



Welcome, Ryan!



Ryan merrily hums through the monthly Accounting Reports

We are pleased to announce that Ryan Clough has accepted the position of Fiscal Tech Supervisor in Accounting Services. Ryan previously was working as a Fiscal Tech II, General Receivables, in Student Fiscal Services and he is replacing Diane Fuller. Diane has been promoted to an Accountant in the Financial Reporting area. Ryan began working at 32nd Street on November 21st and reports to Shonda Shipman, interim Director of Accounting Services.

Ryan is a graduate of Walla Walla College where he received his degree in Music. Ryan's wife, Jennifer, is a Lecturer at Huxley and she received her Master's Degree at Western. Jennifer and Ryan have two cats, and two kids. Their names are Samuel and Jonathan (the kids, not the cats ☺).

Pursuing his passion for music, Ryan sings in the Bellingham Chamber Chorale.

We are excited to have Ryan join our team so if you are in the neighborhood of 32nd Street, please stop by to welcome him! Ryan can be reached at X/3675.



Mail Service Closed 12/13 and 12/14

WWU's Mail Service will be closed Tuesday (12/13/05), and Wednesday (12/14/05), to facilitate our physical move across campus. There will be no delivery or collection on those two days. Our new location will be in the Commissary building, 781-25th Street, Room CM 119. All fax and phone numbers remain the same. Service will resume Thursday, December 15th, during our regular hours of 8:00 am to 5:00 pm.

Please plan ahead and submit bulk mailings **prior** to Dec. 6th. No bulk mailings will be accepted December 6th through December 14th. Thank you!



Central Stores New Numbering System

Starting in December, Central Stores will process orders using the Central Stores Online Order Confirmation Number (C0006XXX) as the Banner Issue Number replacing the U00XXXXX number. This will enable the University customers to monitor their order status in Banner or on the website.

You can look up your order directly in the Banner Document History Form (FOIDOCH) using the document type ISS (Issues) and the number C0006XXX. If you have any questions with this new system, please call Central Services Supervisor Jack Herring at X/3546.

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Questions and Answers

Question: We would like to transfer funds from our self-sustaining fund into a WWU Foundation Chart 2 fund. Is this O.K.?

Answer: No. You cannot take state funds and transfer them to a private organization like the Western Washington University Foundation.

Question: Can you explain the difference between WGLACCT and WOPACCT?

Answer: Gladly. The Balance Sheet Account Cumulative Activity Report (WGLACCT) provides detailed transaction information by balance sheet account code and prints cumulative transaction activity for the entered COA/Fund/Account combination. **This report details balance sheet accounts so we are typically concerned with a fund's receivables and/or payables and the debts, credits and balance of those accounts.**

On the other hand, The Operating Account Cumulative Activity Report (WOPACCT) also provides detailed transaction information by account code. Data is detailed first by account code then by fund, organization and program within the account code. If activity and location are present in the original transactions, they will be included in the report. Fast Index is not available with this report, complete accounting strings must be used.

The major distinction is the WOPACCT report details budget activity, transaction activity and commitment (encumbrance/reservation) activity. **WOPACCT shows revenues and expenditures and entails the operating ledger rather than the balance sheet.**

Clarification

In last month's *Footnotes*, we addressed this Q & A:

Question: What account code should I use for an expense for the use of a rental vehicle?

Answer: **E378** Motor Pool Services Expense. For a complete list of expense Account Codes, go to the Business Services web and click on **Account Codes**.

Clarification: The answer was correct. However, if the vehicle rental is **not** from Western's motor pool, then the account code is **E365** – Ground Transportation - Paid Direct, which includes Enterprise car rental, as well as charter buses.

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.

Sacre bleu! How do I look up a Sodexho invoice?

As you know, Sodexho is more than just a French corporation; it is Western's main contracted food service provider. *Bon appétit!* Most departments have some form of contact with Sodexho, and most departments have difficulty looking up Sodexho invoices. *Oui?*

Let us assume your department called University catering and ordered some scrumptious hors D'oeuvres (which, as you know, is a French word meaning "more than pigs in a blanket"). Your department filled out Purchase Form 236592. Sodexho catered your affair and forwarded a \$164.71 invoice to you. Now how do you look this up and how do you find out if or when a check was sent?

Easy as pie. *Bête comme chou.* Go to FOIDDOCH. Instead of keying PO 236592, simply type "Inv" in Doc Type (for Invoice) and the document code number 236592. Hit Ctrl-PgDn. Your screen should look like this:

Now if you highlight the invoice box (circled), pull down Options on the Toolbar, and select Invoice Information and then Invoice Header, you will see the screen below with the 13-Oct-2005 check date (circled):



“Organized crime in America takes in over forty billion dollars a year and spends very little on office supplies.”

— Woody Allen