

FINANCE FOOTNOTES

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Status of the Banner Finance and HR Initiatives Project

The 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 Finance.

The project is moving along smoothly with testing of the changes to the chart of accounts almost fully complete as well as the testing of the Budget Module. The next steps are to finalize the year end and budgeting process and begin conducting training sessions for Banner Finance and Human Resources users on both the changes to the chart of accounts and Banner Budget Development. An assessment of the monthly distribution reports is also underway.

Shonda and Diana are available to come discuss the project and the implications and changes to departments upon request. A Power Point slide show and list of 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".

In mid March, we have received a total of four responses to our RFP. One of them was disqualified due to non-responsive. Our Evaluation Team has selected two finalists and has extended initiation to both of them to come to our campus for demonstration. The two finalists are Millennium and SunGard. Both of the demonstrations are set on the week of April 5, 2010. Other than the entire project team, we have also invited guests from different departments to these demonstrations. A thorough evaluation based on our project objectives will be conducted after the demonstrations. The successful vendor will be announced around mid April. Stay tune for next month update!

Payroll Redistributions

Although it may not seem possible, the end of the fiscal year is approaching. Please review your salary expenses and submit any needed redistributions as soon as possible. Everyone's June and July work will be lessened by doing as much budget clean up as possible as early as possible. A link to the on-line form is below.

https://esign.wvu.edu/admcs/process/forms/HR/Redistrib_Reg_Salary_Benefits.aspx?valid=true

Please contact Sheryl at x3040 with any questions.

Year End Closing Calendar

The 2010 year end closing calendar is currently under production and will be released shortly. Some dates have changed to incorporate the roll-out of the simplification of the Chart of Accounts. It is

anticipated that the Banner Finance system will be down on July 1st and 2nd to accomplish year end processes prior to working in the new fiscal year.

Year End Purchasing Deadlines

Equipment Purchases greater than \$5000 require OFM approval. Justification must be submitted in early May to ensure approval and delivery by year end.

Computer Purchases must be made by June 2, to ensure delivery by June 30.

Purchases requiring a bid or quote (\$3,500 to \$49,000) must be submitted to Purchasing by May 1.

Contact Susan at x2430 with questions.

Moving Down to 32nd Street

Loa Semrau and Sharon Hurt, formerly located in Old Main, have relocated into the Accounting Services suite at 32nd Street. The relocation provides an opportunity for Loa and Sharon to share their knowledge of accounting on the student side with the staff in Accounting Services to ensure the best service is provided to our students, parents, and campus customers. Their phone numbers have remained the same. If you are in the area, stop by to say hi.

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>

Welcome Bob!

Please welcome Bob Putich in his new role as the Fiscal Specialist Supervisor in Student Financial Services. Bob will supervise the Student Accounts and Loans & Collections office. He is a WWU Alum and has proudly supported our community as a private business owner for 20+ years, his most recent employer the Department of Commerce has kept him busy for the last decade. A few of you have already met him although, if you happen to be on campus or around Old Main stop by and say Hello!

Finance and HR Focus Group

The Finance Focus and HR Focus groups have been combined to ensure that projects and processes are meeting the needs of users of both Banner systems. The group meets the 4th Monday of each month from 11-12 in OM 340. Please send agenda items to Nicole Goodman or Shonda Shipman.

Training Resources

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 x4531 is available for training in cashiering and cash receipting.

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