

FINANCE FOOTNOTES

A Publication of WWU Financial Services

March 2009

Annual State Compliance Audit

The State Auditor's Office completed Western's annual compliance audit in December and presented the results to the Board Audit Committee in February. The University had one finding and one management letter to report to the Board. Given the size and complexity of the functions performed at Western, this low level of reportable items is quite good. Thank you to everyone for working so diligently to keep the university transactions compliant with the state regulations. I appreciate all your hard work.

Shonda Shipman

Are You Enrolled in Direct Deposit?

With the recent budget concerns, now is the time to enroll in direct deposit. Direct deposit saves the university paper, toner, envelopes and time. No more waiting in line at the Cashier's Office or for checks to arrive at your department.

It is easy to enroll and the funds are deposited on payday. Employees are sent a secure direct deposit statement via e-mail two days prior to payday for their records. Links to the forms for permanent and student employees is supplied below.

<https://esign.wvu.edu/admcs/forms/HR/EFT.htm>

Student's receiving financial aid refunds can also take advantage of the convenience of direct deposit. The form no longer requires a delay of one pay period for receiving direct deposit. The link to the form is supplied below.

<http://www.wvu.edu/depts/sfs/Forms/eftrsv4.pdf>

New Hires and Promotion

Accounting Services is pleased to announce that Mike Ulrich will be joining our team as the Manager of Financial Reporting. Mike most recently served as the Interim Bookstore Manager in addition to his duties as the Bookstore Fiscal Analyst for over 20 years.

Diane Fuller has been promoted to the Fiscal Specialist Supervisor for Accounting Services. This promotion recognizes Diane's ongoing contribution to our department in serving as both a Fiscal Analyst and interim supervisor.

Student Accounts would like to welcome Jacob Kinser to the department. Jacob is no stranger to WWU he spent several years as an Emergency Communications Operator from 2003 – 2007 and most recently in Human Resources as the New Hire Program Assistant. Jacob has extensive customer service background we are thrilled that he is joining the Student Accounts staff as a resource for our student and parent clientele.

Check Date Change

Accounts Payable checks will now be run once a week on Wednesdays instead of on Tuesdays and Fridays. Checks will be mailed the next morning and will be available for pick up at the Cashier's Office after 9 am on Thursdays. The process will be tested through the month of March and then analyzed for a permanent change.

Coming Soon: US Bank Corporate Travel Card

WWU is in the process of transitioning the Corporate Travelcard Program from JPMorgan Chase to US Bank. Current cardholders should continue to use their JPMorgan Chase issued Visa until notified directly by the Travel Desk.

New applications/accounts will be submitted to and issued by US Bank. Current cardholders are encouraged to login to PaymentNet and download a history of their transactions. When the transition is complete, access to PaymentNet, and account history, will be closed. Please direct questions or concerns to the Travel Desk x3341.

Fleet Fuel Cards Switching from Voyager to Comdata

WWU is in the process of transitioning the Fleet Fuel Cards from Voyager to Comdata. Current cardholders should continue to use their Voyager Fleet Fuel Cards until notified by Accounts Payable. New applications for Fleet Fuel Cards will be issued by Comdata. If you have any questions about this transition please contact Robin Koenig in Accounts Payable at x6868.

Banner Finance Focus Group

The Finance Focus group has reconvened with a new purpose. The charge for the group is to guide the development of effective financial reports from Banner Finance. The members of the group volunteered when completing the Financial Reporting survey in June 2008. Diana Cline and Lise Fitzpatrick agreed to co-chair the group while members from the Business and Financial Services staff will act in a listening mode to ensure the objectives of the group are member driven.

“K” Transfer Codes

Accounting Services is discontinuing the use of “K” transfer codes except for transactions approved by the State. The only “K” codes available for general use are K206 and K207 which transfer funds between the same fund types. We are currently working on options to use instead of a “K” code, training will be provided in the upcoming months.

Banner Monthly Reports

Effective July 1st, the monthly Banner reports will cease to be printed. Departments will have the ability to print their own reports for viewing monthly transactions and Accounting Services will provide training in both Banner job submit and Web4U in the upcoming months.

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.