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Welcome Aboard, Mike!

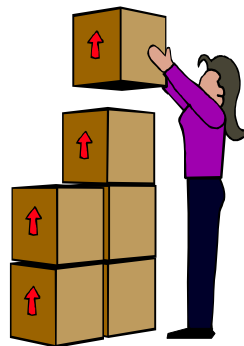


A big welcome goes to Mike Edwards, Manager of Student Fiscal Services. Mike comes to Western from Northwest Indian College where he was Dean of Administrative Services.

"We are pleased to welcome Mike to Student Fiscal Services," said Mary Carlson, Assistant VP Business/Financial Affairs. "He brings a wide range of experience to the department." Mike can be reached at X/2921 or Mike.Edwards@wwu.edu.

Cardboard Boxes versus AP

Accounts Payable is experiencing a recurring problem. Vendors call for payment status on a past due invoice. When we pull the Purchase Form, we discover the invoice was sent to a department for approval 2-3 months ago. When we call the department, we are informed the boxes of equipment have not been unpacked and they are holding the invoice to verify the equipment's condition. This usually occurs with computer equipment.



Please unpack your boxes when they arrive in your department. The Accounts Payable Department is trying to adhere to state prompt pay guidelines. When a campus department does not approve their invoice, and does not open a shipment of goods, we may lose our return and/or warranty privileges, as well as any net pay discount offered by the vendor. Thank You!



Changes in Per Diem

Effective October 1, the per diem rates for certain locations in the continental US have changed. For example in the State of Washington, most of the locations have decreased their lodging maximums *with the exception of Seattle, which is now \$109 per night.*

Please review the Internet web site for per diem rates to make sure you have the correct reimbursement rates. The address is: www.gsa.gov/travel.htm.

If you have any questions, please contact Amber on the Travel Desk, X/3341 or email to Amber.Ray@wwu.edu.

Hydra Report Defaults

For those campus users running their own Hydra reports, you will be glad to know Hydra reports now default to Fiscal Year 2001. Administrative Computing Services fixed a Y2K coding problem.

Topics This Issue

1. Welcome Aboard, Mike!
1. Unpack your Department Orders
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1. Hydra Report Defaults
2. Questions and Answers



Questions and Answers

Question: When you terminate a Fast Index, do you have to wait until there is no activity in the Fund or no salary in the Fund? — Submitted by *Sandy Keathley, Woodring College.*

Answer:

When you terminate a Fast Index, you first must be sure it is not attached to a budgeted or a payroll position. You should move all budget and payroll commitments to another Fast Index before terminating any Fast Index which funds an employee's salary. Secondly, if encumbrances are attached to the Fast Index being terminated, this will cause an accounting error. It is best to JV all expenses away from the Fast Index before terminating it. However, it is not necessary that the fund which supports the Fast Index be reduced to a zero balance.

Question: Are there different account codes in Chart 1 and Chart 2?

Answer:

Yes, currently we have 897 account codes in Chart 1 and only 273 account codes in Chart 2. So Chart 2 contains about 30% of the Chart 1 codes. If you want to print out a list of the Chart 1 or Chart 2 accounts, or download such a list, contact the Help Desk at X/5890 or email George.Edward@wwu.edu and George will send you instructions on how to run the WACCTSEL report.

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.



“Politics has got so expensive that it takes a lot of money even to get beat with.” — Will Rogers