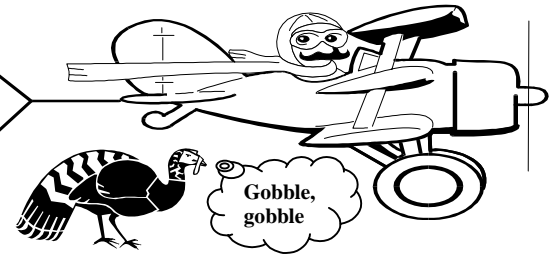


FINANCE FOOTNOTES

www.acadweb.wvu.edu/BFA/BusinessServices



A Publication of Accounting Services, Business and Financial Affairs

Volume 10, Issue 11

NOVEMBER 2001

A Message from University Operating Budget :

Budget Allocations

The September budget status and position reports reflected the permanent budget level, or base, allocations for your department in FY 2002. The October reports will also include all other budget transfers that have been routed to our office...either by budget journal voucher or through personnel action/position control forms. Please make sure you take time to review all of your budget transactions thoroughly.

Budget Planning

Self-Sustaining Budget Process: Each fall, the University begins the process of requesting and reviewing all self-sustaining budgets. A key component of this process is the formal approval of all University fees and rates for the upcoming year. You can expect to see the self-sustaining budget forms in the very near future.

Minimum Wage Increase: On January 1, 2002, there will be an adjustment in the state's minimum wage. Presently, the state minimum wage is \$6.72 per hour. This will increase to \$6.90, an increase of 2.7%. Western does not receive any funding from the state to offset this cost, therefore, each department must fund this increased cost.

Classified Staff Salary Adjustment: Also on January 1, 2002, there will be salary adjustment for classified staff personnel who occupy positions in the accounting, fiscal, budget, and information technology classifications. This adjustment is known as the "6767" market adjustments. This process allows specific classifications to receive salary adjustments when their salary range falls more than 25% below the salary marketplace. Positions that are funded from the state budget will have these costs covered, as Western received funding for these adjustments. Staff funded from self-sustaining funds will have to absorb this cost impact.



Potential Budget Reductions: The Governor recently announced that state agencies should begin planning on a budget reduction equal to 15% of the FY 2003 appropriation level. Thus far, K-12 and Higher Education have been excluded. It is anticipated, however, that we will be expected to go through several budget reduction exercises in the near future. As a financial manager, here are a few things you can do right now to help manage your departmental funds:

Review and validate all budget and expenditure transactions for every separate budget you manage. Ensure you review, process, and record all of your financial transactions on a timely basis. Scrutinize all requests for travel and equipment /furniture purchases. Be aware of all personnel/payroll appointments and their funding impacts. Monitor your departmental fund balances...make sure you know the intended use for these funds.

Budget Office Contacts

Questions or comments can be referred to Mark Lane (x3183). Specific questions may go to the following:
Position Control: Diana Scoles, x4762.
Budget Journal Vouchers: Steve Ludemann, x3029.

32nd St Believe It Or Not!

Approximately 100 Western staff toured 333 32nd St and 405 32nd St on Friday, Oct 26th. The teaming throng was treated to an unparalleled view of

Brenda's Arboretum, Donna's Halloween Tree, Terry's Squirrel Shrine, Sharon's Violet Shrine, Val's Red Rose Ornaments, Karen's Antique Phones, Rita's Candy Box, the 2nd Floor Machine Room as well as a nifty 4 minute film on the construction of "AC2." If you missed out on our Open House, and all of your friends went, and now you wish that you had gone, call George at X/5890 and he'll arrange a private self-guided tour of the first floor in Building 333 (but no promises on the refreshments). ☺

Topics This Issue

1. *University Operating Budget Message*
1. *32nd Street Believe it or Not!*
2. *Questions and Answers*
2. *Procurement Card Update*



Questions and Answers

Question: What Banner Access do we need to have to do this new Payroll Web Time Entry? I only have Banner Finance.

Answer: Web Time Entry does not require access to Banner Finance. A Western employee simply goes online and enters his/her time using a Western ID number through the HR employee web. However, all Supervisors who approve timecards need Banner access through HR. For further information, call Mike Furtado at X/6478.

Question: I know Hydra menus are going away soon. I use the Wglacctdtl under management/summary reports. Will that be the same report name I enter in Banner Job Submission or has it changed its name? Sorry if you have sent out info on this already.

Answer: Good question. The answer is "yes" and "no." In Job Submission, you need to type WGLACCT and this will navigate you to the Balance Sheet Account Cumulative Activity report form. However, when you run this report, it still will read (in the left hand header) WGLACCTDTL. So the report title has not changed, but the Banner Job Submission title has changed. Eventually, we will have a Banner conversion form which will show all Banner users the names of the old Hydra reports and the new Job Submission names.

Question: Is it true that when a PCard is issued the person who has it is responsible for any charges to it? Even though it is a department charge? That is the rumor here. In other words, is it like a personal VISA card issued to you? Not to be used for personal things but the responsibility of the person whom it is given to?

Answer: The PCardholder does not pay for charges on the PCard. The PCard is NOT a reimbursement credit card (unlike the WWU Corporate Card used for Travel). However, the PCardholder **is responsible** for making appropriate PCard purchases and following State and WWU Policies and Procedures. If those procedures are not followed, it will be viewed as misuse and subject to disciplinary actions, such as decreased card limits or immediate termination of a PCard. The PCard is a VISA credit card. WWU Accounts Payable processes the monthly statement and writes one check for all WWU PCard purchases.

Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk X/5890, Fax X/7724, George.Edward@wwu.edu or MS 1420.

PCard Update



Western's new credit card, the PCard, progresses through the Pilot Phase with over 250 logged transactions. We are fine-tuning our processes and getting feedback from pilot cardholders and approvers about such questions as vendor processing of PCard transactions, credit and return procedures and the PaymentNet web site navigation. The one remaining testing process is the download process from the Visa company and an upload into Banner. When that testing has been successfully completed (expected by mid-November), the PCard will be available to all Faculty & Staff. Here's what else is new:

- The PCard web site's URL has changed: <http://www.acadweb.wwu.edu/BFA/BusinessServices/PCard/>
- The PCard web site has been updated with a FAQ and tutorials.
- PCard group training sessions have resumed. Contact the PCard Coordinator (pcard@wwu.edu) for an up to date training schedule. The in-person group training allows you to ask questions, clarifying how the PCard will work for you and your dept.
- A new training option, the PCard online training, is now available on the web at: <http://www.acadweb.wwu.edu/BFA/BusinessServices/PCard/PCardonline>. You can participate in a PCard online training session from your desk, take the quiz at the end of the training and receive your PCard application via email upon submission of your quiz.
- For the Pilot phase, we have been distributing generic PCards. We are waiting for the new PCard, to be finished by the Visa company's graphics department. In our original PCard request, we had asked for the words, Procurement Card, to be printed across the front of the card. Well, it seems that those words are copyrighted so we can't use them. Consequently the card will now boost the name "Purchasing Card" which isn't copyrighted.

Tune in each month to *Finance Footnotes* and the PCard website to find out the latest and greatest PCard update.



"If ya ain't proud of it, then don't put it on your front porch..."
— Michael Sebastian, Lafayette, LA