am
  - **Do not** leave without a cash receipt

### COST RECOVERIES AND SALES / REVENUE

Learn more about [Revenue and Cost Recovery](#)

### Internal Transactions – NO CASH IMPLICATION

No cash is deposited, and no accounts receivable or accounts payable is recorded.

### External Transactions – CASH IMPLICATION

Income generating activity resulting in cash received or to be received by Queen’s as a result of negotiated agreements with parties considered external to the university; in exchange for goods and/or services provided by Queen’s staff or departments; or in support of ongoing university activities.

# HST

## HARMONIZED SALES TAX

Taxes can be complicated. There is a wide variety of resources available on the Financial Services website.

- [HST Collected](#)
- [HST Paid](#)
- [HST Resources](#)

# CHARTFIELDS

Providing the university's GL with the basic structure to segregate and categorize transactional and budget data.

Combining a series of ChartFields makes up a ChartField String. Coding all financial transactions with an accurate and valid ChartField String ensures data integrity.

Fund	Department	Account	Program	Class	Project
30000	11460	640001	11603	1319	341688
Research	Geography	Travel	Work Study	Calgary	SSHRC

ChartField Definitions (Fund ID/Dept. ID/Account ID/Program ID/Class ID/Project ID)

# POLICIES & PROCEDURES

There are many business processes and policies you will want to familiarize yourself with. Examples include:

- [Approval and Execution of Contracts and Invoices](#)
- [Rush Payments](#)
- [Hospitality](#)
- [Tracking and Moveable Assets](#)
- [Travel and Expense Reimbursement](#)
- [Acceptance of Credit and Debit Cards \(PCI DSS\)](#)

[Financial Services Policies & Procedures](#)

# RESEARCH ACCOUNTING

## ACCESS & TRAINING

Principal Investigators may designate (or remove) a Delegate to access their Project reports (in FAST) by completing a [Signing Authority & Research Reports Access Research Funds](#) Form.

[FAST online training](#) is available through the Financial Services Learning Catalogue.

## SIGNING AUTHORITY

Principal Investigators may designate (or remove) a Signing Authority and/or Manual Signing Authority by completing the [Signing Authority & Research Reports Access Research Funds](#) FORM. \*One form per Project ID is required.

## CONTACTS

The **Research Accounting team** is comprised of subject matter experts, each responsible for administering funding from specific funding sources. Get to know your know your project's expert by visiting the [Research Accounting Contacts](#) listing.

## POLICIES – QUEEN'S VS. RESEARCH

Queen's spending policies prevail except where there are funding specific policies. Learn more about specific [Funding Agency Policies and Guidelines](#).

# ADDITIONAL RESOURCES

## [INTERNAL AUDIT](#)

## [INVESTMENT SERVICES](#)

## [STRATEGIC PROCUREMENT SERVICES](#)

## [OFFICE OF ADVANCEMENT](#)

## [UNIVERSITY RESEARCH SERVICES](#)

## [V.P. FINANCE AND ADMINISTRATION](#)

## [HUMAN RESOURCES](#)