

FINANCE FOOTNOTES

A Publication of WWU Financial Services

June 2009

Important Upcoming Dates 2008-2009 Fiscal Year End

As the fiscal year end approaches, so do deadlines for completing transactions. Following are important upcoming dates:

- June 19 *Last day* to submit June adjustment vouchers to Accounting Services and Budget Office.
- June 19 *Last day* to submit purchase orders under \$1,000 if delivery can be made by June 30.
- June 19 *Last day* to use PCard for on-line purchases. Goods must be received by June 30th for the expense to be recorded in fiscal 2009.
- June 26 *Last day* to submit items to Accounts Payable for the final check run of 2009.
- June 26 *Last day* to use P-card for in person purchases at a retail location.
- June 27 *Last day* to submit departmental orders/check requests under \$1,000 if delivery can be made by June 30.
- June 29 *Last check run* (including emergency checks) for fiscal 2009. The next check run is Tuesday, July 7th.
- June 29 *Last morning* to request State Cash Reimbursements.
- June 30 *Last day* to submit Central Stores orders for delivery on June 30.
- June 30 *Last day* to receive cash reimbursement for the Services/Reimbursement form at the Cashier's Office.
- June 30 All cash must be deposited at the Cashier's Office prior to 4 pm.
- June 30 All inventory counts must be completed.
- June 30 All petty cash and change funds to be reimbursed and reconciled.
- June 30 All goods and services must be received for the expense to be recorded in fiscal 2009.
- July 1-2 Central Stores closed for inventory, no deliveries will be made.
- July 7 *The first check runs for fiscal 2009.*
- July 7 *Last day* to submit bills/invoices to General Accounts Receivable for 2009 fiscal year billing of amounts owed WWU.
- July 7 *Last day* to submit 2009 invoices/receiving reports/approval letters to Accounts Payable.
- July 7 *Last day* to submit Travel Expense Reports due for travel completed prior to July 1, 2009.
- July 8 Distribution of June accounting reports.
- July 9 *Last day* to submit May & June Payroll Redistribution requests to Accounting Services. Payroll redistributions requests received after July 9th will not be keyed.
- July 10 Inventory counts due to Accounting Services.
- July 20 *Last day* to submit Closing Period adjustment vouchers to Accounting Services. If you become aware you cannot meet this deadline, call Diane Fuller at x4002.

Any items required to be submitted to Accounting Services, Accounts Payable, or Purchasing need to be in our offices at 32nd Street by 5 pm on the due date.

Fiscal Year End Procedures Refresher Courses

Thank you to everyone who participated in the refresher courses. We learned a lot from your questions and hope we were able to share some new information. Thanks to Donna Foley, Susan Banton, Nancy Larson, Brianna Boehland, Debbi Baughn, Chris Vallejo and all the others that helped make these sessions a success.

Invoices and Approval Letters

All fiscal 2009 invoices and approval letters are due to Accounts Payable no later than July 7th to be recorded in the correct fiscal year. If your department is receiving invoices directly, please contact Donna Foley at x6815 for assistance in updating the mailing address with the vendors. All invoices are to be received in the Accounts Payable office PO Box 29420 Bellingham, WA 98228-0420.

If your department is closed during the summer break or for an extended period of time, please make arrangements for approval letters and invoices to be sent to a Budget Authority or Financial Manager to be approved.

Each fiscal year end, numerous invoices and approval letters are received by Accounts Payable after the deadline causing them to be recorded manually into the correct fiscal year and potentially causing inaccurate financial results. Please help us issue accurate financial reports.

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. A one pay period delay to receive direct deposit is no longer necessary. Links to the forms for permanent employees is supplied below.

[Direct deposit enrollment – employees](#)

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.

[Direct deposit enrollment – student financial aid](#)

The initial test of employee reimbursement via direct deposit has been completed. Soon all employees on payroll direct deposit will also receive travel and expense reimbursements via direct deposit.

Coming soon – online registration for direct deposit of paychecks, including deposits to two bank accounts.

Departmental Recharge for June Activity

Departments that bill other campus departments for services on a monthly basis (i.e. Telecom, Facilities, Copy Services, etc.) need to have their June billing uploads to Accounting Services by July 20th to be recorded in the accrual period. June activity must be recorded in fiscal 2009 to ensure revenue is correctly reported in the University's financial reports.

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

As the fiscal year end rapidly approaches (only 20 days), 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:

[Encumbrance Liquidation form](#)

Please contact Gretchen at x3492 with questions.

Blanket Orders Changing to Open Orders

Currently, a blanket order is a purchase agreement used when you have no idea of the amount that will be ordered, or if you will place an order at all.

Currently, blanket orders are recorded for ongoing expenditures, but DO NOT show up in reports as open commitments. (An example may be a blanket order for Aramark, Airgas or Bellaire Charters, etc.) **Beginning July 1st, these blanket orders will be converted to open orders, showing up in financial reports as open commitments.** Additional information on this change will be communicated shortly to all financial managers and budget authorities.

Note: Budget JV's will be necessary to show projected revenue to offset encumbrances for self sustaining; internal services; and auxiliary funds. Please contact Diana Cline at x4762 to discuss how to prepare budget journal vouchers.

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. All travel expense/reimbursement paperwork for travel completing prior to July 1st is due to the Travel Desk by July 7th.

Please do not save mileage or miscellaneous reimbursement requests to be submitted in a batch; reimbursement requests should be submitted once a month. The following links outline the applicable policies:

[Authorizing and Reimbursing Travel](#)

[Reimbursing Employees](#)

Returned Checks

Departments receiving returned checks in the mail must send the checks to Accounting Services at MS 1420 to ensure the check is properly cancelled in Banner Finance. This will ensure our financial records are correct at fiscal year end and avoid the costly tracking of missing checks.

Please contact Diane Fuller at x4002 with questions.

PCard Review and Approval

Please check your P-card transactions for the correct account codes. Monthly unapproved transactions are recorded to E111. Please review the E111 activity in your budget to determine if this is the correct account code. If not, please prepare a journal voucher to move the expense to the correct account.

Financial Managers and Budget Authorities

Accounting Services needs your help in ensuring our list of financial managers and budget authorities is up to date. If a financial manager or budget authority has left your department, please complete the attached form to update the information in our database. With your help, we can keep our records up to date. Thank you.

[Budget Authority](#)

[Financial Managers](#)

Training Requests

Please send your requests/suggestions for specific training courses to Shonda Shipman at Shonda.Shipman@wwu.edu would like to develop an ongoing progressive curriculum of training courses based around the needs of our users. The suggestions from the departments we serve are one of the best sources for course ideas.

Training Resources

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

Diane Fuller at 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.

Becky Kellow at x4530 is available for training in cashiering and cash receipting.

Vic Kiel at x7418 also offers regular training classes in Banner navigation.