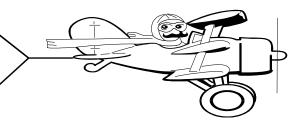# FINANCE FOOTNOTES
www.acadweb.wwu.edu/BFA/BusinessServices

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Finance 101: How to Survive Planning a Workshop or Lecture

Now and then departments call us and inquire about the procedures necessary to plan a workshop or lecture. Specifically, a common question concerns fees/admission being collected, and how to account for the monies and pay the Lecturer. Here are some general guidelines:

Cash Handling – Most Lecturers are not cashiers, nor should they be asked to function like a cashier. Thankfully, the University Cashier will provide pre-numbered receipts and a cash box to any department that expects cash receipts. This way, all the cash and checks are accounted for and there are no questions about how much was collected at the door, who paid what and who did not pay. We suggest a departmental staff person collect the door admission. It is a fundamental precept of cash handling that the person collecting the cash should not be the same person who is accounting for the funds. Besides, it is never a good idea for a guest speaker to collect monies directly from students, staff or faculty. It is not proper to set up or use a personal checking account or to set up a separate checking account for an event, and deposit checks and deduct expenses from that account. **All monies must be deposited with the University Cashier in a University account**, and then expenses may be offset from that account. It is not proper to "commingle" Western Washington University official business with your own personal checking transactions.

A few more of our concerns:

- **Deposit** – the fees and admission should be deposited with the University Cashier to a self-sustaining fund. It will offset the honorarium remitted to the workshop Lecturer.

- **Honorarium** - A nominal fee paid for voluntary services. Generally, the amount paid is intended to defray the cost of a Lecturer's 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 $4,999.99 in a calendar year and may not exceed $2,000 per day. Amounts within this total identified for travel and per diem may not exceed state per diem regulations.

- **Services/Reimbursement Form** – Is filled out to request an honorarium. It requires the guest speaker's name, address, SS# or employer identification number (EIN) for reporting purposes. Any foreign speaker without a SS# or EIN, must fill out form W-7 and attach it to the services/reimbursement form.

- **Institutes and Conferences** – EESP has a department that specializes in Institutes and Conferences, if you need help call either Karen Henriksen (X/7754) or Diana Bakkom (X/6821).

When was the last time you printed out a list of Account Codes?

Departments call us and advise they are using old lists of Account Codes, sometimes six or seven years old, and they want to know if the Account Codes list has changed since then. Just think of Account Codes in the same vein as *American Idol*: there is a new star almost every month! To print out the latest list of Account Codes, just go to Business Services, click on Help Desk, and scroll down under References and Resources to #11 **How to Print COA Reports:** *FWRCLST*. Access this document and turn to page 3 at the bottom, "How to print a report on Accounts (previously wacctsel)." ☺

HAPPY FATHER'S DAY!

Topics This Issue
1. *Planning a Workshop or Lecture*
1. *Get Rid of Old Account Code Lists*
2. *Questions and Answers*
2. *General Refund Voucher*
2. *Banner Shortcut*

Questions and Answers

Question: What is the difference between Detail Codes and Fast Indexes?

Answer: Detail Codes are four-character codes used in Accounts Receivable. Each Detail Codes is defined as a charge or a payment, is assigned to a user-defined category, and may be given data entry default information. Details Codes are critical for Student Fiscal Services to apply all charges and payments to the proper customer accounts. Detail Codes can be grouped for reporting purposes into categories like cash, tuition, etc. On the other hand, Fast Indexes are three to six character alpha codes used to abbreviate FOAPAL (Fund, Org, Acct, Prog, Actv, Loc) elements. Detail Codes are internal to Student Fiscal Services, while Fast Indexes are external to the general campus.

Question: I need a list of Fast Indexes that have the same fund. How can I get this?

Answer: Run Job Submission report FQFD03 (Fast Index Code Defaults), download it into Excel, and then sort by fund.

Question: Is the *General Refund Voucher* online?

Answer: **Yes it is!** To return funds owed to students, identified Student Refunds may be processed using the ESign General Refund Voucher (see next article). Just go to the ADMCS website and click on Web Forms. No refund check will be drawn for less than $2.

Question: Can I run a list of funds in the Changes in Fund Balance (FQCB01) report?

Answer: No. FQCB01 is limited to either one fund or a range of consecutive funds e.g. 2002%.

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 1420.

"The secret of managing a baseball team is to keep the five guys who hate you away from the five guys who are undecided."
— Casey Stengel
Manager, New York Yankees (1949-1960)

GENERAL REFUND VOUCHER IS NOW AN ESIGN FORM!

Yes, it is true! The General Refund Voucher is now online, and can be used as an ESign form. To access the ESign General Refund Voucher, simply go to **west.wwu.edu/admcs/forms/Accounting/ General_Refund_Voucher.asp** or else visit the ADMCS website, select web forms, and click on the Departmental forms under Business Services.

Please note that departments are responsible for retaining all documentation concerning refunds. This documentation must be available for audit purposes.

Banner Shortcut

If you need to enter today's date into a Banner data-entry or query screen, this shortcut might be useful. In most Banner date fields, you can enter a single "T" and a return or tab to default in today's system date. You can easily remember "T" for Today. Alternatively, if you prefer, you can enter 'S' for System date. Actually, any single, non-numeric character works; even special characters. You don't know what today's date is, enter a question mark and Banner will tell you. (*Note*: this only works in Banner screens. If you're running a report that asks for dates, this won't work.)