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Reports Training and Other Useful Stuff...



Accounting Services is offering a two-hour, free training workshop entitled "*Reports Training and Other Useful Stuff.*" The training workshop will focus on various types of departmental reports, how to print those reports, how to read *and* understand those reports, the Chart of Accounts and a few favorite Banner On-Line query forms. The workshop will provide a ninety-six page Reports Workshop Manual. It will be comprehensive and directed primarily to beginning Banner & Hydra users. The format is a lecture type and will **not** be hands-on.

Starting on Friday, May 12, the course will be offered **every** Friday afternoon in Old Main Room 413 from 2:00 or 2:30 to 4:00 or 4:30 depending on the week. Registration is required. Each class is limited to six people. If Fridays are not convenient for you, special arrangements can be made. The first class is Friday, May 12, from 2:30 to 4:30. For further information or to register for any particular class, please call George Edward at the Help Desk X/5890 or email george.edward@wwu.edu.

Speaking of reports... if your department is receiving monthly accounting reports which you do not want, perhaps because you are printing your own reports, please let us know and we will stop sending those reports to you! The Financial Manager should contact Gary.buma@wwu.edu. Please keep in mind that **all** monthly reports in a merge series will be cancelled. With the exception of special auxiliary reports, it is not possible to cancel just one or two monthly reports.

↻ Foundation New Staff Member ↻

Meredith Jarvis has assumed the new Fiscal Assistant position in The Western Foundation office, X/7223. She will be the new contact for all Foundation expenditures including scholarships. Her desk is located in OM 490, MS 9030. *Welcome Meredith!*

Congratulations!

Assistant Vice President Mary Carlson is pleased to announce that Debbie Potes has accepted the position of University Cashier Supervisor, replacing Evelyn Lallas who retired in January. Debbie has been with the University nine years, and previously worked at Whatcom Educational Credit Union. "Debbie has been very capably filling the role of interim Cashier Supervisor for about two months, and will, I am sure, continue to serve us well in the future," said Mary. Debbie is a graduate of Western.

NEW FINANCIAL REPORTING MANAGER!



Welcome to Shonda Shipman, the new Financial Reporting Manager in Accounting Services. Shonda is a CPA and a graduate of Western who comes to us from the public accounting firm of Bauleke, Sytsma and Varner. Prior to that she was with the firm of Larson, Gross. We are happy to have Shonda with us. Shonda and her husband have just taken up the sport of rock climbing. This should prove to be a very useful skill to Shonda when this job has her climbing the walls...

Happy Mother's Day



Topics This Issue

1. *Reports Training*
1. *University Cashier Supervisor*
1. *Financial Reporting Manager*
2. *Questions and Answers*
2. *A Message from Payroll*
2. *FY 2000 Calendar of Important Dates*



Questions and Answers

Question: How do I process an honorarium for a Canadian speaker?

Answer: An honorarium is a nominal fee paid to an individual as consideration for a speech, panel discussion, or other oral presentation. Generally, the amount paid is intended to defray the cost of an appearance. An honorarium may be paid to a non-University employee for performing services, if the time of all such services does not exceed three (3) calendar days in a calendar year. The total amount paid to an individual as honoraria may not exceed \$2,499.99 in a calendar year and may not exceed \$1,000 per day.

Purchasing requires a WWU Services/Reimbursement Form (this form incorporates the A19 & W9). Additional forms and information regarding Visa status **are** required if the person performing the services is a non-resident foreigner. At the U.S. border, the individual will specify that they will be compensated for services in the U.S., and that they meet NAFTA provisions. They must have evidence of citizenship, a letter from WWU extending the offer in an approved professional status, evidence of professional status or evidence of compliance with state licensing requirements, and then they must pay a fee (currently \$56). The department may choose to reimburse the individual for the fee (a receipt is required). The INS inspecting immigration officer will issue a white piece of paper called Form I-94 to the individual. Purchasing needs copies of all documentation including the I-94.



Departments: Please post this information for your student employees

Non-returning students: remember to update your W2 address with Human Resources before you leave campus to avoid any delay in receiving your W2 information at the end of the year. The change form can be found on the Web as follows: **WWU/HumanResources/Forms/Employment/Employee Information Change Form**. Submit this form to Human Resources (MS 9021).



Continued...

Final paycheck can be mailed if you leave a self-addressed, stamped envelope at the Cashier's Office (Old Main 245). Mark on the envelope the payday of your final check. No check can be mailed if the daily time record has not been signed. For further information, please contact Marilyn Johnson, Payroll Supervisor, X/3565, MS 9017, FAX X/6711, Marilyn.Johnson@wwu.edu.

Fiscal Year 2000 Calendar of Important Dates

- May 15** Submit requisitions over \$35,000 to Purchasing
- May 22** Submit requisitions less than \$35,000 but greater than \$3,000 to Purchasing
- June 9** Last day to submit payroll redistribution requests for pay periods prior to May 1
- June 19** Last day to submit June adjustment vouchers to Accounting Services and Budget
- June 21** Last date to submit orders to Central Stores for delivery by June 30
- June 23** Last day for "will call" orders to Central Stores
- June 27-30** Central Stores closed for Inventory
- June 30**
 - Goods and services must be received to be included in FY 2000
 - All cash received must be deposited to be included in FY 2000
 - Inventory counts must be completed
 - Petty cash and imprest funds to be reimbursed
 - Petty cash and changes funds ready for audit
- July 7** Travel Expense Reports due for travel completed prior to July 1
- July 7** Distribution of June accounting reports
- July 7** Last day to submit Closing Period Redistribution requests to Payroll
- July 10** Last day to submit invoices/receiving reports to Accounts Payable
- July 10** Year-end inventory counts due to Accounting Services
- July 10** Last day to submit bills/invoices to General Accounts Receivable for FY 2000 amounts owed WWU by others
- July 17** Last day to submit Closing Period adjustment vouchers to Accounting Services. If you become aware you cannot meet this deadline, please call Elaine Hughes at X/3562 to discuss your possible options (including slow death or quick execution). Just kidding...:-)