

FINANCE FOOTNOTES

A Publication of WWU Financial Services

April 2009

Fiscal Year End Approaching

With the passing of March, the fiscal year end is rapidly approaching. Please take time to review your monthly budget reports for accuracy and submit any necessary correcting journal vouchers. Now is also the time to complete payroll redistributions for periods July through April. Payroll distributions will be completed prior to the next pay period. Questions, call Diane at x4002.

Are You Enrolled in Direct Deposit?

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/eftrsev4.pdf>

Coming soon – online registration for direct deposit of paychecks, and direct deposit of expense reimbursements and travel advances. Stay tuned for details.

Deposits to Cashier's Office

A reminder that all deposits (cash, checks and credit cards) are due to the Cashier's Office within 24 hours of receipt. Not sure if you are an approved cash receipting location or haven't taken cash handling training, please contact Becky at x4530. This timely receipt by the Cashier's Office ensures that Western is compliant with all state regulations relating to the deposit of cash receipts.

Encumbrance Liquidations – FBEN02

April begins the last quarter of the fiscal year and it is time to address outstanding encumbrances. If an encumbrance is open and all items have been received, or won't be received, the encumbrance should be liquidated. The FBEN02 report in Banner lists all encumbrances by fund, organization, or program. If an encumbrance needs to be liquidated prior to fiscal year end, use the form found at this link:

<https://esign.wvu.edu/admcs/process/forms/Purchasing/Encumbrance1.aspx?valid=true>

Please contact Gretchen at x3492 with questions.

Reimbursement Requests Submitted within 60 Days

Per WWU Travel and Reimbursement Policies POL-U5348.10 and POL-U5348.12, reimbursement requests must be submitted to Accounts Payable or Purchasing, within 60 days of the purchase, or completion of travel.

Please do not "save-up" mileage requests or miscellaneous reimbursement requests for more than 2 months. Reimbursement requests should be submitted once a month. The following links outline the reimbursement policies:

Authorizing And Reimbursing Travel <http://www.wvu.edu/policies/docs/5300%20Business%20Services/POL-U5348.10%20Authorizing%20%20Reimbursing%20Travel%20for%20Official%20University%20Business.pdf>

Reimbursing Employees <http://www.wvu.edu/policies/docs/5300%20Business%20Services/POL-U5348.12%20Reimbursing%20Employees.pdf>

“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.

Travel Training

On Wednesday May 13th, from 9 to 12, there will be a general travel training session covering the basic state rules and WWU processes. This training is recommended for new or established employees who have not participated in travel training previously or those processing travel paperwork for themselves, or on behalf of other travelers.

Space is limited, RSVP is required. Priority will be given to those without prior travel training. If you wish to attend, please send an email to debbi.baughn@wwu.edu

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.

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.

Banner Monthly Reports

Due to responses received from some departments regarding the discontinuance of printing monthly reports, a temporary solution is available until programming changes can be done to allow for easier printing for departments with multiple financial managers and organizations.

If you would like Accounting Services to continue printing your monthly reports after July 1st, please send an email to Diane Fuller at Diane.Fuller@wwu.edu with the W# of the financial manager the reports are for. Departments not submitting this request will not have reports printed. Again, this is a temporary solution until programming can be completed.

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.