# Business & Finance

# Resource Guide

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# Contents

## Updating Information

*Need to make an update? Contact the Business Office at (806) 651-2080.*

# WELCOME TO WT

## Purpose of Guide

The purpose of the West Texas A&M University Business & Finance Guide:

i.  Maintain consistency throughout the University System for administrative processes and the associated necessary accounting principles.

ii.  Understand and prepare or process accounting transactions.

iii.  Provide administrative and accounting practices for reference with associated regulations or compliance requirements.

## Quick History

Please visit the WT website for great reading on our university history – READ NOW.

## The University at a Glance

Location: Canyon, Texas (pop. 15,300)
Established: 1910
Nickname: Buffaloes or Buffs
School Colors: Maroon and White

## Business & Finance Division

Business & Finance is made up of the below offices:

1.  Accounting and Business (Business Office)
2.  Budgets and Reporting
3.  Bookstore
4.  Buffalo Gold Card
5.  Controller
6.  First United Bank Center
7.  Human Resources
8.  Physical Plant
9.  Purchasing
10. University Police Department

# NEW EMPLOYEE

# New Employee

## Contacting Information Technology

All staff, faculty, and students need Information Technology support from time to time. Knowing how to properly request assistance is essential to keep your daily operations up and running. Please send all IT requests to [itsc@wtamu.edu](mailto:itsc@wtamu.edu).

For more detailed information, visit WT's [IT webpage](#) or IT's [Staff & Faculty Handbook.](#)

## Getting Started

### *Phones / Mail & E-Mail*

Utilizing Cisco phones are quite easy, but do not hesitate to have a trained IT staff member show you all the features. To transfer a caller, hit the Transfer button located on the bottom right of the phone and dial the desired extension.

Two ways to complete the call transfer:
i. Hang up or hit the 'transfer' button after you dial the extension.
ii. A friendlier way to transfer (aka, 'Soft-transfer') is remaining on the line with the caller until a live person picks up on the other end and introducing the caller prior to hanging up.

The latter way of transferring callers is an ideal practice of good customer service.

Emails between staff and faculty members are simple by using the [directory](#). Begin composing a new email in Outlook and select the *TO*

button to access directory. To search for a department or individual just begin typing, then select desired destination address.

## *Computer Access*

Computer Access – [Contact IT](#) (x4357) on your first day to assist logging into your computer/account. All access must be approved by your manager. To ensure successful onboarding, check with your hiring manager all applications/access requests have been submitted to IT.

Supervisors / Managers – Use [Agiloft](#) to create a New Employee Access Request. You will need the new employee's Full name, Buff ID, and EIN. In addition, the department's account number is required.

## *Essential Items*

[Duo](#) – Two-factor authenticator application
Email access (Outlook setup)
Phone Extension and voicemail setup
Microsoft Office Suite
Microsoft Teams Application
Network or department printer

For any errors along the way, do not hesitate contacting our knowledgeable IT staff by calling 806-651-4357 or sending an email to [itsc@wtamu.edu](mailto:itsc@wtamu.edu).

Personalized signature templates for Outlook are created by the Communication and Marketing department. Use the following link [https://www.wtamu.edu/about/communication-marketing/design-requests.html](https://www.wtamu.edu/about/communication-marketing/design-requests.html) and click on "Submit a Digital Request".  Complete the

form and click Submit.  A Graphic Designer will follow up with your designs.

Plan to visit these departments during your first days of employment:
   i.   Buff Card – Obtain from [Gold Card Office](#) located in the Jack B. Kelly Student Center building across from the Bookstore. Visit this office prepared to have your photograph taken.
   ii.  Key Access – [Lock Shop](#) located in the Old Sub building along with the University Police Department.
   iii. [Parking Services](#) – [Parking Pass Form](#)

## *Resources*

Resources for Faculty & Staff – [WT Intranet](#) a wonderful library of resources and forms from departments across campus.

