

CONTACT INFORMATION – PHONE AND EMAIL CONTACTS

AP Payments/Payroll/Travel – For questions related to Invoices, Vendor Payments, Payroll, Travel, or Petty Cash Disbursements, contact Financial Services at x4-5599 option 1 or finservehelp@towson.edu.

Budget Allocations – For questions related to budget allocations or transfers of allocations, contact The University Budget Office at [University Budget Office](#)

Actual Expenses – For questions related to transfers of actual expenses, contact the Financial Services PeopleSoft Team at 4-5599 option 2 or psteam@towson.edu

Budget Grants setup – For questions related to budget allocations or transfers related to Grants, contact College of Graduate Education and Research (CGSR) at x4-2033 or cgsrgrants@towson.edu.

Deposit Management System (DMS) – for questions related to cash deposits, credit card entries, or entering your revenue distribution, contact ljackson@towson.edu or keaton@towson.edu; for troubleshooting issues with DMS, contact gpeach@towson.edu

Diners Card – For questions related to applying for a Diners Card, paying for purchases versus strip billing, and for requesting reallocations of transactions, contact Financial Services Working Fund Office at 4-2622 or czile@towson.edu

Journal Entries/Charges/Expenses/Spreadsheet Uploads – For questions related to expenses or credits that have posted to your **department**, contact the Financial Services PeopleSoft Team at 4-5599 option 2 or psteam@towson.edu

Journal Entries/Charges/Expenses/Spreadsheet Uploads – For questions related to expenses or credits that have posted to your **grant**, contact College of Graduate Education and Research (CGSR) at x4-2033 or cgsrgrants@towson.edu.

NVision or Budgets Overview Page – For questions related to nVision reporting or how to use Budgets Overview page, contact Financial Services at x4-5599 option 2, or psteam@towson.edu.

Open Commitments & Prior Year Obligations requests and questions should be directed to Financial Services at 4-2347 or ewatts@towson.edu

Post Award Management questions for NON-DECO Grants, contact College of Graduate Studies and Research (CGSR) at x4-2033 or cgsrgrants@towson.edu.

Post Award Management questions for DECO Grants, contact Christina Morgan at x4-5287 or cmorgan@towson.edu

Procurement Card Reallocation System – For questions related to the ProCard System, contact Financial Services at procard@towson.edu

Procurement – For information related to requisitions or purchase orders, questions should be directed to the Procurement Department at x4-5599 option 3 or jsutton@towson.edu

Unrelated Business Income Tax (UBIT) questions should be directed to Deborah Asbury, University Comptroller at 4-3728 or dasbury@towson.edu

Year-end Accruals & Deferrals questions should be directed to Erna Kesler at 4-5012

Year-end Inventory or Expense Accrual questions should be directed to Financial Services Accounting Staff (Cathy Mattern 4-5563) (Kim Tremper 4-2218) or (Erna Kesler 4-5012)

Web Contacts

For more information on **Grant Budgets** and post award management of a Non-DECO grant, visit CGSR website at: <http://grad.towson.edu/ours/finoffice/postaward.asp>

The **online Chart of Accounts** can be found on the Financial Services Web site at: <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/FinancialSystems-Welcome.asp>

For information on **ProCard Reallocation & Reconciliation System** visit the Financial Services Web Site at: <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/ProcardSystem-Welcome.asp>

For more information on **PeopleSoft**, visit the Financial Services Web Site at: <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/FinancialSystems-Welcome.asp>

Accounts Payable information, processes, and procedures can be found at: <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/AccountsPayable-Welcome.asp>

Payroll information, approval groups, calendars, direct deposit, POSC Sign Up, can be found at: <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/Payroll-home.asp>

Student Perkins Loan information can be found at: <http://www.towson.edu/adminfinance/fiscalplanning/financialservices/Perkins-Welcome.asp>

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