

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

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## What is the Banner Finance and HR Initiatives Project?

Banner Finance and HR Initiatives is a three phase project designed to fully utilize the functionality of the Banner system. Phase 1 objectives consist of simplifying the chart of accounts by eliminating the 14xxx funds (tuition dollars) and combining them with fund 10200 (state appropriated dollars). This combination results in both the payroll and operating functions of a department being recorded in one fund rather than multiple funds. This change will allow full utilization of the Banner Budget Development features.

By using more of the functionality of Banner Budget Development, University Planning and Budgeting will be able to automate spreadsheet budgeting to download salary and operating budget information, apply required changes, and automatically upload the changes into Banner.

A one page summary of the project and Frequently Asked Questions are attached to this email. Please direct any questions to Shonda Shipman at x3564 or Diana Cline at x4762.

## Update on Finance/HR Data Warehouse Project

This project is sponsored by Kathy Wetherell, Interim Vice President, Business and Financial Affairs and John Lawson, Vice Provost Information Technology/Chief Information Officer. A Steering Committee and various Implementation Teams have also been formed with staff from I.T. and different functional areas. The objective of the project is to select, purchase and implement a user-friendly data warehouse tool by the end of June 2010, with training and rollout to all end-users starting in the summer. Once implemented, this software will allow users to more easily query financial and budget data, produce ad-hoc reports and reconcile budget and staffing information. The system will also provide a single data source for end-users to track, manage and analyze information, thus minimizing the need for "shadow systems". An RFP was recently published on the Washington Electronic Business Solution website (WEBS) and our teams will evaluate all the proposals as they come in. Updates will be posted as the project progresses. Please direct any questions to Wanna VanCuren at x2992.

## On-Line Banner General Overview and Finance Training

This training provides an overview of the Banner Finance Processes with the focus on the Requisition to Check process. It offers step-by-step demonstration and hands-on sessions that end-users can practice after the demonstration. This training also shows end-users how to query document history and perform queries on Detail Transaction Activity Page (FGITRND), General Ledger Activity (FGIGLAC) and Organization Budget Status (FGIBDST).

This training is best for new Banner Finance end-users and anyone that would like to refresh the on-line query functions. Estimate time of completion of this CBT is approximately 60 minutes. Click on the following link to run this CBT and enjoy!

<http://www.acadweb.wvu.edu/hr/training/course-class/BanFin.shtml>

## Annual Financial Statements Available On-Line

The University and its auxiliary entities financial statements are available to view on the Business Services website. The link to the website is below:

[http://www.wvu.edu/depts/fs/GeneralAcctg/gl\\_fs.shtml](http://www.wvu.edu/depts/fs/GeneralAcctg/gl_fs.shtml)

## Finance Focus Group

The mission of this group is to serve as a forum for ideas to assist Accounting Services in providing the financial services and information needed by campus departments. Meetings are held on the 4th Monday of each month from 11-12 in OM 340. Please send agenda items to Shonda Shipman.

## Welcome Rian!

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Please welcome Rian Barnes to the Student Financial Services Loans and Collections Office beginning February 1<sup>st</sup>. Rian is a longtime Bellingham resident and previously worked for Hagggen's Administrative Office for 13 years. If you are near or around Old Main please stop by and introduce yourself as she is new to our WWU community.

## Financial Managers and Budget Authorities

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Accounting Services needs your help in ensuring our list of financial managers and budget authorities is up to date. If a financial manager or budget authority has left your department, please complete the attached form to update the information in our database. With your help, we can keep our records up to date. Thank you.

[Budget Authority](#)

[Financial Managers](#)

## Training Resources

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Debbi Baughn at x3341 provides regular campus training on travel regulations and how to handle your travel needs.

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.

Suzie Merrick at x4530 is available for training in cashiering and cash receipting.

Vic Kiel at x7418 offers regular training classes in Banner navigation.