Get Stuck? If so, use the WT website 'search field' as if it was your personal work search engine (similar to Google). WT's search field is located at the top right corner of each webpage.

*Tip* Logging into a campus computer and inputting employee credentials, only type the username and not your full email address. Example: AbcSmith vs. AbcSmith@wtamu.edu.

# GENERAL KNOWLEDGE

# General Knowledge

## Acronyms & Abbreviations

Yes, there acronyms, abbreviations and nicknames all across campus – many you will use in your day-to-day workflow.

### Building Code Key

| | | | |
|---|---|---|---|
| AMC | Amarillo Center | HELC | Hastings Electronic Learning Center |
| AGS | Agriculture Sciences Complex Academic | JBKSC | Jack B. Kelley Student Center (JBK) |
| NSB | Natural Sciences Building | KRC | Kilgore Research Center |
| BC | Buffalo Courts | OM | Old Main |
| CC | Classroom Center | PDRC | Palo Duro Research Center |
| C-Ctr | Computer Center | PPHM | Panhandle-Plains Historical Museum |
| DH | Dining Hall | PP | Physical Plant |
| ECS | Engineering and Computer Science | SUB | Old Student Union Building |
| FAC | Fine Arts Complex | UPD | University Police Department |
| FH | Fieldhouse | VERO | Veterinary Education, Research, & Outreach |
| FUBC | First United Bank Center (FUB) | VHAC | Virgil Henson Activities Center |

### Department Abbreviations

| | | | |
|---|---|---|---|
| BO | Accounting and Business Office | VPBF | Budgets and Reporting |
| BS | University Bookstore | BG | Buffalo Gold Card |
| BO | Controller | FUBC | First United Bank Center |
| HR | Human Resources | SSC | Physical Plant |
| PUR | Purchasing and Inventories | UPD | University Police Department |

### Frequently Used Acronyms

| | | | |
|---|---|---|---|
| AMA | Widely used in reference to Amarillo campus | COA | Cost of Attendance |
| BSR | Budget Status Report | CoA | Chart of Accounts |
| AFR | Annual Financial Review | FAC | Faculty |
| NSO | New Student Orientation | REQ | Requisition |

# Campus

## *Departments*

Full list can be found under the [University Directory](#)
Buildings – See [Campus Map](#)
Most all departments have their own webpages built into WT's
website. Read through department webpages for detailed department
information.

## *Hours & Closures*

Beginning early 2022, flexible scheduling has been made available to
WTAMU staff members. Individual department
supervisors/managers must approve employee requests.

The university President may authorize university closures at his/her
discretion; such as snow days or early releases prior to a holiday
weekend. Make sure you are subscribed to Information and Buff
News via 'subscribe@lists.wtamu.edu'.

## *Maintenance*

Office and building maintenance requests go through the Physical
Plant, operated by SSC (WT's provider of support services: custodial
and campus services).

In order to provide the best service, the Physical Plant provides a few
ways to turn in work orders:
- See your department head and ask who is the
  designated Maintenance Connection requester and have him/her
  create a work order.

- If the above isn't possible, and it is a long work order, has attached media such as pictures, or multiple work orders for different departments, we invite you to email them to [physicalplant@wtamu.edu](mailto:physicalplant@wtamu.edu).
- You are also welcome to call us at ext. 2133 to submit your request.

After the work order has been completed, we welcome the requester to submit a survey, either through our work order software or by filling out the SSC Services for Education Survey.

If you have additional concerns or are dissatisfied with the services, please complete the form Quality Assurance Plan and email to Stan Pena, Assistant Vice President of Facilities at [spena@wtamu.edu](mailto:spena@wtamu.edu).

## *Room Reservations*

Need a conference room or space to host an event? Please take a few moments to read through the [Jack B. Kelley Student Center](#) webpages.

The JBK offers many different options for hosting events on campus. Whether it's a small meeting for your organization or a large-scale event, we are here to help. The JBK staff are ready to help plan every detail of your event. For information on services and prices for non-university, call 806-651-2337, or email [JBK@wtamu.edu](mailto:JBK@wtamu.edu).

