

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

September 2008

## State Compliance Audit for WWU

The State Auditors will be arriving on campus October 6<sup>th</sup> to perform the annual compliance audit of the University. They will be located primarily down at 32<sup>nd</sup> for approximately 8 weeks but will be on campus visiting a variety of departments. All initial contact to departments should be coordinated through Shonda Shipman, Accounting Services Director. If you are contacted directly by the State Auditors and are uncomfortable communicating directly with them or are not sure what information they are requesting, please contact me at x3564. I thank you in advance for your assistance in enabling this audit to run smoothly. Thank you - Shonda Shipman

## New Look to Finance Footnotes

Thanks to Nancy Larson, IT Specialist for Fiscal Services, for the new logo for the Finance Footnotes!

## Invoices and Approval Letters

Any remaining fiscal 2008 invoices and approval letters must be submitted to Accounts Payable **immediately** to be recorded in the proper fiscal year. Invoices, travel and service reimbursements related to fiscal 2008 will be keyed to fiscal 2009 and then moved back into fiscal 2008 via a journal voucher.

## New Vendor Create and Maintenance Form

Taking time to create and maintain vendor information? There is a new form to help! Accounting Services is pleased to announce the e-sign vendor creation and maintenance form. This form should be used whenever a new vendor is needed in Banner or to make changes to an existing vendor.

New vendors require a completed W-9 prior to creation and address changes to current vendors require documentation of the new address. Travel and service reimbursement, personal service reimbursement, and honorarium forms have a W-9 section on the face of the form; an additional W-9 is not needed, but please ensure the information supplied is legible.

Use of this form will centralize the updating of the vendor files within Accounting Services. If you are currently creating or changing vendor information in Banner, please utilize this form and let Accounting Services do the work for you.

A link to the form and instructions is below:

[Vendor Maintenance Form](#)

Questions, please contact Ellen Yang at x2445.

## “J” Account Codes

Good news! The “J” expense account codes are no longer active. Expenditures that were previously recorded with a “J” code will now be recorded with “E” expense account codes. Following are some examples:

### Chart 1:

Re-charges between Chart 1 funds (Publishing Services, Telecom, Facilities, Motor Pool, etc.)

Expense recorded to department receiving the service – “E” account codes

Revenue recorded to department performing the service - “H” account codes

**Revenue received from students or other entities outside of Chart 1 is recorded to the “G” revenue account codes**

### **Between Chart 1 and Charts 2 or 3:**

Chart 1 charges either Charts 2 or 3 (Publishing Services, Telecom, Facilities, Motor Pool, etc.)

Expense recorded to chart receiving the service - "E" account codes in Chart 2 or 3

Revenue recorded to department performing the service - "G" account codes in Chart 1

Please contact Diane at x4002 with questions.

## **Travel Accounting Alert**

WWU is proud to be a leader in the use of green energy, and in the encouragement of alternative transportation. In this age of consumption awareness, it is increasingly important to be able to calculate and report on our current use of fossil fuels. To aid in this need, a new Account Code is available for immediate use on travel reimbursements.

The new code and title: **E373 Travel Gas Reimb w/Rcpt**

E373 represents gas expenses reimbursed to WWU travelers\*, as represented by a receipt.

Please note the difference between this account code and two other codes you may have previously used:

E353 is *mileage* reimbursement made to a WWU traveler. This expense does not require a receipt, and is calculated per mile; this rate is intended to include the cost of gas, insurance, and wear and tear on a person's own vehicle.

E231 is fuel purchased directly by the university.

When using E373 to reimburse for travel related gas expenses, please be sure the receipt is in the payee's name, and is attached to the reimbursement document.

\*A WWU Traveler is any individual/entity traveling on university business including faculty, staff, students, contractors/vendors, authorized volunteers, work experience program participants or candidates for employment.

## **New Mileage Reimbursement Rate**

WWU has approved the IRS revised mileage reimbursement rate effective July 1<sup>st</sup>.

The new reimbursement rate for privately-owned automobiles is \$.585 per mile; the privately owned motorcycle reimbursement rate remains at \$.305 per mile.

Please refer to State Administrative & Accounting Manual section 10.50.20 for rules regarding privately-owned motor vehicle use. <http://www.ofm.wa.gov/policy/10.50.htm#10.50.20> Questions, contact Debbi Baughn at x3341.

## **Training Resources**

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

Debbi Baughn, Travel Desk x3341, provides regular 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.