FINANCE FOOTNOTES

A Publication of WWU Financial Services

November 2010

Termination of 14000 Funds

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. There are some existing issues with Accounts Payable invoices being recorded to 14000 funds which we are addressing. Thank you for your patience.

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

FAST Indexes or Funds for 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.

P-Card Use on Campus

Please remember that P-cards cannot be used between campus departments. Interdepartmental charges should be recorded via a journal voucher or upload. The State Auditors discovered a few instances of P-card use between departments during their annual compliance audit.

Please contact Brenda at x3561 with any questions.

Updating Financial Managers and Budget Authorities

E-mail notifications were sent on November 3rd to all financial managers asking for verification of the financial manager and budget authority information that we have on file. Recipients are required to return the signed memo indicating whether the information on file is accurate or in need of update. Official maintenance requests need to be returned with the memo if changes are needed.

Updating the list with current information ensures that the right person receives financial reports and has authorization to sign for transactions. Please return the signed memo and any forms to update information to Accounting Services by December 13th.

Please use the following forms to update information:

Budget Authority Authorization Form

Financial Manager Maintenance Form

Mailing Address Needed on Travel Reimbursements

A mailing address is required on all travel reimbursements, even those being paid via ACH. This information is necessary to set-up the payee in the Banner System.

Please contact Debbi at x3341 with any questions.

Finance Data Warehouse Update

Over the past two months, our implementation teams have continued to work with Millennium in fine tuning some of the Finance and HR standard reports. Academic Affairs will conduct a few more Millennium FAST Finance demonstration sessions for their users in the month of December 2010. Ichi Pencil will confirm the exact time and dates of these demonstrations directly to her users. University Advancement and Accounting Services will join these sessions also.   Student Affairs will start training their users on FAST Finance starting mid-January 2011.   General rollout for Millennium FAST HR to all users is also scheduled in mid-January 2011.

Implementation of the Millennium Forecasting module starts in January 2011. A 2-day work-session is scheduled on January 13th and 14th.

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

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UPB	Diana Cline	X4762	Diana.cline@wwu.edu

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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. Accounting Services has a training document available that displays many of the Banner reports and includes information on how to run the reports. Please contact Diane to request a packet.

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

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