# ACCOUNTING & BUSINESS OFFICE

# Office of Accounting & Business

The Business Office provides a wide variety of services for everyone connected to the university. Our staff members are available to assist by phone, email, or in-person.

**Location & Hours**
Monday – Friday 8am – 5pm
Old Main, Room 104

**Contact**
Email: bo@wtamu.edu
Phone: 806-651-2080

**Website**
Wtamu.edu/businessoffice

**Head of Department**
Todd McNeill x2078

**Business Office Services**
Office of Accounting and Business provides the below services:

1. Accounts Payable
2. Bursar & Student Financial
3. Grants & Contracts Accounting
4. University & Contracts Accounts

# Accounts Payable

## *Accounts Payable Information*

Invoices are paid weekly through the Business Office. Departments will create a requisition and send all documentation to the purchasing office. Once approved, the accounts payable team will create a voucher to issue payment. Checks are mailed directly to the vendors, so please ensure that the vendor address is correct on the requisition for accurate processing.

If your check should not be mailed and held for pickup, please indicate on the requisition and/or purchase order. Departments will be notified once checks marked *Hold for Pickup* are ready. Hold for pickup checks can be signed for by visiting a cashier window or coming inside the office.

## Direct Deposits

### Direct Deposit

It is highly recommended for all employees and students to sign up for direct deposit. This process is typically completed during the onboarding process with HR.  If not, you may use the following instructions. Under the Buff Advisor menu, click on "Banking Information". Enter the correct routing and account number. All future payments will be direct deposited.

For employees, this includes travel and miscellaneous reimbursements. For students, this includes student account refunds and dorm deposit refunds.

The Buff Advisor direct deposit menu is NOT connected to your Workday payroll direct deposit, and must be completed separately.

## *Vendor Direct Deposit*

Outside vendors request specific forms to be filled out when doing business with WT; such as, credit application, W-9, and direct deposit forms. These forms can be forwarded to our office for completion and proper signatures.

## *Wire Transfers*

Order services and/or goods from an outside vendor and they require a wire transfer of funds? Please reference the below banking information and instructions, which can be located on [WT Access](WT Access).

| | |
|---|---|
| Wells Fargo Bank, N.A. | Routing Numbers: |
| 806-655-1111 | Wire – 121000248 |
| 2111 4$^{th}$ Avenue | ACH – 111900659 |
| Canyon, TX 79015 | |
| | |
| International Info: | Account Number: |
| SWIFT BIC WFBIUS6WFFX | 4231954968 |

Be as specific as possible about what the payment is for. Include vendor/student's name, ID # and term.

Please send an email to the Bursar with the completed transfer date and time.

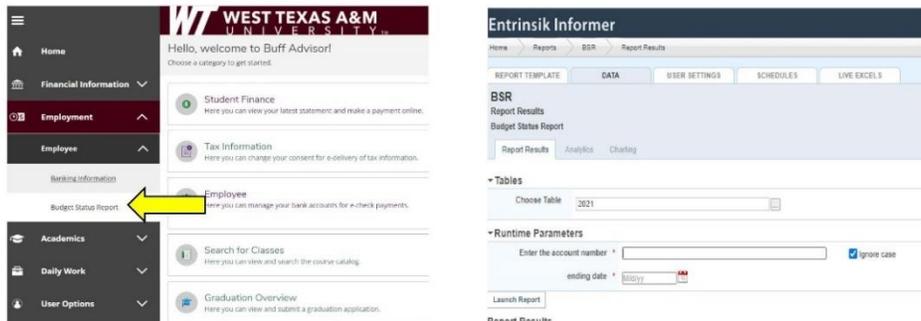## *Budget Status Reports (BSR)*

A BSR allows you access to the information in regards to a checkbook for each account number on campus. If the transaction in the Revenue / Expense column is positive, then the money is being put into your account (income). See a negative transaction? Then the money is being taken out of your account (expense).

