

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

July 2007

## Important Upcoming Dates

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

July 6th - *last day* to submit payroll distributions for fiscal 2007

July 6th – *last day* to submit travel documents for travel completed prior to July 1st

July 6th – *last day* to submit invoices/receiving reports/approval letters to Accounts Payable for fiscal 2007 activity

July 10th – year end inventory counts due to Accounting Services

July 20th – *last day* to submit accrual period adjustments to Accounting Services.

## Dale Monroe is Retiring

Dale Monroe, the Director of Business Services, is retiring from Western after 19 years. Yes, it has been that long. He started as Director of Purchasing in February 1988, and has been serving the campus by helping us to legally acquire all the goods and services needed to operate the University. Dale was instrumental in implementing new technologies such as Banner Finance, on-line ordering for Central Stores, and the Procurement Card.

Dale oversees Purchasing, Accounts Payable, Contract Administration, Travel, Mail Services, Transport Services, Central Stores, Equipment Inventory and Financial Systems. He has also served on many committees, most notably chairing the Transportation Planning Initiatives Task Force.

Please join us at 3 pm on July 31 in VU 565 and wish him well in his retirement. A shuttle will be provided for attendees from 32nd Street and Facilities Maintenance.

Contributions towards a retirement gift may be sent to the following by July 16th:

Audrey Andersen  
Purchasing Department  
MS 1390

OR

Nancy Phillips  
Vice President's Office, Business & Financial Affairs  
MS 9044 / Old Main 405

## Budget News

The Board of Trustees will approve a final 2007-08 state operating budget plan on August 3, 2007. University Planning and Budgeting (UPB) will begin loading the annual budget into the Banner system after the August Board meeting. Budget information listed in the Salary and Benefit report (NWRsABR) will be affected by the late budget load into the Banner system.

## Monthly Reports Review

It arrived so quickly, but the fiscal year end is here! Please take this opportunity to review your monthly reports for accuracy and make any necessary corrections during the accrual period. Ryan in Accounting Services at x3675 is available to assist with questions on your reports.

## Encumbrance Liquidations – FBEN02

It is time to address any remaining 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@wwu.edu](mailto:Sheryl.Sparling@wwu.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 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](http://www.acadweb.wvu.edu/studentaccounts/sfs_staccts.shtml#cc)

Questions regarding this change can be referred to Dede Clark, Student Accounts Supervisor (X2866) or Becky Kellow, Cashier Supervisor (X4530).

## Training Resources

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

Debbi Baughn, Travel Desk x3341, 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 x4002, 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 x4530, 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 extension 7418 also offers regular training classes in Banner navigation.