FINANCE FOOTNOTES

A Publication of WWU Financial Services

July 2010

Monthly Financial Reports Distributed via Email Beginning with July

Accounting Services is pleased to announce that the monthly financial reports will be distributed in pdf format via email to the **organization** financial managers beginning on August 9th. This new method will reduce the amount of paper generated by printing reports and allows the reports to be viewed online. Thank you to ADMCS staff for their work on this efficient method of delivery and being green.

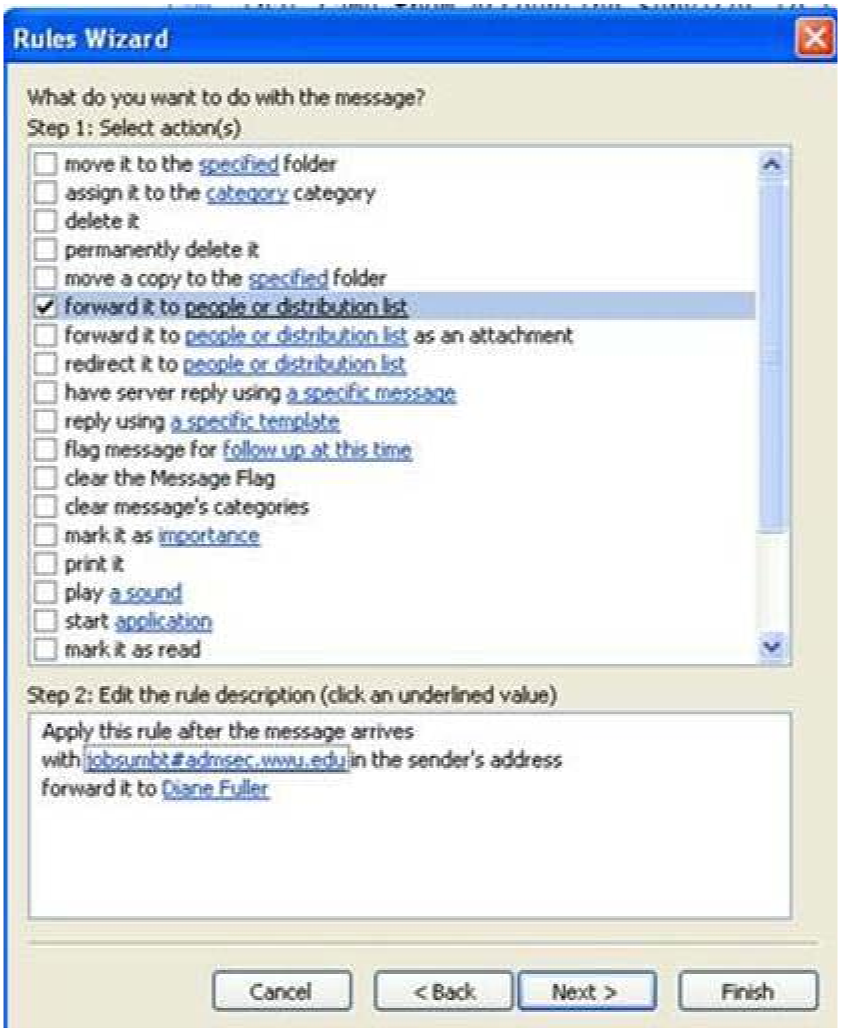
If you receive the reports in your mail box and need to forward them to another person for reconciling, please follow the steps below to set up a rule in Outlook. This rule will then apply to all emails received from the specified email. The rule must be set up in the original receiver's Outlook.

How to set up a "rule" in Outlook so the email that came from Accounting Services to the Chairs/Deans will be automatically forwarded to the Department Managers. This would have to be done in the Chair/Dean's outlook. These are the steps:

1. In Outlook click on tools then rules and alerts
2. Select "New Rule"
3. Click on check messages when they arrive and click Next

4. Click on “with specific words in the senders address”
5. Click on “specific words” in the step 2 box
6. Type Accounting.Services@wwu.edu, click add, click ok

7. Click next
8. Click in the box “forward it to people or distribution list”
9. Click on “people or distribution list” in the step 2 box
10. Select the name you want the email forwarded to



11. Click ok, click next, click next
12. Check the box turn on this rule and run this rule now on messages already in inbox
13. Click finish, click OK

Thanks to Mary Ann Merrill for this suggestion. If a change in organization financial manager is needed, please complete the form in the attached link:

https://esign.wwu.edu/admcs/process/forms/Accounting/Financial_Man_Maint.aspx

New Chart of Accounts in Effect on July 1st

Remember that the new chart of accounts was activated on July 1st changing all the 14xxx funds to fund 10200. We are still receiving P-card purchases, journal vouchers, and uploads with discontinued funds or fast indexes. If a fast index was requested to be terminated, please do not use it on any new year transactions. Payroll expenditures for fiscal 2011 are still showing up in funds 14xxx. These funds can no longer be used to record any transactions; please watch the coding on PA's going to Payroll.

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

Secure Flight Data Required

The following information is required for all passengers at the time you book airfare:

- Name as it appears on government-issued I.D. when traveling
- Date of Birth
- Gender
- Redress Number (if available)
- Passport information is required for international travel

When someone books airfare for you, please provide them this information.
It is usually best to have this information for each traveler ready before you make the airline reservation.

Read more about the TSA Secure Flight Program by clicking here.

Update on Finance/HR Data Warehouse Project

In June 2010, Millennium Computer Systems, based in Victoria, B.C., was selected for the Finance/HR Data Warehouse project. Since then, Susan Banton and her team from the Purchasing Department have finalized the signing of the contract. Implementation team members Wanna VanCuren, project manager, and team leads Bob Schneider, IT; Shonda Shipman, Financial Reporting; Vic Kiel, HR/Training; Diana Cline, Budget Reporting; and Teresa Mroczkiewicz, Process & Procedural Change; have been working closely with the consultants from Millennium to finalize an initial implementation plan. Paul Cocke, lead for the Internal Marketing Communications Committee, drafted a detailed communication plan to provide regular updates of this project to the campus.

At the same time, IT Team members from ADMCS and Technical Services completed the Test server configuration, creation of the databases and delivered a fully functional test environment to the implementation teams.

The Train-the-Trainer training starts from Aug. 9th to 25th with the testing phase follows in September. Tentative go live for selective divisions are scheduled in October 2010.

For more information on this project, including a list of frequently asked questions, visit the data warehouse project website

http://www.wwu.edu/depts/fs/BannerFinance/DataWarehouse/index.shtml

Please direct any additional questions to Wanna VanCuren at x2992.

Chart 2 – Foundation Journal Vouchers and Uploads

Please remember that all journal vouchers and uploads affecting the Foundation (Chart 2) must be approved by the Foundation before being keyed Accounting Services. To save time, please route all Chart 2 journal vouchers and uploads to the Foundation for approval before sending to Accounting Services.

Please contact Lisa Keene at x2004 or Randy Senf at x3408 with questions.

Finance and HR Focus Group

The Finance Focus and HR Focus groups have been combined to ensure that projects and processes are meeting the needs of users of both Banner systems. A regularly scheduled meeting and location will be announced shortly. Please send agenda items to Nicole Goodman or Shonda Shipman.

Training Resources

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

Susan Banton at x2430 is available for personalized purchasing training; including purchase orders, department orders, check requests and information on department's purchasing authority.

Diane Fuller at x4002 is available to provide training in using Banner screens and running budget reports.

Suzie Merrick at x4531 is available for training in cashiering and cash receipting.

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