Around the month of June, expect to begin reviewing accounts for any adjustments needed prior to any end of year deadlines. Deadlines are shared with all by the Associate Vice President for Finance & Controller.

Where are BSRs located? Reports can be located through your Buff Advisor or the Informer application. Running regular reports allows you to keep a close eye on what is being spent in your department.

Curious what each column is for, or which column tells you how much money you have available?



*Chart of Accounts*

## What is the Chart of Accounts?

The Chart of Accounts is a collective spreadsheet of all open university ledger accounts. These accounts are used for requisitions, payroll, interdepartmental charges, procard, and travel. The spreadsheet is located at file:///G:\BO-OpenShare\CHART_OF_ACCOUNTS.xlsx . Any employee is able to locate account custodians or view allowable charges such as payroll, procard, or travel. On the first tab of the spreadsheet, there is a table of contents that explains account structure, funding source, and GL class (budgeted or non-budgeted).

## New Accounts

If a department finds the need for a new account, please fill out the "New Account Request Form" located on the WT Intranet. Please enter information in all of the blue fields on the form. This will indicate to our office how to classify funds for reporting purposes. The account custodian is the employee responsible for all transactions and approvals for the account. Please indicate if payroll, procard, or travel will be necessary. After completion, please send the request to corrections@wtamu.edu along with any supporting documentation. The Business Office will notify you when the account is ready for use.

## Change or Close Accounts

If an employee would like to make changes to the chart, please fill out the "Account change form" located on the WT Intranet. Please enter information in all of the blue fields on the form. In the red section, please indicate the changes that are requested. After completion, please send the request to corrections@wtamu.edu along with any supporting documentation. The Business Office will notify you when the changes are complete.

If an employee would like to close an account, please fill out the "Inactivate Account Form" located on the WT Intranet. Please enter all of the yellow and blue fields on the form. The account balance must be at zero and there can be no open encumbrances. After completion, please send the request to corrections@wtamu.edu along with any supporting documentation. The Business Office will notify you when the account is closed.

*Corrections*

Processing changes and updates require forms to be filled out by the department and emailed to corrections@wtamu.edu.

Corrections Fund Transfer Request Form (CRF):

## WEST TEXAS A&M UNIVERSITY
### Corrections Fund Transfer Request Form

This Corrections Form is required to initiate a change to account entries in Colleague.
Please complete all *required sections of this form and submit with any supporting documentation to corrections@wtamu.edu. Please allow up to 10 business days for your request to be processed.

| | |
|---|---|
| Date: | * |
| Requestor: | * |
| Phone Number: | * |
| Correction Justification: | * |
| Custodian Signature : | * |

**Section A: Please fill out for an Expense Move***

| | |
|---|---|
| Date Expense Posted: | |
| Amount: | |
| Account number and object code expense posted to: | |
| New/correcting account number: | |

**Section B: Please fill out for Fund Transfer***

| | |
|---|---|
| Account number: (moving funds from) | |
| Account name: | |
| | |
| Account number: (moving funds into) | |
| Account name: | |
| Amount: | |

**Section C: Please fill out to Charge another Department for Goods/Services (Previously an IDR)***

| | |
|---|---|
| Department purchasing goods/services: | |
| Account number to charge: | |
| Department providing goods/services: | |
| Account number receiving payment: | |
| Amount: | |
| Description of Goods/Services: | |
| Special Instructions: | |

**Quick Reference Scenarios:**

- Are you trying to transfer funds to an account ending -60,-61,-62,-63?
  A Corrections form is not needed for this, but a Budget Adjustment Request form
  (https://apps.wtamu.edu/forms/budget_adjustment.php) IS required to increase budget accounts
- Corrections cannot move or change Procard Transactions. For any Procard transactions please contact Mickie Scantling, Procurement Card Manager, at procard@wtamu.edu
- Are you trying to correct an IC? (Telephone, print, postage, etc.) Please contact coordinating department that billed for the charge
- EP, PO and PUR IC please contact purchasing@wtamu.edu
- Making changes to a Grant Account (19)? Please email grantaccountant@wtamu.edu
- Reminder that funds cannot be transferred into State Accounts (10) from any other fund

Form Revision Date 04/2022

# Bursar & Student Financial Services

## *WT Deposits*

## *Departmental Deposits*

This guide serves to correctly make deposits to our office and ensure Departments follow the State and Systems Auditor Guidelines.

