

FINANCE FOOTNOTES

A Publication of WWU Financial Services

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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 Development tool. 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 list of frequently asked questions and the project definition document 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".

The project sponsors are excited to announce that Millennium is the successful vendor for the Finance/HR data warehouse project. Representatives from Millennium came to our campus and conducted a 4-hour detailed demonstration in early April. Over 40 guests from around the campus were invited to the demonstrations and they have provided feedback to the team. Their feedback certainly is one of the key elements for this result. Millennium FAST products are turnkey and definitely very user friendly; as we all saw during the demonstration.

While waiting for OFM approval to purchase the software, work will begin immediately on securing the contract with Millennium. Upon OFM approval, we'll start work with Millennium regarding their implementation methodologies and their time commitment together with our implementation teams.

If you have any other questions, please do not hesitate to give me a call at extension 2992. You can also access our website for further details and update on this project.

<http://www.wvu.edu/depts/fs/BannerFinance/DataWarehouse/index.shtml>

Vendor Creation and Maintenance Moves to Accounts Payable

Responsibility for vendor creation and maintenance has been changed to Accounts Payable.

Prior to creation of new vendors it is required to have a W-9. To expedite your request please send a completed W-9 with your form, the W-9 can be scanned and attached to the E-Sign Maintenance Form (link provided below) or faxed to 360-650-7724.

<https://esign.wvu.edu/admcs/process/forms/Accounting/Vendor1.aspx>

Documentation is required to make any changes to the vendor profile in Banner.

Due to Budget reduction and staff changes, effective 5/03/10 Accounts Payable will be performing this new role. Please be patient during the transition. If you have questions or concerns, please contact Donna Foley ex.6815.

P-Card Use During Fiscal Year End

P-cards not available for use between June 25, 2010 and July 5, 2010

Due to the chart of accounts change, this year effective June 25, 2010 all **p-cards** will be temporarily suspended. You will not be able to use your p-card for online or in person transactions. Transactions made prior to the cutoff date will not decline, providing the Merchant received an authorization code from the bank. Transactions that are made between June 25th and July 5th will be declined. You may begin using your card again after July 5, 2010.

Accounting Services will run the year-end download process from PaymentNet on June 30, 2010. Please make sure all of your transactions have been reviewed and approved by 12:00 pm, June 29, 2010. After July 5, 2010, a journal voucher will need to be done to correct any accounting changes necessary.

Thanks for your cooperation through this transition and making the year-end process run smoothly.

DATES TO REMEMBER:

- **June 25th, last day to use p-card.**
- **June 29th, all transactions must be reviewed and approved by 12:00 p.m.**
- **June 30th, year-end p-card download.**
- **July 5th, you may begin using your p-card.**

Please contact Brenda at x3561 with any questions about year-end or about the P-Card.

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. A link to the on-line form is below.

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

Please contact Sheryl at x3040 with any questions.

Year End Closing Calendar

The 2010 year end closing calendar and instructions is attached to this edition of the footnotes. Please note that some of the dates have changed due to the Banner Finance and HR Initiatives project. The Banner Finance system will be down for campus use on July 1st and 2nd to accomplish year end processes prior to working in the new fiscal year.

Please contact Diane at x4002 or Shonda at x3564 with questions.

Fiscal Year End Training

Fiscal year end training sessions are currently being scheduled. Training will begin the week of May 10th with sessions occurring both on campus and at 32nd Street. On-line registration will be available next week. The training session will cover important processes and procedures that must be followed to ensure the financial data of the University is accurate.

Please contact Shonda at x3564 with questions.

Welcome Dolora Ferguson

Accounting Services is pleased to welcome Dolora Ferguson to our team as of May 3rd. Dolora worked in Western's Registrar's Office for 12 years and was most recently in the Business Office at Whatcom Community College. She was born in Eastern Washington and has been married to Tim for 30 years. She has two grown daughters and enjoys camping, reading and spending time with her family. Please stop by to say hi the next time you are at 32nd Street.

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.