

FINANCE FOOTNOTES

A Publication of WWU Financial Services

March 2011

Budget Authority on Former 14000 Funds and Organizations

With the conversion of the 14000 funds to fund 10200, the Budget Authorities on the 14000 funds were eliminated in Banner. Purchasing is receiving numerous phone calls regarding denied purchases due to lack of Budget Authorities assigned at the organization level. With the collapsing of the 14000 funds into fund 10200, the Budget Authority must be assigned at the organization level. If you are not certain who the financial manager is for your organization, Accounting Services can provide that information for you.

Please contact Diane at x4002 with questions.

Budget Authorities on Fast Indexes

Budget Authorities can be assigned to fast indexes in Banner however; this limits the signature authority to the specific funding string coded to the fast index. If a Budget Authority should have this limited level of authorization, assigning them to a fast index is appropriate. If the Budget Authority should have wider authorization, assigning them to an organization or fund is a better solution. Authorization on fund 10200 must be assigned at the organization level.

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 balance of the carry forward at the **FOAPAL** level will be displayed in FAST Finance at the top of the Fund Balance report for each unique **FOAPAL** combination.

If the carry forward balance was not designated to the FOAPAL level and remains at the fund level only, this amount will only display in FAST Finance on the Balance Sheet report. FAST is unable to display the carry forward balance at the fund level only. This information by fund can be found by running the FBBS02 report in Banner.

Financial Systems and Accounting Services are currently working with Millennium to enter the carry forward balances for Charts 2 and 3 into FAST Finance.

Please contact Shonda at x3564 with questions.

Postage Rate Increase, Mailing List Clean Up

Postal rates will increase effective April 17, 2011. A one ounce First Class letter (#10 envelopes) will remain at 44¢. The next additional ounce increases by 20¢ per ounce (e.g. 2 oz. letter = 64¢). Mailers are encouraged to fold non-letter size pieces of up to 8 pages down to letter size when possible. 6" X 9" envelopes qualify for letter size rates; maximum letter size is 6"x11.5"x.25" thick.

Non letter size (flats) will increase by 5.3%. International mail will increase by 4%

Overall services will increase an average of 1.7% or an additional \$7500 to the current mailing budget

Mail Services is offering mailing list Clean Up and Move Updating to all departments with 100 addresses or more. Files should be submitted electronically to Mail.Services@wwu.edu in an excel format. Mailing lists can be processed and returned within 3 days. This service will save materials, time, and especially return postage costs.

Please contact Judy Magnuson at x3770 with questions.

Accounting Services, Financial Systems and Accounts Payable Moves

As of April 4th, Accounting Services, Financial Systems and Accounts Payable have relocated within the AC building at 32nd Street. Accounts Payable has moved into the Purchasing Suite in AC 140, Accounting Services has moved into AC 114 and Financial Systems has taken over the former space located by Accounts Payable.

All phone, fax and mail stops remain the same.

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/LocalSlsUseFlyer_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, 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

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.

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 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.