

FINANCE FOOTNOTES

A Publication of WWU Financial Services

September 2007

Accrual Entries

Accounting Services will be recording entries throughout September to correctly reflect fiscal 2007 expenditures in the correct year. These entries are required by Generally Accepted Accounting Principles (GAAP) to ensure that expenditures are recorded properly based on when the service was received. Our independent auditors, KPMG, will be reviewing invoices received after the fiscal year end for proper recording of the expenditures. These entries will be reversed in the new year to ensure the expenditures are not recorded twice.

Please contact Shonda Shipman at extension 3564 will any questions regarding these entries.

University Audits

The University's external auditors, KPMG, will arrive on campus Monday, September 24th to conduct our annual financial statement audit. All contacts with campus departments should be coordinated through Shonda Shipman at x3564 but if you are contacted directly and have questions, please contact me.

The auditors will be on campus until the end of October.

Changes in Business & Financial Affairs

With the departure of Mary Carlson on September 7th, Business and Financial Affairs is once again experiencing changes in personnel. Terry Ely, Director of Finance Support and Special Projects, is the Acting Assistant Vice President for BFA until Mary's position is filled. Dale Monroe returned from retirement as the Acting Business and Operations Director until this position can be permanently filled.

Promotions in Financial Reporting

Please join us in welcoming Maureen Marshall to her new position in Financial Reporting as a Fiscal Analyst 1. Maureen comes to our department from Accounts Payable where she worked for close to one year. We are excited to have Maureen as part of our team.

Diane Fuller has been promoted to the position of Fiscal Analyst 2 in Financial Reporting. Diane has been with our department for approximately a year and is replacing Sharon Hurt who transferred to Student Accounts.

As many of you know, Ryan Clough has left Western to pursue his Master's Degree in Michigan. Please forward all phone questions for Ryan to Sheryl at x3040 and email questions to Shonda at Shonda.Shipman@wwu.edu. We are currently recruiting for his position and hope to have it filled in October.

New Hires in Loans & Collections

Please join us in welcoming two new employees to Loans & Collections. Arleen Hites is a Program Assistant and is responsible for processing all Federal Student Loan Promissory Notes and conducts exit counseling for the Federal Student Loan programs. Arleen comes to Western from Washington State University with 20+ years of Higher Education experience.

Mary Nichols is also a Program Assistant and responsible for collecting Student and General outstanding bills. Mary comes to Western from T-mobile with 3 years experience in high balance collections.

Checking Uploads for Errors

Accounting Services has implemented a new method for departments to check their uploads for errors prior to submitting them. Once your upload is completed (FWPJVUP), run the FWRGFED process, specify the document name (i.e. ACG01616) and "S" for summary. FWRGFED checks for errors such as invalid funds, accounts, and organizations. The corrections to these errors can be written on the backup and submitted to Accounting Services for correction. This will reduce calls to verify information and speed up the posting process.

Please contact Sheryl Sparling at x3040 with any questions.

Direct Deposit Enrollment Forms

As the new school year begins and students begin completing the forms to have their financial aid checks direct deposited, we wanted to clarify what accounts the funds can be deposited to.

If a form is returned with a check attached in a name other than the students', the form will be processed as requested. The students are signing the form indicating that permission is given to deposit the funds into the account specified. Please share this information to students as they complete these forms. Questions can be directed to Ellen Yang at x2445.

New Option Allows Students to Pay On-Line With Credit Card

Effective September 1, 2007 students can pay tuition, housing, fees, and other miscellaneous charges to the student's account on-line with a credit card. This service is offered through the Ininet QuikPay system, the third party provider the University currently uses for e-billing (electronic billing) and e-check (electronic check) payment. The on-line payment service accepts American Express, Discover and MasterCard credit cards, and charges a 2.75% convenience fee. Due to VISA restrictions, the VISA credit card will not be accepted. The University will continue to accept E-check payment with no fee assessed.

As a result of this change, the University will no longer accept student account payment by credit card over the counter, by fax, or by phone. However, the University will continue to accept VISA and MasterCard debit card payments in person.

These changes apply only to payments made on the student account, and do not impact the manner in which other University areas (including the Bookstore, Dining Services, Box Office, Recreation Center, and other departments) accept payment for services. Additional information is available at http://www.acadweb.wvu.edu/studentaccounts/sfs_staccts.shtml#cc

Questions regarding this change can be referred to Dede Clark, Student Accounts Supervisor (X2866) or Becky Kellow, Cashier Supervisor (X4530).

Training Resources

The following individuals are available to provide training in their areas of expertise:

Debbi Baughn, Travel Desk x3341, provides regular campus training on travel regulations and how to handle your travel needs.

Dede Clark, Student Accounts Supervisor x2866, is the source for training on general receivables. A website and on-line tutorial for invoicing customers are being developed and should be available shortly.

Diane Fuller, Fiscal Analyst 2 x4002, is available to provide training in using Banner screens and running budget reports. Accounting Services also has a comprehensive manual of Banner reports and information that can be provided upon request.

Rebecca (Becky) Kellow, University Cashier Supervisor x4530, is available for training in cashiering and cash receipting. She is in the process of creating a training program for the campus.

Vic Kiel in Human Resources at extension 7418 also offers regular training classes in Banner navigation.