

Welcome, Tracey!

We are pleased to welcome a new cashier in the Cashier's Office. Her name is Tracey Bannon Cullen. Tracey comes to us from Banner Bank. Tracey hails from Oakhurst, CA, which is just outside the southern entrance to Yosemite National Park. Tracey decided to relocate to a bigger town. In the case of Oakhurst (population 2,868), that meant almost anywhere else in the Continental United States. So Tracey went to the website "Find Your Spot" and plugged in a few parameters i.e. mountains, college town, and guess which town popped up? If you guessed Mt. Vernon, you are wrong! Bellingham popped up, of course! Tracey loves being a Bellinghamster. Her hobbies include lifting weights, cardio exercise, running, and she is learning to play the mandolin. So the next time you are in Old Main, stop by the Cashier's Office and say "Hey" to Tracey!

Find Your Spot

www.findyourspot.com



Activity Code Maintenance Work

We have begun maintenance work on Activity Codes in the Chart of Accounts.

Activity codes that have been inactive for two years or more (since June 30, 2002) will be terminated automatically. But do not panic! Departments can contact accounting services if they need to reactivate a dormant Activity Code. After Activity Codes, we will look to other FOAPAL elements. We will be contacting financial managers about fund codes and organization codes that have not been used in two years to see if they can be terminated as well. If you have any questions about this process, please call Diane at X/3675.

HAPPY FATHER'S DAY!



My pen is nicer than yours...

You're dreaming!



Remember: Two Signatures on JVs!

All Journal Vouchers need two signatures. Accounting Services requires either one signature from the originating department, and one signature from the other department, or two individuals from the originating department. If grants or Chart 2 funds are involved, then one signature from the originating department and a second signature from the Foundation or BFR are sufficient. Questions? Please call Diane Fuller X/3675.

A Reminder : Cash or Checks

As a new fiscal year begins, Accounting Services would like to remind the campus community of the following University policies:

- 1) All cash and checks received by departments must be deposited at the University Cashier within 24 hours.
- 2) No outside bank accounts are allowed. All revenue and expense transactions must go through established University bank accounts.
- 3) All billings for amounts due to the University (accounts receivable) must be processed through the University's general accounts receivable system located in Student Fiscal Services.

Thank you for your cooperation and if you have any questions, please call Debbie Potes X/2930 regarding cash handling and Ryan Clough X/2907 regarding accounts receivable.

Topics This Issue

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2. Activity Code Maintenance work
2. Two Signatures on JVs
2. Questions and Answers
2. Blanks for the Memories



Questions and Answers

Question: I am trying to run a Banner Job Submission report (FBBS02) for the month of May. I am running it for 43 funds, and I have selected “E” for List but the report will not run. What is the problem?

Answer: Of your 43 funds, three are duplicates. When you choose “List” in FBBS02, you cannot include duplicate funds. If you run the report again just for the 40 distinct funds, it will run correctly.

Question: What are the report parameters for the list of Fast Index Codes (FQFD03) ?

Answer: In the first three lines of the Parameter Values block, here is what you need to input: Line A1 - Type **1**, Line K0 - Type **B**, and Line K2 - Type **%**. That is all you need to input.

Question: A local vendor charged us sales tax on UPS shipping. Is this permissible?

Answer: Yes, it is required. Because the Revenue laws changed, we must now remit tax on freight charges per **WAC 458-20-110** “Freight and Delivery Charges.”

Question: We do not receive some budget status reports beginning with FPxxxx. Why is that?

Answer: All fast indexes beginning with **FP** have fund 10200, Salary Budgeted Positions, and therefore all have the same financial manager (Executive Director Paula Rustan, Office of University Planning & Budgeting). Departments can run their own reports to get the information about their piece of fund 10200 but we do not distribute it since with only one financial manager, all reports would be addressed to Paula and we would have no way of dividing it up to the correct departments. If you need help in running Job Submission Reports, please call George at the Help Desk, X/5890.

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.



“If you can’t be a good example, then you’ll just have to be a horrible warning.”
-- Catherine Aird

“Blanks For the Memories” or PURCHASE FORM DATA FOUND MISSING



There are too many blankety-blank blanks! What am I supposed to fill them with?

Howard has some issues...

We know some folks like Howard have cursed the Purchase Form, and sat confused trying to figure out what to put where. But there is good reason for all those blanks and for the information requested. It helps Purchasing and Accounts Payable to more efficiently process your request.

The Purchase Form is a multiple use form used to either tell Purchasing you need a PO placed, to get a Department Order entered in the system, or to request a check to be written for something you have already received. The back of the pink copy of the form has details on when to use the form for each of these purposes.

Many forms are received that are missing information. That would mean blanks that are blank, and that is bad. Be sure to fill out the information in the upper right-hand corner completely, that is who we go to if we have questions about the order. And the Ship-To information under Section IV is very crucial. If you are on campus, the Department, Attention To, Building and Room Number are sufficient. With so many new buildings and relocations on campus, try to give us the Ship-To of where you plan to be when the shipment will be arriving. If you are at an off-campus location, the complete street address is needed. And, of course, a full description of what you need is always helpful (attachments cheerfully accepted).

We are reviewing possible changes to the Purchase Form format, and perhaps making it an ESign form. If you have specific things you love, or hate, about the current format, please email Hal Verrell at hal.verrell@wwu.edu. If you have issues like Howard, please call your local psychotherapist and inquire about Anger Management classes. However, if you need help completing the form after you have read the back, call the Purchasing main line at X/3340. Thank you!