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 implementation of Phase 1 on July 1st went smoothly and the new chart of accounts is in effect. Additional training on budget development and salary planner will be provided soon. Phase 2 implementation is scheduled to begin in January 2011.

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

14xxx Funds Terminated, Replaced by fund 10200

With the successful implementation of the new chart of accounts under the Banner Finance and HR Initiatives, the 14xxx funds are no longer available for use in fiscal 2011. Please use fund 10200 with the appropriate organization and program in place of the 14xxx funds.

All FO fast indexes have been updated to reflect the new fund.

Please direct any questions to Diane Fuller at x4002 or Shonda Shipman at x3564.

Secure Flight Data Required

The following information is required for all passengers at the time you book airfare:
- Name as it appears on government-issued I.D. when traveling
- Date of Birth
- Gender
- Redress Number (if available)
- Passport information is required for international travel

When someone books airfare for you, please provide them this information.
It is usually best to have this information for each traveler ready before you make the airline reservation.

Read more about the TSA Secure Flight Program by clicking here.

Changes to FP Fast Indexes for Payroll Expenditures

Effective July 1st, all fast indexes beginning with FP have been terminated due to the new chart of accounts project under the Banner Finance and HR Initiative.

If questions exist about what fast index to use, include the entire payroll funding string on any payroll documents submitted to HR for 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, Assistant 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. 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 early June, OFM approved WWU's exemption request to purchase the Finance/HR Data Warehouse software - Millennium. The installation of the software is tentatively scheduled for the week of July 12, 2010. Work will commence on the implementation plan and training schedule after the installation.

Please direct any additional questions to Wanna VanCuren 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.

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.

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. A regularly scheduled meeting and location will be announced shortly. 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.