

FINANCE FOOTNOTES

A Publication of WWU Financial Services

September 2010

Credit Card Fees

Western is charged, like any business, every time we accept a credit card. If your department accepts credit cards for payments then you have been assessed the portion of the bank fees related to the amounts you have accepted. Please review your funds to make sure that this charge (E217) is being debited from the correct fund. Any questions or changes to the fund should be directed to Becky Kellow x3720.

Budget Carry-forward Process

September is the month that the budget carry-forward process is being run to populate the E001 budget amounts for FY11. This process is being run for self-sustaining, internal service, and auxiliary funds. The calculation is made by taking the prior year E001 balance, adding to it all FY10 revenues and subtracting all FY10 labor/expenses/transfers to come up with the current year E001 balance. The net effect of this is to allocate each fund's total balance down to the organization, program, activity, and location level.

If you would like to allocate your carry-forward balances differently than the calculated amounts, you will need to submit a budget JV using rule class BD04 to Accounting Services. Since this is a budget JV, this reallocation can be done anytime throughout the fiscal year. Please remember that these reallocations can only be done WITHIN a fund (additions must equal subtractions by fund). If your intent is to transfer BETWEEN funds, this is an actual transfer, and a regular accounting JV must be used.

In addition to the carry-forward of self sustaining, internal service, and auxiliary funds, the budget office is also posting the legacy fund carry-forward into operating funding strings, account E001L, and the fiscal year 10 commitments into operating funding strings, account E001.

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

Consolidated Operating 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. The conversion has been going well and this month sees another piece of the process completed: The fund balance accounts have been moved to fund 10200. What this means is people will no longer receive month end reports showing a beginning and ending balance for the old 14xxx funds. There are still some transactions that incorrectly used the old funds this year that have not yet been corrected, but we anticipate a completed conversion by the end of October. Please help out by not using discontinued funds or fast indexes on your P-card purchases, journal vouchers, or uploads.

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.](#)

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.wvu.edu/admcs/process/forms/Accounting/Bud_Auth2.aspx

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

Update on Finance/HR Data Warehouse Project

During the month of September 2010, the Finance and HR Teams have completed the validation of the standard reports in Millennium Test environment. Our 1st production rollout is scheduled on October 4, 2010. The intent of this limited rollout is to have additional end-users to further validate all the data and format of the Millennium standard reports to Banner, BI Query or any other shadow systems that utilize the same data. For this rollout period, the implementation teams also established a level support system so end-users in each area/department can contact their own area Millennium support regarding any comments or issues. Below is a list of the level one support in each area/department:

Area/Department	Contacts	Phone Number	Email Address
Academic Affairs/Provost	Ichi Pencils	X6837	ichi.pencil@wvu.edu
EESP	Lise Fitzpatrick	X6745	lise.fitzpatrick@wvu.edu
BFA/AVP Financial	Wanna VanCuren	X2992	wanna.vancuren@wvu.edu
	Sharon Colman	X3479	sharon.colman@wvu.edu
Human Resources	Vic Kiel	X7418	vic.kiel@wvu.edu
Students Affairs	Debby Short	X7626	debora.short@wvu.edu
	Janet McLeod	X2969	janet.mcleod@wvu.edu
	Linda Beckman	X7417	LindaP.beckman@wvu.edu
University Advancement	Randy Senf	X3408	randy.senf@wvu.edu
UPB	Diana Cline	X4762	Diana.cline@wvu.edu
	Wanna VanCuren	X2992	Wanna.vancuren@wvu.edu

If you have any questions regarding the Millennium data warehouse project, please contact Wanna VanCuren at extension 2992 or email wanna.vancuren@wvu.edu

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.