

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

April 2008

## 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.

## 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 9<sup>th</sup>. The deadline for May and June redistributions is July 9<sup>th</sup>. No redistributions will be done after this date.

If the redistribution requires a position change, these must first be routed to Payroll. Accounting Services can only change funding strings, not position numbers.

## 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

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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 x3040 with any questions.



## Reports Review

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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

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

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

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.

Vic Kiel in Human Resources, x7418 also offers regular training classes in Banner navigation.