

FINANCE FOOTNOTES

A Publication of WWU Financial Services

July 2009

Accrual Period Due Dates

July 20th - accrual period journal vouchers with approval and backup

July 28th – accrual period uploads

July 29th – closing of the accrual period

July 31st – distribution of accrual period reports

Any items required to be submitted to Accounting Services, Accounts Payable, or Purchasing need to be in our offices at 32nd Street by 5 pm on the due date.

June Reports

June reports will be distributed on July 8th. Please review the reports carefully for errors and submit correcting journal vouchers no later than July 20th. Journal vouchers submitted after July 20th will be processed only with approval by Accounting Services.

Are You Enrolled in Direct Deposit?

It is easy to enroll and the funds are deposited on payday. Employees are sent a secure direct deposit statement via e-mail two days prior to payday for their records. A one pay period delay to receive direct deposit is no longer necessary. Links to the forms for permanent employees is supplied below.

[Direct deposit enrollment – employees](#)

Student's receiving financial aid refunds can also take advantage of the convenience of direct deposit. The form no longer requires a delay of one pay period for receiving direct deposit. The link to the form is supplied below.

[Direct deposit enrollment – student financial aid](#)

The initial test of employee reimbursement via direct deposit has been completed. Soon all employees on payroll direct deposit will also receive travel and expense reimbursements via direct deposit.

Coming soon – online registration for direct deposit of paychecks, including deposits to two bank accounts.

Deposits to Cashier's Office

A reminder that all deposits (cash, checks and credit cards) are due to the Cashier's Office within 24 hours of receipt. Not sure if you are an approved cash receipting location or haven't taken cash handling training, please contact Becky at x4530. This timely receipt by the Cashier's Office ensures that Western is compliant with all state regulations relating to the deposit of cash receipts.

Blanket Orders Changing to Open Orders

Currently, a blanket order is a purchase agreement used when you have no idea of the amount that will be ordered, or if you will place an order at all.

Currently, blanket orders are recorded for ongoing expenditures, but DO NOT show up in reports as open commitments. (An example may be a blanket order for Aramark, Airgas or Bellaire Charters, etc.) **Beginning July 1st, these blanket orders will be converted to open orders, showing up in financial reports as open commitments.** Additional information on this change will be communicated shortly to all financial managers and budget authorities.

Note: Budget JV's will be necessary to show projected revenue to offset encumbrances for self sustaining; internal services; and auxiliary funds. Please contact Diana Cline at x4762 to discuss how to prepare budget journal vouchers.

Reimbursement Requests Submitted within 60 Days

Per WWU Travel and Reimbursement Policies POL-U5348.10 and POL-U5348.12, reimbursement requests must be submitted to Accounts Payable or Purchasing, within 60 days of the purchase, or completion of travel.

Please do not save mileage or miscellaneous reimbursement requests to be submitted in a batch; reimbursement requests should be submitted once a month. The following links outline the applicable policies:

[Authorizing and Reimbursing Travel](#)

[Reimbursing Employees](#)

Returned Checks

Departments receiving returned checks in the mail must send the checks to Accounting Services at MS 1420 to ensure the check is properly cancelled in Banner Finance. This will ensure our financial records are correct at fiscal year end and avoid the costly tracking of missing checks.

Please contact Diane Fuller at x4002 with questions.

PCard Review and Approval

Please check your P-card transactions for the correct account codes. Monthly unapproved transactions are recorded to E111. Please review the E111 activity in your budget to determine if this is the correct account code. If not, please prepare a journal voucher to move the expense to the correct account.

Financial Managers and Budget Authorities

Accounting Services needs your help in ensuring our list of financial managers and budget authorities is up to date. If a financial manager or budget authority has left your department, please complete the attached form to update the information in our database. With your help, we can keep our records up to date. Thank you.

[Budget Authority](#)

[Financial Managers](#)

Training Requests

Please send your requests/suggestions for specific training courses to Shonda Shipman at Shonda.Shipman@wwu.edu I would like to develop an ongoing progressive curriculum of training courses based around the needs of our users. The suggestions from the departments we serve are one of the best sources for course ideas.

Training Resources

Debbi Baughn at x3341 provides regular campus training on travel regulations and how to handle your travel needs.

Diane Fuller at 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.

Becky Kellow at x4530 is available for training in cashiering and cash receipting.

Vic Kiel at x7418 also offers regular training classes in Banner navigation.