First Step:

Make sure your Department is keeping record of all of the checks that will be deposited into your account. These checks will be submitted to our office in addition to the transmittal form (following step).
Note: You will not be able to deposit any money without the physical checks as proof of transaction. Cash is no longer accepted, if you have any questions/concerns please contact our office.

Second Step:

To start a deposit, once you have all of your checks, ensure you are filling out a Transmittal form. To make sure all information is legible, we encourage offices to use the online format of this form.
This form will give you the ability to make deposits across different accounts without having to start a new form each time. However, remember that each account listed will have a separate receipt. This form serves as paper trail of all deposits.
Note: Ensure you are saving the transmittal forms file or if using a hard copy that you keep a copy for your records.

Third Step:

The transmittal form shall be printed and signed by the preparer, must include contact information in case of any concerns with the form.  All transmittal forms must include the Account Numbers for

each account you are depositing to and the total amount. Although the object code is not needed, you must include enough information in the description so the object code can be determined.

Note: Every deposit processed by our office must reconcile by your office as soon as possible to ensure no errors have been made. To reconcile go to Buff Advisor under Budget Status Report, this will allow you to match the deposit with the correct amount, account number and object code.

## *Donation Deposits*

Donations (gift and non-gift), along with the donation description and account number for deposit, should be brought to Philanthropy and External Relations (OPER) for processing. The OPER is located in Old Main on the second floor. Gift receipts and acknowledgements are created and mailed to the donors by OPER. A department may also elect to send an acknowledgement of the donation to the donor. OPER deposits all donations to the Business Office.

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[1] State regulations require that all funds received by the institution under $500 be deposited within 3 days. The Texas A&M University System Administrative Policy requires departments to make daily deposits whenever the amount on hand reaches an amount over $500.00. Cash funds and negotiable securities in the amount of $2,500, but less than $4,999.99, must be transported by at least two personnel with a third party notified of the transport. Each person transporting cash funds and negotiable securities (excluding restrictively endorsed or payroll checks) in the amount of $5,000 or more must be accompanied by a security guard as per TAMUS policy.

## *Transmittal Forms*

A transmittal form is an informational deposit sheet, providing cashiers the correct department contact, along with account and object code numbers. Transmittal forms can be found from the Business Office's Staff & Faculty webpage, or WT Intranet under Forms > Procedures.

How to Fill Out a Transmittal Form:
The Department section on the form must include the name of the department/office or must specify the name of the account belonging to a certain program.

The summary section can be brief, but make sure you are writing enough detail to understand the purpose of you deposit. (Ex. T-shirt sales, equipment reimbursements, etc.) This summary will appear on the Budget Status Report for reconciliation.

## Sundry Receipts

Sundry receipt books are issued through the Business Office for the purpose of handwriting a receipt when necessary. Each department is responsible to follow proper University Records Management policies for this receipt journal until returned to the Business Office.

Deposits must be made with a transmittal form daily whenever the amount on hand reaches $200. Transmittal forms are required with every deposit.

White copy of the receipt belongs to the in-person payee, the carbon copies remain in the booklet.

