

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

February 2011

## New Bank Account Codes

Effective March 1<sup>st</sup>, Western is utilizing Wells Fargo for our banking transactions. This resulted in the creation of new bank account codes to be used on journal vouchers and uploads. A listing of the old and new bank account codes is listed below.

<u>Old Account</u>	<u>New Account</u>	<u>Uses</u>
S020	S030	Chart 1 funds on journal vouchers and uploads
S023	S033	Chart 2 funds on journal vouchers and uploads
S025	S035	Bookstore journal vouchers and uploads

These new codes must be used on journal vouchers and uploads or the entry will not post to Banner.

Please contact Diane at x4002 with questions.

## Carry Forward Balances at FOAPAL Removed from Banner

The carry forward balances in E001 were removed from Banner during February. **The balances will remain in Banner at the fund level in account X101 which displays at the top of the first page of FBBS02 for each particular fund.** The detail of the carry forward at the FOAPAL level will be held in Millennium FAST Finance in account code E001. This will display at the top of the Fund Balance report for each unique FOAPAL combination. This change is being made to return as closely to baseline Banner as possible and to remove any confusion over how the E001 amount displays in Banner.

Please contact Shonda at x3564 with questions.

## Local Sales and Use Tax Increase for City of Bellingham

**Effective April 01, 2011:** Local Sales and Use Tax within the City of Bellingham will increase two-tenths of one percent (.002) to **8.7%**. The rate to use is based on the received date of materials. Anything received prior to April 1 will still be calculated on the old rate of 8.5%. For the updated quarterly Flyer for 4/01/11 to 6/30/11 go to:

[http://dor.wa.gov/docs/forms/ExcsTx/LocSalUseTx/LocalSIsUseFlyer\\_Quarterly.pdf](http://dor.wa.gov/docs/forms/ExcsTx/LocSalUseTx/LocalSIsUseFlyer_Quarterly.pdf)

**If you have additional questions or concerns – please call Donna Foley at Ex. 6815**

## P-Card Reminder: Unacceptable use of P-Card

Splitting a transaction to circumvent the single transaction spending limit is unacceptable. If you have the need to make a purchase that exceeds your limit, please submit your written request to [Brenda.Ancheta@wwu.edu](mailto:Brenda.Ancheta@wwu.edu), Pcard Administrator. For a complete list of SAAM Unacceptable Use of Pcard, please refer to: <http://www.ofm.wa.gov/policy/45.10.htm#45.10.50>

## FAST Indexes for the P-Card

When using a PCard for a purchase or approving a PCard purchase, it is recommended to use a fast index to record the transaction. 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.

A fast index contains all elements of the funding string required to post the Pcard transaction into Banner. If the preference is to utilize a fund or there is a 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.

Please call Sheryl at x3040 with any questions.

## Sales Tax Reminder – P-Card Transactions

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WWU must pay tax on all goods and certain services – Western is not tax exempt.

If sales tax is listed on your receipt, invoice or packing slip as a separate item, check the tax box on the PaymentNet screen when reviewing/approving transactions. This rule applies to both in-state and out-of-state purchases. If tax has been charged and the box is NOT checked, tax will be charged again when the transaction is processed into Banner Finance. These errors can be corrected via a journal voucher.

Please contact Brenda at x3561 with any questions.

## Millennium FAST Finance and HR Campus Rollout

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The Finance Implementation Team has completed three classroom hands-on training on FAST Finance during the month of February. There will be a few more classroom training for Academic Affairs & Student Affairs in the month of March. The Financial Systems Support Team is considering future periodic training for new users after these initial classes.

The HR Training Team also completed seven classroom training on FAST HR and the next one is scheduled on March 10, 2011. Future classes will be considered on need basis.

If you have any other questions, please contact Wanna VanCuren [wanna.vancuren@wwu.edu](mailto:wanna.vancuren@wwu.edu)

## Training Resources

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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 Sheryl at x3040 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.