

Emory University Controller's Office

Contact List

Last Update: 8/8/2014

Area	Topic	Contact	Email	Phone
Accounting Support	Account Reconciliations	Carolyn Duncan	cbdunca@emory.edu	404-727-3549
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Accounting Support	Account Selection Questions	Compass Help Desk	compass@emory.edu	404-727-7000
Accounting Support	Accounting Policies	Elaine Cassard	ecassar@emory.edu	404-727-2852
		Carolyn Duncan	cbdunca@emory.edu	404-727-3549
Accounting Support	Blackline System	Tony DiPaola	tdipaol@emory.edu	404-727-9802
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Accounting Support	Debt Service Charges	Natalia Panteleyeva	natalia.pantel@emory.edu	404-727-2841
Accounting Support	Deficit Calculations	Nancy Mears	nmears@emory.edu	404-727-5746
		Carolyn Duncan	cbdunca@emory.edu	404-727-3549
Accounting Support	Journal Entry Assistance	Compass Help Desk	compass@emory.edu	404-727-7000
Accounting Support	Journal Entry Uploads	Compass Help Desk	compass@emory.edu	404-727-7000
Accounting Support	Month-end Close Questions	Compass Help Desk	compass@emory.edu	404-727-7000
Accounting Support	Surplus Funds	Elaine Cassard	ecassar@emory.edu	404-727-2852
		Carolyn Duncan	cbdunca@emory.edu	404-727-3549
Accounting Support	Transaction Questions	Compass Help Desk	compass@emory.edu	404-727-7000
Accounts Receivable	Accounts Receivable (Non-Sponsored Projects)	Sonya Hearn	shearn@emory.edu	404-727-4024
		Vakela Kelly	vkelly@emory.edu	404-727-2064
Accounts Receivable	Billing (for Non-Sponsored Project Activities)	Sonya Hearn	shearn@emory.edu	404-727-4024
		Vakela Kelly	vkelly@emory.edu	404-727-2064
Budget	Budget Entry Assistance	Carolyn Duncan	cbdunca@emory.edu	404-727-3549
		Amanda Culpepper	amanda.l.culpepper@emory.edu	404-727-7289
Cash Funds	Cash Management Issues	Debye Alderman	dalderm@emory.edu	404-727-2847
		Natalia Panteleyeva	natalia.pantel@emory.edu	404-727-2841
Cash Funds	Claim on Cash Questions	Elaine Cassard	ecassar@emory.edu	404-727-2852
		Carolyn Duncan	cbdunca@emory.edu	404-727-3549
Cash Funds	Participant Stipend Funds	Monique Day	meday@emory.edu	404-727-2859
		Vakela Kelly	vkelly@emory.edu	404-727-2064
Cash Funds	Petty Cash	Monique Day	meday@emory.edu	404-727-2859
		Vakela Kelly	vkelly@emory.edu	404-727-2064
Compass	Chart of Accounts	Compass Help Desk	compass@emory.edu	404-727-7000

