FINANCE FOOTNOTES
A Publication of WWU Financial Services

Banner Finance and HR Initiatives Project Goes Live on July 1st

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 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 allowing University Planning and Budget to automate spreadsheet budgeting to download salary and operating budget information, apply required changes, and automatically upload the changes into Banner Finance.

The consultants for the Finance and HR systems, including Budget Development completed a readiness assessment and informed the Executive Committee that the project is ready for the go-live date of July 1st.

Shonda and Diana are available to come discuss the project and the implications and changes to departments upon request.

 Please direct any questions to Shonda Shipman at x3564 or Diana Cline at x4762.

Changes to FP Fast Indexes for Payroll Expenditures

As a result of the Banner Finance and HR Initiatives, the FP fast indexes currently used for payroll expenditures will be terminated as of July 1st. Personnel currently coded to FP fast indexes will continue to be paid from that same funding string beginning in July unless Payroll is notified of a change.

Also on July 1st, operating budgets currently using the 14xxx funds will be changed to fund 10200.

If the funding string attached to the terminated FP fast index matches the funding for the operating (FO) budget, the payroll expenses will automatically be charged to the operating budget. If the funding attached to the Payroll (FP) fast index is different from the funding for the operating (FO) fast index, HR will need to correct the payroll funding string for any affected employees.

For Example:

> FPES = 10200-4310-011EVS
> FOES = 10200-4310-011ZAA
>
> In this case, when the FP fast index is terminated, Banner will continue to code employees paid from that budget to 10200-4310-011EVS. This does not match the funding for the operating (FO) budget. HR will need to be notified that the employees paid out of FPES need to have their funding changed on July 1st to 10200-4310-011ZAA or fast index FOES.

These changes can be sent to HR via the EPAF or PA form with a July 1st effective date, or directly to Kirsten Lew on a spreadsheet. Kirsten must have the spreadsheet prior to June 30th for input into the HR system.

If in doubt, include the entire payroll funding string on any payroll documents submitted to HR. This applies to both student and permanent employees.

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

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".

WWU submitted an exemption request to OFM and is still waiting for their response. An exemption is required due to the freeze on software purchases implemented by the State. No additional action on this project will be scheduled until approval is granted by OFM.

If you have any other questions, please do not hesitate to call Wanna at x2992. Additional information is available at the link below.

http://www.wwu.edu/depts/fs/BannerFinance/DataWarehouse/index.shtml

Monthly Finance Reports Distributed via Email in pdf Format

Beginning with the July fiscal closing, the monthly finance reports will be converted to pdf format and emailed to the **organization** financial manager. Accounting Services will no longer be printing monthly finance reports for campus departments. If your department or college has one person assigned as the organization financial manager, they will receive all the reports for their organizations.

Diane Fuller can run a list of financial managers by organization to review if requested. This change will support Business and Financial Affairs efforts to support sustainability within Western.

Please direct any questions to Diane at x4002.

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.

Chart 2 – Foundation Journal Vouchers and Uploads

Please remember that all journal vouchers and uploads affecting the Foundation (Chart 2) must be approved by the Foundation before being keyed Accounting Services. To save time, please route all Chart 2 journal vouchers and uploads to the Foundation for approval before sending to Accounting Services.

Please contact Lisa Keene at x2004 or Randy Senf at x3408 with questions.

Web4U Reflecting New Chart of Accounts as of June 3, 2010

In preparation for the roll-out of the new chart of accounts, future dated records were entered into the Banner production environment late last week. Due to a known defect in the Web4U feature, the new chart of accounts funds are showing up prior to July 1st in the Web4U screens. This means that if a FO fast index is entered, the new fund of 10200 will appear instead of the 14xxx. There is no fix for this problem so please be aware when using Web4U through the rest of June.

To work around this problem, skip entering the fast index and enter the fund, organization, and program for the data requested.

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.wwu.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 26, 2010 and July 5, 2010

Due to the chart of accounts change, this year effective June 26, 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 26th and July 5th will be declined. You may begin using your card again after July 6, 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 record any necessary accounting changes.

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 6th, 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

Please review your salary expenses and submit any needed redistributions as soon as possible. A link to the on-line form is below. Redistributions for May and June 2010 are due to Accounting Services by July 9th. After July 9th, no redistributions of payroll are allowed.

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

Please contact Sheryl at x3040 with any questions.

Fiscal Year End Training

Fiscal year end training sessions are currently scheduled through the third week of June with sessions held on campus and at 32nd Street. On-line registration is available at the following link. The training session will cover important processes and procedures that must be followed to ensure the financial data of the University is accurate.

http://west.wwu.edu/training/courses/classlist.aspx?cid=2218

Please contact Shonda at x3564 with questions.

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.