FINANCE FOOTNOTES

A Publication of WWU Financial Services

August 2010

Monthly Financial Reports Distributed via Email

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.

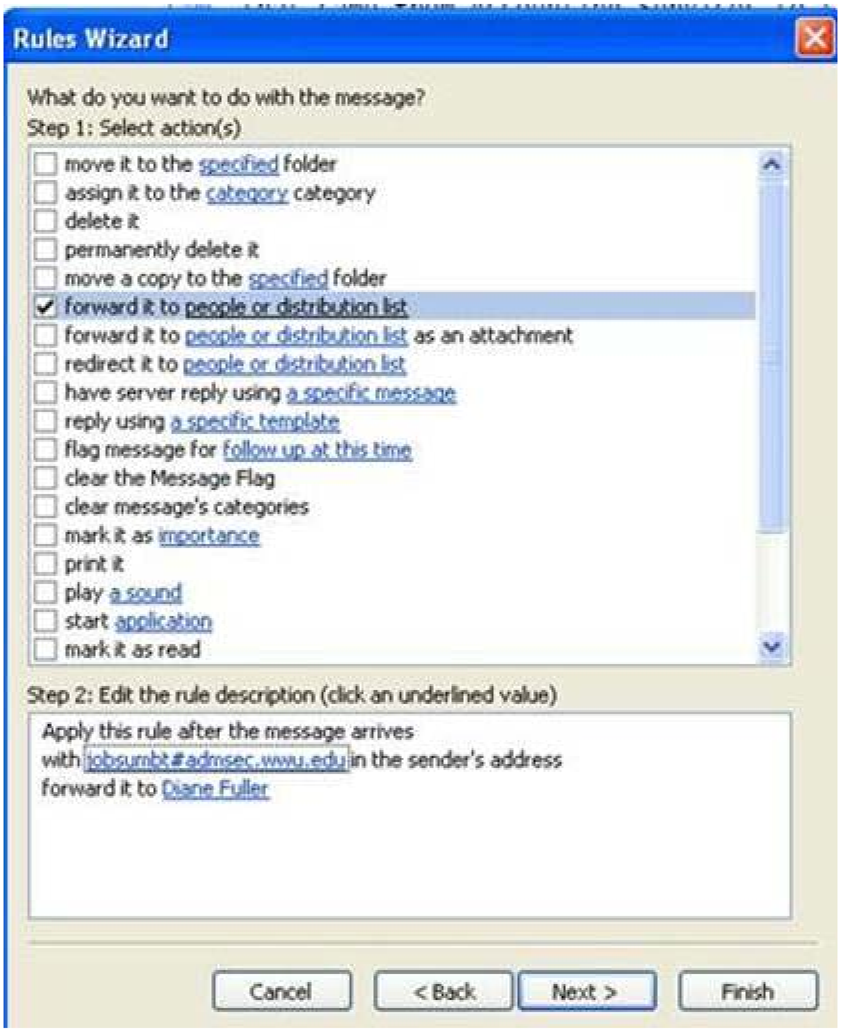
If you receive the reports in your mail box and need to forward them to another person for reconciling, please follow the steps below to set up a rule in Outlook. This rule will then apply to all emails received from the specified email. The rule must be set up in the original receiver's Outlook.

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

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.

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

What Do I Do With Checks Received By My Department?

If you receive a check or credit memo from a vendor in your department, please do the following:

1) If you know the funding string for the refund check, complete a deposit slip with the funding information and take the check to the Cashier's Office.
2) If you do not know the funding string, please deliver the check to the Cashier's Office and they will contact Accounting Services
3) Any documents related to vendor invoices or payments should be sent to Accounts Payable at MS 1420.

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.

60 Days to Making Your Reimbursement Tax Reportable

To stay compliant with IRS Accountable Plan regulations, WWU has established Policy 5348.10 (Reimbursing Travel) and Policy 5348.12 (Reimbursing for University Business). Both policies state reimbursement is allowed if "reimbursement is requested within 60 days of purchase/travel completion or by July 15 for fiscal year end, whichever is sooner." If you do not seek reimbursement for your expenses or travel expenses within 60 days of purchase or travel completion, your reimbursement becomes **tax reportable; meaning the amount will be added to your W-2 for the year**. Please submit receipts for reimbursement well within the 60 day window to prevent this from happening.

Reference: WWU Policy 5348.10; WWU Policy 5348.12; IRS Publication 15 (page 11) or contact Debbi at x3341.

Updating Financial Managers and Budget Authorities

Please remember to complete the financial manager or budget authority e-sign form when hiring new employees or when employees transfer between departments. Accounting Services is unable to update these records without authorization via the e-sign form. A current list ensures that the right person receives financial reports and has authorization to sign for transactions.

Links to the forms are below.

https://esign.wwu.edu/admcs/process/forms/Accounting/Bud_Auth2.aspx

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

Update on Finance/HR Data Warehouse Project

All implementation team members have completed the "Train-the-Trainer" training conducted by Millennium in the month of August for the Finance and Human Resources modules. We have received very positive feedback from all team members regarding the ease of use of this software and that most of the information they required is readily accessible through the standard reports.

Throughout the month of September, the two implementation teams (Finance & HR) will start validating data by comparing the standard reports from Millennium to the current sources – Banner and/or BI Query.

The Implementation Team is still targeting go live in October 2010.

Please email Project Manager Wanna VanCuren wanna.vancuren@wwu.edu if you have any questions regarding to this project.

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

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.