

Saint Michael's College – Finance Department

Got Questions? – Who to Call?

Oracle Functional Assistance:			
Budget vs Actual Dashboard	Dan Couture		
Employee Expense Report	Matt Winter		
General Navigation	Matt Winter		
Invoice processing	Christine Brown		
Procurement Processing	Cheryl Foster		
Purchase Card Reconciliation	Matt Winter		
Roles and Security	Dan Couture		
Supplier (Vendor) Set Up	Christine Brown		
General Accounting Functions:			
Accounts Payable	Christine Brown	x2662	cbrown8@smcv.t.edu
Banking Relationships	Melissa Tourville	X2915	mtourville2@smcv.t.edu
Budget Transfers	Dan Couture	x2387	dcouture@smcv.t.edu
Budget/Forecast and Variance Analysis	Dan Couture	x2387	dcouture@smcv.t.edu
Cash Receipts**	Sheryl Fleury	x2689	sfleury@smcv.t.edu
Cash Settlements & Bank Reconciliations	Mary Gratton	x2564	mgratton@smcv.t.edu
Early Learning Center Billing	Laurie Savage	x2583	lsavage@smcv.t.edu
Employee Expense Reports	Matt Winter	X9500	cbrown8@smcv.t.edu
Endowment and Restricted Fund Accounting	Melissa Tourville	x2915	mtourville2@smcv.t.edu
Expense Transfers / Journal Entries	Laurie Savage	x2583	lsavage@smcv.t.edu
Fixed Asset Accounting/ Capex	Mary Gratton	x2564	mgratton@smcv.t.edu
Financial Reporting	Dan Couture	x2387	dcouture@smcv.t.edu
Grant Accounting	Melissa Tourville	x2915	mtourville2@smcv.t.edu
Insurance	Laurie Savage	x2583	lsavage@smcv.t.edu
Investment Accounting	Melissa Tourville	x2915	mtourville2@smcv.t.edu
Knight Card**	Matt Winter	x9500	mwinter@smcv.t.edu
Prepaid Accounting	Laurie Savage	x2583	lsavage@smcv.t.edu
Property Rentals	Laurie Savage	x2583	lsavage@smcv.t.edu
Purchase Card**	Matt Winter	x9500	mwinter@smcv.t.edu
Procurement / Contracts	Rob Robinson	x2524	rrobinson@smcv.t.edu
Study Trip Accounting	Mary Gratton	x2564	mgratton@smcv.t.edu
Summer Research	Melissa Tourville	x2915	mtourville2@smcv.t.edu
Tax Returns	Melissa Tourville	x2915	mtourville2@smcv.t.edu

** These items can be addressed to Sheryl Fleury or Matt Winter