

A Publication of Accounting Services, Business and Financial Affairs

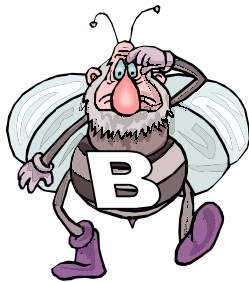
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JV Template

Several departments have inquired about an Excel Journal Voucher file. We have a JV Template available in Excel which allows you to create a JV of up to three pages. If you would like a copy of this file, along with a copy of the *Instructions How to Use JV Template*, please email George at george.edward@wwu.edu. Be sure to request the "JV Template" and George will email both of the files to you.

Please Don't Be A Department B!



Activity and location codes allow departments to track revenue and expense for specific events or projects. With the code, all transactions for that activity will be grouped together on reports. Without it, transactions will be lumped with general activity for the fund and will not be grouped by the event.

Problems generally arise when Department A uses activity codes, and Department B fills out a JV (or other form) but does not use Department A's activity codes. In this case, Department A's budget monitoring is going to be off.

Then do you know what usually happens? Department A calls accounting services and moans and groans about Department B. Then either Department A or Department B must make another JV to add the omitted codes.

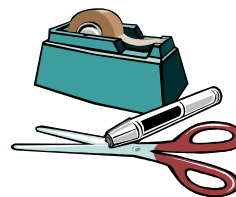
So to increase efficiency and preserve interdepartmental accounting harmony, **don't be a "Department B."** Use activity codes and location codes. If you have any questions, please call George at the Help Desk X/5890.

Congratulations



on your Promotion!

Gary Buma assumed the position of Cash Manager in the Office of Business and Financial Affairs on May 16th. Gary has worked at Western for the last sixteen years in Accounts Payable, Payroll, Financial Reporting, and Accounting Services. He has served as Accounting Services Supervisor for the last eighteen months. In his new position, Gary will focus on University banking relationships and investments. Gary's new office is in Old Main Room 404, X/3720. *Congratulations, Gary!*



Purchasing staff has been experiencing a large number of products and pricing queries from our campus community.

We have also had a 50% increase in orders. In anticipation of an even greater increase in requests for product information and orders, we have added extra staff. If you are experiencing delays getting information or placing an order, please call Dale Monroe at X/2992. Thank you.

Topics This Issue

1. *Journal Voucher Template*
1. *Activity Codes and Location Codes*
1. *Cash Manager Position*
1. *Purchasing Announcement*
2. *Questions and Answers*
2. *Meetings and Classes*
2. *Notice from the University Budget Office*
2. *Memo for exception to maximum lodging*



Questions and Answers

Question: What are the restrictions on reimbursements through Petty Cash Vouchers?

Answer: A Petty Cash Voucher may not exceed **\$50**. Most people are familiar with this dollar restriction. However, there are six additional restrictions worth mentioning. Petty Cash items **not** allowed are (1) Items on state contracts or stocked in Western's Central Stores, for example, general office supplies, (2) Items of a personal nature such as desk sets and briefcases, (3) Items for personal consumption, for example, coffee, doughnuts, and entertainment expenses, (4) Decorative items for offices or classrooms, for example, picture frames and Christmas decorations, (5) Payments for personal services, for example, honoraria and (6) Payments to Western Washington University employees for services rendered.

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 X/5890, Fax X/7724, george.edward@wwu.edu or MS 9013.



MEETINGS & CLASSES

- The next meeting of the **Banner Finance Focus Group** is **June 16th** at 1:30 pm in Room 110. Everybody is welcome!
- The free class "Reports Training and Other Useful Stuff" is offered every Friday. For reservations call George X/5890 or george.edward@wwu.edu. If you would like a copy of the ninety-six page Reports Workshop Manual, email George and he will send you a copy. Be sure to ask for the "Reports Manual."

Happy Father's Day



Notice from the University Budget Office

The University Budget Office (UBO) is pleased to announce the creation of a Budget Journal Voucher form on the WWU website. To navigate to the JV go to the WWU website and click on the following buttons in this order:

1. Administration
2. Planning and Analysis
3. University Operating Budget
4. Budget Forms

To open the JV form click on "JV Form PDF Format." (Note: The JV was created in Adobe Acrobat 4.0 and you will need a copy of Reader 4.0 to use the JV. If you don't have 4.0-- no problem. The download link for a free copy of Acrobat Reader 4.0 is located on this web page). Navigation within the JV is a snap. Use the tab key or your mouse to get to the desired location on the form. Once you have entered your data just print out the form, have the approval authority sign and send the JV to the budget office for entry into the finance system. If you experience any problems working with the budget JV please call Steve at X/3029 or contact him via email at steve.ludemann@wwu.edu.



For your information... Starting with the April reports, travel expenses purchased with a credit card are now referenced by document numbers beginning with "TRVxxxx." This code replaces the old AMXxxxx reference. For further information, please call Amber Ray, Travel Desk, at X/3341.

"Maximum Memo"

Effective immediately, the Office of Financial Management (OFM) requires written approval for any exception to maximum lodging (10.30.20.d). Departments must submit a memo, signed by the supervisor or budget authority, explaining why an exception to maximum lodging is necessary. The approved memo must be attached to the travel expense voucher and sent to the Travel Desk, MS 9013. If you have any questions, please contact Amber Ray, X/3341.



"Middle Age is that period in life when the broad mind and narrow waist exchange places." -- *Mark Twain*