

FINANCE FOOTNOTES

A Publication of WWU Financial Services

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Accrual Entries

Accounting Services will be recording entries throughout September to correctly reflect fiscal 2007 expenditures in the correct year. These entries are required by Generally Accepted Accounting Principles (GAAP) to ensure that expenditures are recorded properly based on when the service was received. Our independent auditors, KPMG, will be reviewing invoices received after the fiscal year end for proper recording of the expenditures. These entries will be reversed in the new year to ensure the expenditures are not recorded twice.

Please contact Shonda Shipman at x-3564 will any questions regarding these entries.

University Audits

The State Auditors will arrive on campus November 4th to conduct our annual compliance audit. All contacts with campus departments should be coordinated through Shonda Shipman at x-3564 but if you are contacted directly and have questions, please contact me.

The auditors will be on campus until mid January.

Promotions in Financial Reporting

Please join us in welcoming Timothy Morris to his position in Accounting Services as the Fiscal Technician Supervisor. Timothy comes to our department from the City of Bellingham and has six years of experience in the Accounting Services arena. He began on October 17th. We are excited to have him join our team.

Checking Uploads for Error

Accounting Services has implemented a new method for departments to check their uploads for errors prior to submitting them. Once your upload is completed (FWPJVUP), run the FWRGFED process, specify the document name (i.e. ACG01616) and "S" for summary. FWRGFED checks for errors such as invalid funds, accounts, and organizations. The corrections to these errors can be written on the backup and submitted to Accounting Services for correction. This will reduce calls to verify information and speed up the posting process.

Please contact Sheryl Sparling at x-3040 with any questions.

Direct Deposit Enrollment Forms

As the new school year begins and students begin completing the forms to have their financial aid checks direct deposited, we wanted to clarify what accounts the funds can be deposited to.

If a form is returned with a check attached in a name other than the students', the form will be processed as requested. The students are signing the form indicating that permission is given to deposit the funds into the account specified. Please share this information to students as they complete these forms. Questions can be directed to Ellen Yang at x-2445.

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

Effective September 1, 2007 students can 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 (X2866) 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.