

FINANCE FOOTNOTES

A Publication of WWU Financial Services

May 2007

Business & Financial Affairs Showcase

Please join us on May 10th from 10 am to 2 pm in the VU Multipurpose room for the annual BFA Showcase. The showcase is an opportunity for the campus community to meet members of the BFA departments and learn what services they provide. It is also an opportunity to meet various vendors from around the state and learn about the latest technologies, products and services.

Congratulations Becky!

Becky Kellow, University Cashier Supervisor, recently passed the Certified Public Accountant (CPA) exam.

New Purchasing Manager

Please extend a warm welcome to our new Purchasing Manager, Sally McKechnie. Sally is replacing Hal Verrell. She is especially well qualified to be our new Purchasing Manager. Most recently, she has been working in purchasing at Homax Products, and she has a past employment history of Director of Purchasing and other administrative positions for the Sault Ste. Marie Tribe of Chippewa Indians in Sault Ste. Marie, Michigan. Sally's previous governmental experience should serve her well as she assumes her new duties at Western. She will be starting May 15th.

Postal Rate Increase

The US Postal Service has announced new postage rates effective May 14th 2007. The new price structure recognizes that each shape of mail piece — letter, flat (large envelope), and parcel — has substantially different processing costs and affects processing and delivery efficiency. For example: First Class single-piece 1-ounce letter price increases 2¢ to 41¢, and the single-piece postcard price increases 2¢ to 26¢, a flat is 80¢, and a package is \$1.13 for the first ounce.

A 2-ounce letter will cost 58¢; a 2-ounce flat, 97¢; and a 2-ounce parcel, \$1.30. Maximum weight for flats and parcels remains 13 ounces.

The price incentives provide opportunities for mailers to mitigate the impact of price increases. For the 2-ounce example above, if the contents (documents) of a First-Class Mail® flat are folded and placed into a letter-size envelope, the mailer saves 39¢. If a parcel's contents can be reconfigured and mailed as a flat, the mailer saves 33¢.

For additional information contact Mail Services at x3770.

Important Upcoming Dates

As the fiscal year end approaches, so do deadlines for completing transactions. Following are important upcoming dates:

May 7th – *last day* Purchasing will accept orders over \$42,300

May 29th – *last day* Purchasing will accept orders between \$3,000 and \$42,299

June 1st – *last day* to request Payroll redistributions for pay periods prior to May 1st.

Monthly Reports Review

With the arrival of the month of May, we are one month away from the fiscal year end. Please take this opportunity to review your monthly reports for accuracy. Ryan in Accounting Services at x3675 is available to assist with questions on your reports.

Encumbrance Liquidations – FBEN02

As May approaches, so does the time to address outstanding encumbrances. Use report **FBEN02** in Banner to look for outstanding encumbrances. The e-form to liquidate encumbrances is located at: <https://west.wvu.edu/admcs/forms/>. (From the Western home page, use the **Index** to find web forms – Administrative Computing). Please contact Sheryl Sparling at x3040 or via email at Sheryl.Sparling@wvu.edu with any questions.

Payroll Redistributions

Spring has sprung and it is time to spring into action with payroll redistributions. A redistribution form is required to reallocate past payroll expenses occurring during this fiscal year. The form is located at: <http://www.acadweb.wvu.edu/hr/payroll/index.shtml>. (From the Western home page, use the **Index** to find Human Resources; click on the **Forms** button at the top right of the Human Resource home page). Please contact Sheryl Sparling at x-3040 or via email at Sheryl.Sparling@wvu.edu with any questions.

Preparing for FY 2008 Payroll

Speaking of payroll, please take the time to review the funding for all employees in your department for the upcoming fiscal year. Contact your Division Budget Director, who reviews the Salary Sweep Crosswalk, and the person in your area responsible for salary funding. Now is the time to make any changes, like tracking a group of employees with an activity code, for the new fiscal year. A little time and effort now will avoid payroll redistributions in the future and make your job easier.

Furniture Ordering for Fiscal Year End

Furniture purchases to be paid with fiscal 2007 funds must be received on campus by June 30th. To meet this deadline, an approved purchase order must be to the Purchasing department by May 10th with all models and finishes selected. Some items may have up to 90 days lead time, so please start the process now in order to meet the June 30th deadline.

Audrey Andersen is available at x-3068 or via email at Audrey.Andersen@wvu.edu to assist you in coordinating with our contracted vendors to select the best product for your needs.

WWU Software Images on Computers and VISTA Information

In order to provide better customer service for faculty and staff receiving new computers, "hand-me" down computers, and re-staging of workstations for technical reasons; new computers will no longer arrive with the Western software image, but will be licensed with imaging software that will remain with the computer for its entire life cycle at WWU.

During this transition process, new computers purchased will have Vista Business installed. When computers arrive at WWU, ATUS or your technical staff will load the WWU Windows XP software image and the other Western software programs. The campus anticipates supporting Vista operating system after all of the necessary components to allow Vista to work with WWU systems have been thoroughly tested. More information regarding is available from ATUS at <http://west.wvu.edu/atus/helpdesk/vista2007.shtml>

Cost savings will be made both by eliminating the pre-installed WWU software and by purchasing imaging licenses in volume quantities. For example: a Dell standard desktop computer with WWU's software preinstalled was \$999.95, without the preloaded WWU software the cost is \$959.95.

ATUS will route an e-sign form to authorize a budget transfer in amount of approximately \$7.50 to cover the cost of adding the imaging software to the newly purchased computers. The future WWU Vista image will be available at no charge for the transition units that have the imaging software license.

Questions: Susan Brown, ATUS Software Services x3159 and Susan Banton, Purchasing x-2430.

Training Resources

The following individuals are available to provide training in their areas of expertise:

Debbi Baughn, Travel Desk x-3341, provides regular campus training on travel regulations and how to handle your travel needs.

Diane Fuller, Fiscal Analyst 2 x-4002, is available to provide training in using Banner screens and running budget reports. Accounting Services also has a comprehensive manual of Banner reports and information that can be provided upon request.

Rebecca (Becky) Kellow, University Cashier Supervisor x-4530, is available for training in cashiering and cash receipting. She is in the process of creating a training program for the campus.

Vic Kiel in Human Resources at x-7418 also offers regular training classes in Banner navigation.