

FINANCE FOOTNOTES

A Publication of WWU Financial Services

March 2008



Welcome Kathy!

Kathy Wetherell is the new Assistant Vice President for Financial Services. She began at Western on March 3rd and is located in Old Main. Kathy is originally from Vancouver, British Columbia. She obtained her Bachelor of Commerce (business administration) degree from the University of Alberta. Her career has spanned the past 27 years, commencing with employment in the private sector for Ernst & Young as an Auditor, followed by working for ARA Services as a Financial Systems Manager.

Kathy's higher education experience spans 19 years. She worked at the University of California at Riverside, in Internal Audit and Facilities Management, culminating in two years as the Director of Finance & Administration for the Computing and Communications department. Prior to coming to Western, Kathy was the Associate Vice President for Finance and Administration at the University of Redlands in Southern California.

Kathy has recently moved to Bellingham, along with her 13 year old son, two fox terriers, a golden retriever, and a cat. Her horse will follow shortly! Her 19 year-old son is currently enrolled at California Baptist University in Riverside, CA. Kathy also has family in Abbotsford and Halfmoon Bay, B.C.

Thank you

Thank you all for a job well done! The Board of Trustees Audit Committee met with the State Auditors in early February to discuss the results of the fiscal 2007 compliance audit of the University. The committee once again received good news as the auditors had only two written and one verbal comment to present.

As a participant in the meeting, I along with Dr. Pierce were congratulated by the Audit Committee and thanked for our hard work. However, the thanks go to all the employees of the university who strive each day to perform their jobs effectively, efficiently, and within the State guidelines. I would like to express my appreciation for your effort.

Thank you! Shonda Shipman

Student Employee Paychecks



If your department employs students, please remind them of the following:

1. Paychecks are available for pickup at the Cashier's Office on payday,
2. Paychecks are not applied to their student account,
3. Signing up for direct deposit of financial aid, does not apply to your paycheck. There is a separate form to complete on the HR website.
4. Paychecks not picked up will be mailed to the W-2 address on file. This address must be current and can be updated on Web4U.

General Refund Vouchers

When the original payment is made by cash or check, please forward the e-sign form to Accounting Services and the refund will be made via check. Please include the receipt number and date of payment in the comments section of the form.

When the original payment is made by credit card, the e-sign form should be sent to Becky Kellow in the Cashier's Office for processing as the charge must be reversed. If the credit card payment is over 30 days old, the form should be sent to Accounting Services to process as a check refund. Please indicate in the comment section the date the credit card payment was received.

If the payment was received through an on-line registration system, and not through the Cashier's Office, Accounting Services is unable to access any credit card information. This information will need to be supplied on the general refund voucher request form.

Payroll Redistributions

Please submit all payroll redistributions to Sheryl Sparling in Accounting Services as soon as possible. It is much more efficient to process redistributions for small groups of pay periods, rather than for an entire year at one time. The deadline for submitting redistribution requests or changes for errors in pay periods prior to May 2008 is June 9th. The deadline for May and June redistributions is July 9th.

FAST Index and FOAPAL Creations

Just a reminder that FAST indexes and FOAPAL elements are not valid for use in Banner or for P-card purchases until the form is locked and returned to the initiator.



P-Card Review and Approval

Please check your P-card transactions for the correct account codes. All transactions must have an account code other than E999 prior to the final monthly download. Any transactions remaining with E999 as the account code in Banner will require a journal voucher from the department to correct the error.

Month End Closing

To enable month end closing to occur as scheduled, all uploads and journal vouchers (including the appropriate backup) must be received in Accounting Services by 5 pm on the deadline date. All uploads and journal vouchers received by this date will be entered into the open month. Any items received after the deadline will be entered on a first come, first served basis as time allows. Click here to view the monthly closing calendar.

Journal Voucher and Upload Reminder

Please check your journal vouchers and uploads for proper account codes, charts, funding strings, and signatures prior to submitting to Accounting Services. Submissions without these necessary elements slow down processing time and prompt questions to you. Also, a second signature (other than the person completing the journal voucher or upload) is required on all journal vouchers and uploads.

Foundation and Alumni entries require approval from Lisa Keene or Randy Senf, grant entries from Rose-Mary Barstad, and capital entries from Diana Rosen.

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. Please verify that the debits equal the credits on the report. FWRGFED does not report "out of balances" as an error, but they will cause the upload to fail processing. 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 at x-3040 with any questions



Report Review

It is hard to believe but the fiscal year ends in 3 months! Please take a moment review your reports to ensure that all positions are fully funded and being charged to the correct funding string, that operating budgets are within your expectations and all transactions have been properly posted.

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.

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 cashing 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.

