

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

October 2010

## October Closing Issues

October was closed on Nov. 10<sup>th</sup> with reports emailed to the organization financial managers. Due to technical difficulties, the FBEN02 report is not included in the distributed reports. ADMCS is currently working on identifying why this report would not run properly.

The adjusted budget in funds 10200 may also be inaccurate due to the distribution of the budget related to the allocation of pooled benefits. We will notify campus when this issue has been resolved.

Thank you for your patience.

## Termination of 14000 Funds Effective November 5th

With the activation of the new chart of accounts on July 1<sup>st</sup> that changed all 14000 funds to fund 10200, transactions should no longer be keyed to any 14000 funds. Accounting Services is working on clearing any fiscal 2011 transactions in these funds and terminating the funds in the process. Please assist us in this process 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.

## Utilizing the P-Card

When using a PCard for a purchase or approving a PCard purchase, it is recommended to use a fast Index instead of a fund. A fast index is a combination of letters that corresponds to a particular funding string and is very useful for coding transactions quickly and easily.

The fast index contains all elements of the funding string required to post the Pcard transaction into Banner. If you prefer to use a fund or need to change the default funding string, please remove the defaulted information and enter the fund and account in their respective fields. The organization and program will need to be listed in the "Transaction Notes" area for Accounting Services to input into Banner. All the above components of the funding string are required to post transactions in Banner. Incomplete funding strings frequently cause delays in completing PCard transactions in Banner and questions to departments to clarify.

If a particular funding string is regularly used, Accounting Services can assist in creating a fast index for most fund types. The **preferred option for PCard transactions is the use of a fast index**. If that is not possible, please include the complete funding string in the Transaction Notes.

If you have any questions or concerns, please call Sheryl in Accounting Services at x3040.

## 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

---

Email notifications were sent on November 3<sup>rd</sup> to all Financial Managers shown in the Accounting Services database with a request to return the forms indicating the information is accurate or with e-sign forms containing updated information.

Updating the list with current information ensures that the right person receives financial reports and has authorization to sign for transactions.

Please use the following forms to update information:

[Budget Authority Authorization Form](#)

[Financial Manager Maintenance Form](#)

## 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. The 1st production rollout occurred 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	<a href="mailto:ichi.pencil@wwu.edu">ichi.pencil@wwu.edu</a>
EESP	Lise Fitzpatrick	X6745	<a href="mailto:lise.fitzpatrick@wwu.edu">lise.fitzpatrick@wwu.edu</a>
BFA/AVP Financial	Wanna VanCuren	X2992	<a href="mailto:wanna.vancuren@wwu.edu">wanna.vancuren@wwu.edu</a>
	Sharon Colman	X3479	<a href="mailto:sharon.colman@wwu.edu">sharon.colman@wwu.edu</a>
Human Resources	Vic Kiel	X7418	<a href="mailto:vic.kiel@wwu.edu">vic.kiel@wwu.edu</a>
Students Affairs	Debby Short	X7626	<a href="mailto:debora.short@wwu.edu">debora.short@wwu.edu</a>
	Janet McLeod	X2969	<a href="mailto:janet.mcleod@wwu.edu">janet.mcleod@wwu.edu</a>
	Linda Beckman	X7417	<a href="mailto:LindaP.beckman@wwu.edu">LindaP.beckman@wwu.edu</a>
University Advancement	Randy Senf	X3408	<a href="mailto:randy.senf@wwu.edu">randy.senf@wwu.edu</a>
UPB	Diana Cline	X4762	<a href="mailto:Diana.cline@wwu.edu">Diana.cline@wwu.edu</a>

If you have any questions regarding the Millennium data warehouse project, please contact Wanna VanCuren at extension 2992 or email [wanna.vancuren@wwu.edu](mailto:wanna.vancuren@wwu.edu)

## Training Resources

---

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

Brenda Ancheta at x3561 offers training on the use of the Pcard and including signing up for a card.

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.