

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

November 2007

## Farewell for Terry Ely

The campus is invited to a farewell reception for Terry Ely, acting Assistant Vice President for Financial Services, who is leaving Western after 15 years to accept a position at Washington State University. The reception is from 3-4:30 pm Tuesday, Nov. 20th, in the Solarium in Old Main room 590. A shuttle will run between Facilities Management, Old Main and 32nd Street beginning at 2:30 pm.

## University Compliance Audit

The State Auditors will arrive on campus November 15th to conduct our annual compliance 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 mid January.

## Checking Uploads for Errors

Accounting Services has implemented a new method for departments to check uploads for errors prior to submitting. 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.

## Sustainable Transportation

Sustainable Transportation is now separate from Parking Services and is a part of Business Operations, sharing office space in Viking Commons 25 with the WWU Office of Sustainability. Carol Berry continues as WWU sustainable transportation coordinator. The Sustainable Transportation Office coordinates the employee commute trip reduction program and the new student alternative transportation program. The sustainable transportation program has distributed Viking Xpress bus passes to over 11,000 students this fall, the first year of the student transportation fee.

## Training Resources

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

Debbi Baughn, Travel Desk x-3341, 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 x-4002, 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 x-4530, 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 x-7418 also offers regular training classes in Banner navigation.