Finance Footnotes
A Publication of WWU Financial Services

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Welcome Claire!

Please join us in welcoming Claire Chouaniere as an Office Assistant III for the Purchasing Department. Claire comes to Western from the Mt. Baker School District and has considerable office experience. She will be a huge asset to the continued growth and efficiency of the Purchasing Department. Originally from New York, Claire has made Bellingham home for the past 20 years; and she loves to spend timing skiing at Mt. Baker with her two daughters.

FAST Index and FOAPAL Creations

Just a reminder that FAST indexes and FOAPAL elements are not valid for use in Banner or for P-card purchases until the form is locked and returned to the initiator.

Month End Closing

To enable month end closing to occur as scheduled, all uploads and journal vouchers (including the appropriate backup) must be received in Accounting Services by 5 pm on the deadline date. All uploads and journal vouchers received by this date will be entered into the open month. Any items received after the deadline will be entered on a first come, first served basis as time allows. Click here to view the monthly closing calendar.

Journal Voucher and Upload Reminder

Please check your journal vouchers and uploads for proper account codes, charts, funding strings, and signatures prior to submitting to Accounting Services. Submissions without these necessary elements slow down processing time and prompt questions to you. Also, a second signature (other than the person completing the journal voucher or upload) is required on all journal vouchers and uploads.

Foundation and Alumni entries require approval from Lisa Keene or Randy Senf, grant entries from Rose-Mary Barstad, and capital entries from Diana Rosen.

Travel Reimbursements

Travel reimbursements can only be given to travelers submitting receipts in their name. Receipts submitted in someone else's name cannot be reimbursed pursuant to state law. Please contact Debbi at x3341 with any questions.

Reports Review

It is hard to believe but the fiscal year is more than halfway over. Now is a great time to review your reports to ensure that all positions are fully funded and being charged to the correct funding string, that operating budgets are within your expectations and all transactions have been properly posted.

Checking Uploads for Errors

Accounting Services has implemented a new method for departments to check uploads for errors prior to submitting. 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 x3040 with any questions.

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.