Policy 2.109
Controller’s Office Accounting Services – General Accounting Inquiries

Responsible Official: VP for Finance
Administering Division/Department: Controller’s Office
Effective Date: September 1, 2008
Last Revision: July 7, 2008

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I. Overview

To provide guidance to the University community regarding financial processes and accounting matters. The Controller’s Office is responsible for providing campus-wide accounting services through system support, education and assistance with future or past recording of financial transactions.

II. Applicability

All University employees.

III. Policy Details

One responsibility of the Controller’s Office is to service the University community by providing campus-wide accounting services through system support, education and assistance with future or past recording of financial transactions. In the decentralized environment of Emory University, the Controller’s Office recognizes the existence of differing approval procedures across business and academic units and seeks to honor the authority of chief business officers in the respective areas and provide efficient support as needed.

In order to achieve these objectives, the Controller’s Office recommends the following protocol for addressing accounting concerns as the most efficient method for all involved parties:

1. Search topics covered in online support either through the University polices or the Controller’s website.
2. Contact the business manager located within the school/unit.
3. Email the Controller’s Office with question specifics to allow routing to proper level with efficient response.
IV. Definitions

*Accounting Services:* The systematic recording, reporting, and analysis of financial transactions of the University.

V. Related Links and Resources

- Current Version of this Policy: [http://policies.emory.edu/2.109](http://policies.emory.edu/2.109)
- Controller’s Office: [https://www.finance.emory.edu/external/deptpages/ctrl/index.cfm](https://www.finance.emory.edu/external/deptpages/ctrl/index.cfm)

VI. Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions and Inquiries</td>
<td>Controller’s Office</td>
<td>404.727.6080</td>
<td><a href="mailto:ctrl@emory.edu">ctrl@emory.edu</a></td>
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VII. Revision History

No previous versions of this policy were found.

The official version of this information will only be maintained in an electronic format. Any and all printed copies of this material are dated as of the date printed. Please make certain to review the material online to verify accuracy.