

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

October 2008

## State Compliance Audit for WWU

The State Auditors will be arriving on campus October 6<sup>th</sup> to perform the annual compliance audit of the University. They will be located primarily down at 32<sup>nd</sup> for approximately 8 weeks and will be scheduling meetings with campus departments. All initial contact to departments should be coordinated through Shonda Shipman, Accounting Services Director. If you are contacted directly by the State Auditors and are uncomfortable communicating directly with them or are not sure what information they are requesting, please contact me at x3564. Thank you in advance for your assistance in enabling this audit to run smoothly. *Shonda Shipman*

## Direct Deposit of Paychecks

It is a new fiscal year and time to enroll in direct deposit. Over 95% of Western permanent employees are enrolled in direct deposit as are approximately 50% of temporary and student employees. It is easy to enroll online, secure, and your money is deposited in your account by 8 am on payday. No more waiting in line at the Cashier's Office or for the checks to arrive at your department. Employees are sent a secure direct deposit statement via e-mail two days prior to payday for your records.

Student employees can also have direct deposit for their jobs on campus. Direct deposit of your student job requires a different form than the direct deposit of financial aid. We are working to resolve this issue so one form does it all.

Using direct deposit saves reduces the use of paper, ink, envelopes, etc. promoting Western's sustainable focus. The links to the direct deposit form is attached. Please enroll and help Western be green.

<https://esign.wvu.edu/admcs/forms/HR/EFT.htm>

## New Fiscal Services Website

Financial Services is pleased to announce the launch of our newly-redesigned web site <http://www.wvu.edu/fs>. We've reorganized the site so faculty, staff and students can quickly locate necessary information with an updated look and easier navigation. Quick links include General Accounting, Central Stores, Contract Administration, Loan & Collections, Mail Services, PCard, Purchasing, Student Accounts, University Cashier, Staff Listing, Training, Travel, Forms and Pay Tuition. We hope you'll visit the site and welcome any comments you have.

## Central Stores/Office Depot Vendor Showcase

The Central Stores/Office Depot Vendor Showcase is scheduled for November 7<sup>th</sup> in the VU Multi-Purpose room. Open hours are 10am-2pm Office Depot has confirmed participation of 12 vendors besides themselves.

The theme for this year is "New & Green Products". The past shows have attracted about 220 staff and we expect the same attendance level this year.

## Depositing Payments

As the school year gets underway, the Cashier's would like to remind us that it is not secure to send payments through inter-office mail. When a check is sent through campus mail that is made payable to Western, it can be used by anyone if it is intercepted along the way.

For the Viking Xpress Bus Passes, please **do not send** Sustainable Transportation your payment, send them only the application. They are not an authorized cash handling office. All payments need to be made through the Cashier's Office (either by U.S. mail or in person) OR can be paid on line through Web4U using a checking or savings account (no fee) or using a MasterCard, American Express, or Discover Card (using a credit card will result in a 2.75% convenience fee being assessed). Remember, October 15<sup>th</sup> is the deadline to avoid the interest charge.

## WWU Contracted vendor closes doors

Due to the recent closure of Northwest Computer Supplies, the Purchasing Office has made arrangements with various suppliers for items the campus previously purchased at NWC. Please contact Rita Sinclair ([Rita.Sinclair@wwu.edu](mailto:Rita.Sinclair@wwu.edu)) ext 3559 for referrals to alternate suppliers.

## Financial Manager and Budget Authority Forms

As part of Western's green efforts, Accounting Services is now utilizing the electronic archiving of e-sign forms for our records instead of printing each form for manual filing. To streamline this project, one form is now required per person to add or change financial manager or budget authority information. If more room is needed to list funds and/or fast indexes, a spreadsheet can be attached to the form. Thank you for your cooperation in our efforts to reduce our paper output.

## New Vendor Create and Maintenance Form

Still creating and updating vendor information? There is a new form to help! Accounting Services is pleased to announce the e-sign vendor creation and maintenance form. This form should be used whenever a new vendor is needed in Banner or to make changes to an existing vendor.

New vendors require a completed W-9 prior to creation and address changes to current vendors require documentation of the new address. Travel and service reimbursement, personal service reimbursement, and honorarium forms have a W-9 section on the face of the form; an additional W-9 is not needed, but please ensure the information supplied is legible.

Use of this form will centralize the updating of the vendor files within Accounting Services. If you are currently creating or changing vendor information in Banner, please utilize this form and let Accounting Services do the work for you.

Please contact Ellen at x2445 with questions. Here is the link to the form and instructions: [Vendor Maintenance Form](#).

## Travel Accounting Alert

WWU is proud to be a leader in the use of green energy, and in the encouragement of alternative transportation. In this age of consumption awareness, it is increasingly important to be able to calculate and report on our current use of fossil fuels. To aid in this need, a new Account Code is available for immediate use on travel reimbursements.

The new code and title: **E373 Travel Gas Reimb w/Rcpt**

E373 represents gas expenses reimbursed to WWU travelers\*, as represented by a receipt. Please note the difference between this account code and two other codes you may have previously used:

E353 is *mileage* reimbursement made to a WWU traveler. This expense does not require a receipt, and is calculated per mile; this rate is intended to include the cost of gas, insurance, and wear and tear on a person's own vehicle.

E231 is fuel purchased directly by the university.

When using E373 to reimburse for travel related gas expenses, please be sure the receipt is in the payee's name, and is attached to the reimbursement document.

\*A WWU Traveler is any individual/entity traveling on university business including faculty, staff, students, contractors/vendors, authorized volunteers, work experience program participants or candidates for employment.

## Training Resources

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

Debbi Baughn, Travel Desk x3341, provides regular training on travel regulations and how to handle your travel needs.

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.

Vic Kiel in Human Resources, x7418 also offers regular training classes in Banner navigation.