

FINANCE FOOTNOTES

A Publication of WWU Financial Services

June 2007

Business & Financial Affairs Showcase

Thank you to all departments and vendors that participated in the annual BFA Showcase. A total of 233 registered visitors attended the showcase. The showcase provides an opportunity for the campus community to meet members of the BFA departments and learn what services they provide.

Congratulations Brenda!

Brenda Ancheta in the Purchasing Department has been promoted to the Buyer 1 position vacated by Debby Short. Brenda has been with the University since 1989 in various positions. Brenda's responsibilities will include handling Office Depot purchases and managing the P-card program.

Important Upcoming Dates

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

June 15	<i>last day</i> to submit orders for purchases of \$1,000 - \$2,999
June 22	<i>last day</i> to submit journal vouchers for June processing
June 28	<i>last day</i> to submit orders to Central Stores for delivery by June 29 th
June 28	last check run for fiscal 2007 including Accounts Payable, Bookstore, Student Accounts, Associated Students, and emergency checks.
June 29	<i>last day</i> to deposit any funds received for fiscal 2007
July 5	closing of June and opening of accrual period
July 6	<i>last day</i> to submit payroll distributions for fiscal 2007
July 6	<i>last day</i> to submit travel documents for travel completed prior to July 1 st
July 6	<i>last day</i> to submit invoices/receiving reports/approval letters to Accounts Payable for fiscal 2007 activity

Monthly Reports Review

It is hard to believe, but the fiscal year end is almost here! Please take this opportunity to review your monthly reports for accuracy. Ryan in Accounting Services at x-3675 is available to assist with questions on your reports.

Encumbrance Liquidations – FBEN02

As fiscal year end rapidly 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 x-3040 or via email at Sheryl.Sparling@wvu.edu with any questions.

Payroll Redistributions

Fiscal year end is almost upon us and it is time to address any outstanding 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

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 everyone's job easier.

New Procedures

Approved procedures for Purchasing and Fixed Assets have been posted on the University website located at <http://www.wvu.edu/policies/newpolicies.shtml>

New Option Allows Students to Pay On-Line with Credit Card

Effective September 1, 2007 students will be able to pay tuition, housing, fees, and other miscellaneous charges to the student's account on-line with a credit card. This service is offered through the Ininet QuikPay system, the third party provider the University currently uses for e-billing (electronic billing) and e-check (electronic check) payment. The on-line payment service accepts American Express, Discover and MasterCard credit cards, and charges a 2.75% convenience fee. Due to VISA restrictions, the VISA credit card will not be accepted. The University will continue to accept E-check payment with no fee assessed.

As a result of this change, the University will no longer accept student account payment by credit card over the counter, by fax, or by phone. However, the University will continue to accept VISA and MasterCard debit card payments in person.

These changes apply only to payments made on the student account, and do not impact the manner in which other University areas (including the Bookstore, Dining Services, Box Office, Recreation Center, and other departments) accept payment for services. Additional information is available at http://www.acadweb.wvu.edu/studentaccounts/sfs_staccts.shtml#cc

Questions regarding this change can be referred to Dede Clark, Student Accounts Supervisor (x-2866) or Becky Kellow, Cashier Supervisor (x-4530).

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.

Dede Clark, Student Accounts Supervisor x2866, is the source for training on general receivables. A website and on-line tutorial for invoicing customers are being developed and should be available shortly.

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.