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Compass	Chartfield Request	Compass Help Desk	compass@emory.edu	404-727-7000
Compass	PeopleSoft Accounts Receivable (Non-Sponsored) Questions	Compass Help Desk	compass@emory.edu	404-727-7000
Compass	PeopleSoft Asset Management Questions	Compass Help Desk	compass@emory.edu	404-727-7000
Compass	PeopleSoft Commitment Control Questions	Compass Help Desk	compass@emory.edu	404-727-7000
Compass	PeopleSoft General Ledger Questions	Compass Help Desk	compass@emory.edu	404-727-7000
Compass	PeopleSoft Treasury Questions	Compass Help Desk	compass@emory.edu	404-727-7000
Compass	SmartKey Set-Ups	Compass Help Desk	compass@emory.edu	404-727-7000
Compliance	Escheatment Process	Monique Day	meday@emory.edu	404-727-2859
		Vakela Kelly	vkelly@emory.edu	404-727-2064
Endowments / Restricted Funds	Endowment - Market Values	Thomas Barr	tbarr@emory.edu	404-727-1501
		Natalia Panteleyeva	natalia.pantel@emory.edu	404-727-2841
Endowments / Restricted Funds	Endowment - Spending Distributions	Thomas Barr	tbarr@emory.edu	404-727-1501
		Debye Alderman	dalderm@emory.edu	404-727-2847
Endowments / Restricted Funds	Endowment Spending Budgets	Debye Alderman	dalderm@emory.edu	404-727-2847
Endowments / Restricted Funds	Fundriver	Thomas Barr	tbarr@emory.edu	404-727-1501
		Debye Alderman	dalderm@emory.edu	404-727-2847
Endowments / Restricted Funds	New Endowment Project Set-Ups	Thomas Barr	tbarr@emory.edu	404-727-1501
		Debye Alderman	dalderm@emory.edu	404-727-2847
Endowments / Restricted Funds	Restricted Funds	Debye Alderman	dalderm@emory.edu	404-727-2847
		Elaine Cassard	ecassar@emory.edu	404-727-2852
Endowments / Restricted Funds	Separately Managed Funds	Debye Alderman	dalderm@emory.edu	404-727-2847
		Elaine Cassard	ecassar@emory.edu	404-727-2852
Financial Reporting	Audited Financial Statements	Elaine Cassard	ecassar@emory.edu	404-727-2852
		Carolyn Duncan	cbdunca@emory.edu	404-727-3549
Financial Reporting	Financial Reporting	Carolyn Duncan	cbdunca@emory.edu	404-727-3549
		Elaine Cassard	ecassar@emory.edu	404-727-2852
Financial Reporting	IPEDs	Carolyn Duncan	cbdunca@emory.edu	404-727-3549
		Elaine Cassard	ecassar@emory.edu	404-727-2852
Financial Statement Audit	Financial Reporting	Elaine Cassard	ecassar@emory.edu	404-727-2852

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Area	Topic	Contact	Email	Phone
Gifts	Estate Settlements	Debye Alderman	dalderm@emory.edu	404-727-2847
		Elaine Cassard	ecassar@emory.edu	404-727-2852
Gifts	Pledge Receivables	Debye Alderman	dalderm@emory.edu	404-727-2847
		Elaine Cassard	ecassar@emory.edu	404-727-2852
Gifts	Stock Gifts	Debye Alderman	dalderm@emory.edu	404-727-2847
		Natalia Panteleyeva	natalia.pantel@emory.edu	404-727-2841
Tax	Foreign visitors	Mary Chenault	mchenau@emory.edu	404-727-7889
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Tax	Form 1042	Stephen Frangis	sfrangi@emory.edu	404-727-7290
		Carol Carter	carol.carter@emory.edu	404-727-5334
Tax	Honoraria Payments	Mary Chenault	mchenau@emory.edu	404-727-7889
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Tax	IRS 501(c)(3) Letter	Carol Carter	carol.carter@emory.edu	404-727-5334
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Tax	IRS Notices	Carol Carter	carol.carter@emory.edu	404-727-5334
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Tax	Non-resident alien taxes	Mary Chenault	mchenau@emory.edu	404-727-7889
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Tax	Sales & Use Tax	Carol Carter	carol.carter@emory.edu	404-727-5334
Tax	Scholarships & Fellowships	Carol Carter	carol.carter@emory.edu	404-727-5334
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Tax	Tax Exempt Status	Carol Carter	carol.carter@emory.edu	404-727-5334
Tax	Tax Policies	Carol Carter	carol.carter@emory.edu	404-727-5334
Tax	Tax Treaty Questions	Mary Chenault	mchenau@emory.edu	404-727-7889
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Tax	Unrelated Business Income Tax (UBIT)	Carol Carter	carol.carter@emory.edu	404-727-5334
Tax	W-8BEN Questions	Carol Carter	carol.carter@emory.edu	404-727-5334
		Stephen Frangis	sfrangi@emory.edu	404-727-7290
Tax	W-9 Questions	Carol Carter	carol.carter@emory.edu	404-727-5334
		Stephen Frangis	sfrangi@emory.edu	404-727-7290