

### Sales Tax Increases Feb. 1<sup>st</sup>

On Feb. 1, the Whatcom County sales tax increased from 7.8% to 7.9%. **All orders and invoices dated after Feb. 1<sup>st</sup> need to reflect the new sales tax rate.** If you have any questions, please contact Karen Amarando, Accounts Payable Supervisor at X/6815.

### Supporting our Reporting ...

For almost five years, we have encouraged all distributed access users to use the "FB series" of Departmental Reports for Budgeted Local Funds. There are six "FB series" Budgeted Local Funds reports:

1. **fbbs02** – Budget Status Summary
2. **fbbs03** – Budget Status Summary by Actv/Location
3. **fbtd02** – Current Month Transaction Detail
4. **fbtd03** – Current Month Transaction Detail by Activity/Location
5. **fben02** – Commitment Register
6. **fben03** – Commitment Register by Activity/Location

We will continue to support the FB series as we make improvements to our reports. These reports contain the same information as the "FN series" (non-budgeted) and the "FS series" (State budgeted) reports.

Effective April 1, we will no longer support the "FN series" or the "FS series" reports. The FN and FS report series will be removed from the distributed access menus as we update our software. If you have any questions, please call the Help Desk X/5890.

### An Invitation

Does your department receive monthly accounting, "FB series" reports which nobody reads or understands? Do you need help in reorganizing your funds? Do members of your department staff resort to spreadsheets, database tables, or even an abacus for additional accounting assistance? Well, if any (or all) of these predicaments fit your department, **we can help you!** Please call the Help Desk and make an appointment with George Edward and we will sit down with you to find out your information needs and how we can best service those needs. Perhaps, we need to explain our accounting reports to you line-by-line. Or maybe we need to answer some of your questions one-on-one. But no matter what your question is, or how difficult it seems, **we can help you!** Just call us... **X/5890.**



Happy Valentine's Day!

### Topics This Issue

1. *Sales Tax Change*
1. *Support for Reports*
1. *An Invitation*
2. *Questions and Answers*
2. *Moves and Farewells*
2. *Central Stores*



## Questions and Answers

**Question:** If two departments are transferring funds, which department should prepare the Journal Voucher?

**Answer:** Traditionally, the department receiving the revenue will originate the Journal Voucher (JV). For example, Dept. A wants to charge Dept. B for a printing job. Dept. A would originate the JV and attach backup documents to explain the transaction. The backup documentation should include evidence of Dept. B's approval of the charge. Examples of this could be a memo from Dept. B or a registration form signed by Dept. B.

Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk X5890, Fax X7724, [george.edward@wwu.edu](mailto:george.edward@wwu.edu) or MS 9013.

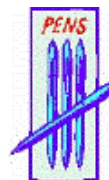
## Central Stores SYSTEM CONVERSION

Central Stores moved from our legacy computer system to Banner in July of last year. This was necessary to avoid program issues related to Y2K. Our high sales volume tested the Banner software to its fullest, and we have experienced numerous problems that our customers have seen as missing orders or extended delays in deliveries. We apologize profusely for the inconvenience and want you to know we value each and every customer.

The primary issues have been our ability to identify backorders after the orders are keyed to the system and in the processing time required to enter orders. We have not had errors in the amounts of orders charged to departmental budgets. However, the system is set to round up on extensions and we are reviewing ways to adjust so it rounds down. Extra staff has been working on the data entry and to handle the backlog of orders. Additional computer reports have also been completed, or are in process. Some bug fixes to the software have been completed as well.

## WAITING FOR AN ORDER?

We have reached the point where we have identified our customers' backorders. But to be sure, we have hired Martha Speer to complete our research for missing or incomplete orders and to assist in resolving questions you may have with late orders. If you have an order that is over a week old, please give Martha a call at X/3548. For all other calls, continue to call Greta Larson at X/2988.



**TRAVEL TRAINING!** We are planning to offer a one-hour, **Travel Training Class** sometime late February or early March. This class will cover the latest changes to the travel regulations and reimbursement rates. It will walk you through all the steps you need to know before, during and after taking a business trip. It will keep you from being "tripped up" on your next trip. If you are interested in attending such a class, please call George Edward (X/5890) or email [george.edward@wwu.edu](mailto:george.edward@wwu.edu).



## Cashier/General Receivables Will Be Moving!

Staff in Student Fiscal Services will be moving to facilitate the Viking Union Renovation. During the first week in Feb., General Receivables and Loan Repayments are moving from Old Main 265 to Wilson Library 389. That same week Student Accounts will move from Old Main 245 down the hall to Old Main 265. Throughout Feb. the Student Accounts area will be remodeled for the cashiers, and in early March the cashiers will relocate from the Viking Union Plaza to Old Main 245. Details on the timing of the Cashier move will be published later.



### FAREWELL!

**Evelyn Lallas** retired from the Plaza Cashier after 21 years at Western. *Good Luck!* **Debbie Potes** is the interim Cashier supervisor while the recruitment is conducted.