

FINANCE FOOTNOTES

A Publication of WWU Financial Services

August 2009

Accrual Period Transactions

The accrual period is closed for transactions from campus departments however; you may still see entries to your budgets during this time as Accounting Services prepares entries for the annual fiscal year audit. The most common entry is to record fiscal 2009 invoices for expenditures that were received in fiscal 2010. These entries are recorded on an ACG upload with the description "Accrue fiscal 2009 invoices received in fiscal 2010." The entries are reversed in the new fiscal year to avoid double counting of the expense.

Please contact Mike at x3675 or Shonda at x3564 with questions.

Fall Quarter Fee Assessment

Fall quarter fee assessment for tuition begins on Monday, August 3, 2009. This means that departments will see revenue from tuition in their budgets in August. Please keep in mind that students will continue to register and withdraw from classes on-line through September 29th. The revenue you see today may change during the months ahead.

Please contact Loa at x2924 with any questions.

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. Links to the forms for permanent employees is supplied below.

[Direct deposit enrollment – employees](#)

Students receiving financial aid refunds can also take advantage of the convenience of 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.

Ask Accounting Services

Question: I see an adjustment in my fund for leave liability. What is this for?

Answer: Each year, Western is required to assign a dollar value to the hours of vacation and sick leave our employees have earned but not taken during the fiscal year. The value of the leave not taken must be shown as an amount due from the university on our financial reports. A series of complex calculations based on salary and actuarial tables arrives at the dollar value of the leave. Budgets are adjusted for the difference between the value at June 30, 2008 and June 30, 2009.

If a number of employees left your department or took a significant amount of leave, the amount charged to your budget will decrease. If the number of employees increased or they did not take much leave, the amount charged will increase. If employees have changed departments and funding strings during the year, the entire value of leave owed to those employees will be charged to the new funding string to move the balance from one budget to another.

Please contact Diane at x4002 or Shonda at x3564 with questions.

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.

Purchasing Update on Bid Limits

Effective July 1, 2009, the Office of Financial Management (OFM) adjusted the bid thresholds. The changes are as follows:

Purchases for goods and services between \$3,500 and \$49,000 are considered "informal competition," with a new requirement of posting on Washington Electronic Business Solution (WEBS) for all quotes over \$3,500.00 that are not under contract.

Purchases of goods and services projected to exceed \$49,000 will be considered a formal bid and must be handled as a sealed bid on WEBS.

Please consider this new state requirement which may delay the processing of your order, when determining delivery requirements for the purchase of goods or services.

Department purchasing limits are \$1,000 per University policy. Purchase requisition forms for all restricted items and items over \$1,000 must be sent to purchasing.

Please contact Susan at x2430 with questions.

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](#)

Please contact Debbi at x3341 with questions.

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 a 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.