## When to Write a Receipt
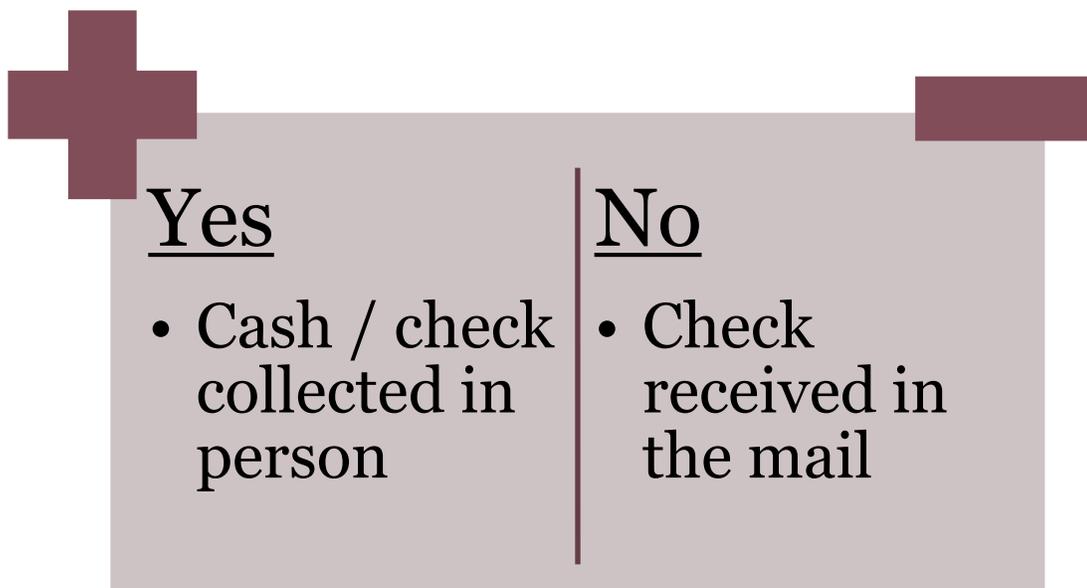
|   | Yes | No |
|---|-----|-----|
|   | • Cash / check collected in person | • Check received in the mail |

Departments are authorized to accept payments for such sales of lab books, ticket sales, T-shirt sales, notary service, donations, etc. WTAMU is working towards becoming a cashless campus; however, we understand some departments may occasionally collect cash. If

you are handed funds in-person, write out a receipt within the receipt book and offer the white copy to the payee.

Sundry receipts are not required for checks received through incoming mail. Your department may keep track of checks received on a mail log workbook[2] for electronic record. Feel free to adjust the workbook to best fit your department.

[2] Mail Log Example: Excel Workbook

| EXAMPLE ONLY | | | | |
|---|---|---|---|---|
| **WTAMU MAIL LOG** | | | **Date:** | |
| | | | | |
| **CHECK NAME** | **STUDENT ID** | **CHECK AMOUNT** | **DEPOSITED** | **NOTES** |
| Payee Name / Company | Buff ID | $ - | Y / N | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Received By: | | | Date: | |
| | | | | |

# Billing Information

Billing statements are not mailed. Students may print an itemized statement for each semester using the View Account and Make Payments link on Buff Advisor. Tuition, fee, room, and meal charges are to be paid in full by the published registration term due date. A deferred payment plan is available for the fall and spring semesters and must be submitted with the term charges are not paid in full. For further questions, visit the Billing Information webpage.

## Cost of Attendance

You may get a quick estimate of the cost of one academic year using our cost calculator. The actual cost of attendance may vary. There is more information about the cost of tuition located in the Cost of Attendance of the WTAMU website.

## Tuition & Fees

While there are many different costs associated with attending college, the Business Office is primarily responsible for building and maintaining the billing tables for registration charges which are broken down into two categories: Tuition and Fees. To view the specifics within these categories, please visit the Tuition & Fees page.

## Updates

Thank you for taking the time to review all the above information. We sincerely hope this resource guide proceeds to grow and improve processes across all departments on campus.

Please revisit this document for new or updated information as our office continues to enhance with additional resources.

Business & Finance Resource Guide can be located on the Business Office webpage under *Staff & Faculty* Resources.