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"What's Wrong with my JV?"

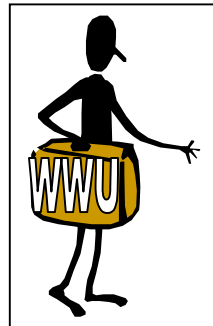
The two most common reasons that Journal Vouchers are delayed in processing and/or returned to departments for corrections are (1) Signatures and (2) Backup.

Signatures: Journal Vouchers (JVs) should always have two separate signatures on them: that of the person who prepared the JV and that of the Budget Authority or Financial Manager. In the case where a Budget Authority prepares the JV, it is preferred for the Financial Manager to review and sign the JV. Additionally, JVs involving grant funds require the signature of the BFR representative and JVs involving Foundation Funds require the signature of the Foundation representative.

Backup: JVs should always have some type of backup attached to them. This is required for audit purposes and benefits the department and the person who prepared the journal voucher by reducing questions concerning the adjustment. The backup may consist of a copy of a previous budget status showing the expense or revenue item(s) being moved from one funding string to another, a signed memo from appropriate persons explaining and authorizing the transfer of funds or any other supporting information available.

Other items which delay processing of JVs are:
INCORRECT TYPE: The JV type (i.e. J079, J089, J096) tells the finance system how to post the document. Please see the reverse side of the JV for instructions when preparing the adjustment.
CONTROL TOTALS AND DEBIT/CREDIT SIGNS: For longer JVs (over 6 lines) please attach an adding machine tape showing the "absolute" amount which is used as the "Control Total." Add up all the dollar amounts shown on your JV as positive numbers ignoring whether or not they are debits or credits. The "Net Total" is the sum of the dollar amounts reflecting the debits and credits. It should add up to zero if the document is balanced. The tape is not required if Excel or another spreadsheet program is used to add the "Control Total" and "Net Total." Please send two copies of JVs to Accounting Services, one marked "Copy," so that the JV number may be assigned and the copy returned to you. If you have any questions, please call Diane Fuller at X/3040.

Travel Manual s Avail abl e!



Would you like a nifty 17-page Travel Workshop Manual? It contains frequently asked questions on travel advances, reimbursement, airline reservations, etc. Please email George at george.edward@wwu.edu, mention the Travel Workshop Manual and include your mailstop.



INVENTORY

Remember, if you are moving tagged equipment from one area to another or reallocating equipment via journal voucher from one funding string to another, Jack Herring at Equipment Inventory (X/3566) must be notified.

Banner Finance Access Request Forms

If you have not returned your Banner Finance Access Request form, please do so as soon as possible. In the next two weeks, we will call all Distributed Access Users who have not responded to our access renewal request(s). If you have any questions, call the Help Desk (X/5890).

Topics This Issue

1. *What's Wrong with my JV?*
1. *Free Travel Workshop Manual*
1. *Equipment Inventory*
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2. *Questions and Answers*
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Questions and Answers



entral Stores was closed for its annual inventory the last week of June. During our downtime for yearend inventory, Central Stores' staff took the opportunity to clean the order files, and ship the last of the backorders for FY2000. We believe we are current on all orders so, if you have an order you are expecting but have not received, please fax, or call Greta at X/2988 with your order number, or if you prefer, you may place your order again.

Taking time off for inventory also gave us a much needed chance to make some operational changes that will improve our delivery service to our customers. Thank you for your business and patience during our year of struggling with our software implementation, we look forward to a much improved future.

Question: Can you explain the difference between a Blanket Order and an Open Order and how each one differs from the other on my budget report?

Answer: The primary difference between a Blanket Order and an Open Order is that a Blanket Order is **not** encumbered. State regulations require us to encumber commitments. Open Orders are encumbered commitments and they appear on an individual department's Commitment Register Report (FBEN02) as "Open." There are no budget reports that track Blanket Orders.

There are other minor differences between the two. Open Orders are generally contract related, firm commitments for an exact total dollar amount. For instance, you might see Open Orders as an exact monthly charge e.g. \$56.89. Whereas Blanket Orders tend to be general estimates e.g. \$500 or \$800. When you set up an Open Order, you need an exact funding string. However, Blanket Orders can be set up even though the Department is unsure which fund will be eventually charged.

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 or MS 9013.



- The next meeting of the **Banner Finance Focus Group** is **July 21st** 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 96-page Reports Workshop Manual, email George and he will send you a copy. Be sure to ask for the "Reports Manual."



"If this is coffee, please bring me some tea; but if this is tea, please bring me some coffee." – Abraham Lincoln