Student Financial System (myWSU)

**POLICY**

University departments and service centers may process charge transactions of non-University clients through the University's Student Financial System in myWSU.

**Administration**

The Enterprise Systems Group administers the Student Financial System. For questions, contact the Enterprise Systems Group through the Information Technology Services Help Desk; telephone 509-335-4357 (509-335-HELP).

**General Procedures**

For general accounts receivable procedures applying to all University receivables systems (including myWSU), see BPPM 30.56.

**REQUESTING ACCESS TO STUDENT FINANCIAL SYSTEM**

University employees with a demonstrated "need-to-know" may access online accounts receivable information. For access instructions, e-mail the Enterprise Systems Group at: Enterprise.Systems@wsu.edu

**USING THE ACCOUNTS RECEIVABLE SYSTEM**

NOTE: Due to paperwork costs of billing, goods and services costing less than $5.00 will not be processed through myWSU. Clients should pay for small purchases at the time of the sale. The Controller may grant exceptions to this requirement.

**WSU Invoice**

Complete a WSU Invoice to document each client transaction. Prenumbered paper WSU Invoice forms are available from University Receivables or a series of invoice numbers is available from Procedures, Records, and Forms (PR&F) for use when completing automated invoice forms.

Automated invoice form databases embedded with assigned series of invoice numbers are available from PR&F.

**Alternative Invoice Forms**

A service center may use an alternative prenumbered invoice form if the form is approved in advance by University Receivables. Contact University Receivables before printing the invoice form to make sure the planned form meets the requirements of the University and myWSU.

When an alternative invoice is used, the department is responsible for retaining a copy as an Official Public Record (OPR) for the retention period indicated on the All-University Records Retention Schedule (see BPPM 90.01). (NOTE: An OPR must be retained for a minimum of six years.) In such cases, copies are not sent to University Receivables.)
Completing the WSU Invoice

The following completion instructions are numerically keyed to the sample (Figure 1). Form sections without instructions are considered self-explanatory.

**Invoice Date (1)**
Enter the transaction date.

**Customer Number (2)**
Enter the customer's WSU ID number. WSU ID numbers are maintained in the University Name and Address File. Access the WSU ID number through myWSU by using the online name search function. If the customer has not yet been assigned a customer number, e-mail the customer name, address, telephone number, and either a tax ID number or social security number to University Receivables at:

univ-receivables@wsu.edu

University Receivables creates a customer WSU ID number using this information and e-mails the customer number to the requesting department or service center.

**Tax ID Number (3)**
When the merchandise or service being sold is generally subject to sales tax and if the customer is exempt from paying sales tax, enter the customer's tax identification number. This number is assigned by the customer's state government.

**Purchase Order Number (4)**
Enter this number if it is required by the customer.

**Item Type (5)**
Enter the appropriate item type (also referred to as subcode) assigned by University Receivables. Entering the correct item type ensures that revenue from the transaction goes to the correct University account.

**Distributing the WSU Invoice**

How the WSU Invoice is distributed depends upon whether the data is input into myWSU by the department or by University Receivables.

**White Original**
In either case, give the customer the white original.

**Departmental Input**
Use the yellow copy for online input into myWSU. Retain this copy in departmental files in numerical sequence.

Route collected pink copies to University Receivables at least weekly.

University Receivables and the department are to retain the WSU Invoice copies in accordance with the retention periods on the All-University Records Retention Schedule (see **BPPM 90.01**).
Student Financial System (myWSU)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>PRICE</th>
<th>DESCRIPTION</th>
<th>ITEM TYPE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

WSU1310-CONTR135-0515

WASHINGTON STATE UNIVERSITY
INVOICE

Customer Number 2
Customer Name
Customer Address
Customer Telephone No.
Tax ID Number 3
Social Security Number*
Purchase Order Number 4

* Your social security number is requested for purposes relating to the extension of credit to you. Disclosure is not required by law. If you choose not to disclose your number, you will be required to pay in full at the time service is provided.

Invoice Date

Total Amount Due

Sales Tax

The total amount is due upon receipt of this invoice.

Make checks payable and remit to:
Washington State University
University Receivables–Cashier
PO Box 641039
Pullman, WA 99164-1039

Checks should include:
• Customer Number
• Invoice Number
• Item Types (subcodes) if payment is not in full

Figure 1
Student Financial System (myWSU)

- **Departmental Input for Invoices Issued by PR&F**
  - Mail or give the customer one copy.
  - Input the invoice data into myWSU.
  - Retain the automated copy of the WSU Invoice in the departmental files in numerical sequence in accordance with retention period on the All-University Records Retention Schedule (see BPPM 90.01).

- **University Receivables Input**
  - Route the yellow copies to University Receivables for online input.
  - Retain pink copies in numerical sequence in the departmental files in accordance with retention period on the All-University Records Retention Schedule (see BPPM 90.01).

- **Voided Invoices**
  - All WSU Invoices must be used or otherwise accounted for.
  - Return the white original and the pink copy to University Receivables marked *void*. If the white original was given to the customer prior to the void, include an explanation on the pink copy. Retain and file the voided yellow copies in sequence with other copies.

- **Merchandise Credit Memorandum**
  - Complete a Merchandise Credit Memorandum when a customer returns a purchased item or to otherwise credit a customer's account. Obtain supplies of the Merchandise Credit Memorandum form from University Receivables.
  - Use the instructions for completing the WSU Invoice to complete the Merchandise Credit Memorandum. Enter the original WSU Invoice number in the **Invoice Number** block. (Merchandise Credit Memorandum forms are not prenumbered.)
  - After completion, a supervisor must sign the credit memorandum prior to online input of the credit into myWSU.
  - Note on the yellow copy of the original WSU Invoice the date and the amount of the Merchandise Credit Memorandum.

- **Distribution**
  - How the Merchandise Credit Memorandum is distributed depends upon whether the data is input into myWSU by the department or by University Receivables.

- **Yellow Original**
  - Give the yellow original to the customer.
Student Financial System (myWSU)

Departmental Input

Green Copy
Use the green copy for online input. Retain this copy in a separate departmental file for Merchandise Credit Memorandums. Retain the green copies in accordance with retention period on the All-University Records Retention Schedule (see BPPM 90.01).

Pink Copy
Route collected pink copies to University Receivables with the copies of the WSU Invoice.

University Receivables retains the pink copies in accordance with retention period on the All-University Records Retention Schedule (see BPPM 90.01)

University Receivables Input

Pink Copy
Send the pink copy to University Receivables for online input with the copies of the WSU Invoice.

University Receivables retains the pink copies in accordance with retention period on the All-University Records Retention Schedule (see BPPM 90.01)

Green Copy
File the green copy in a separate departmental file for Merchandise Credit Memorandums. Retain the green copies in accordance with retention period on the All-University Records Retention Schedule (see BPPM 90.01).

Billing
University Receivables sends a monthly statement to nonstudent customers who owe the University. The statement includes all charges outstanding and may be itemized by service center, type of charge, and/or invoice number.

Aging Reports
Aging reports are available by category code through the Control-D Web Access application. To request access to such reports, e-mail:

prdctrl@lists.wsu.edu

Collection Procedures
When University customers do not pay bills within a reasonable period, University Receivables initiates bill collection procedures that may include any of the following:

• Directly contacting the customer
• Hiring a bill collection agency
• Seeking redress through the court system
• Reporting delinquent accounts to credit bureaus