

FINANCE FOOTNOTES

A Publication of WWU Financial Services

November 2008

State Compliance Audit for WWU

The State Auditors will be conducting the annual compliance audit of the University through December 19th. They will be located primarily down at 32nd St. 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, secure, and your money is deposited in your account on payday. No more waiting in line at the Cashier's Office or for 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 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 may have.

Finance Focus Group

The Finance Focus group has reconvened with a new purpose. The charge for the group is to guide the development of effective financial reports from Banner Finance. The members of the group volunteered when completing the Financial Reporting survey in June 2008. Diana Cline and Lise Fitzpatrick agreed to co-chair the group while members from the Business and Financial Services staff will act in a listening mode to ensure the objectives of the group are member driven.

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.

"K" Transfer Codes

Accounting Services is discussing discontinuing the use of "K" transfer codes. We realize that many departments rely on these codes to move dollars between funds however; the use of the "K" codes inhibits obtaining a clear picture of financial transactions at year-end. We are currently working on options to use instead of a "K" code. Stay tuned for additional information.

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. 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](#).

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.