

FINANCE FOOTNOTES

A Publication of WWU Financial Services

January 2011

Banner Upgrades – Entering and Approving Time

Banner was upgraded over the weekend of January 22-23. This release provides several new features for time reporting and approving. Please share this information with all permanent classified and professional staff employees in your department.

- When entering leave, employees will now see a warning indicating they may have a 'Possible Insufficient Leave Balance.' The 'Possible Insufficient Leave Balance' warning should alleviate leave reporting errors, especially for personal holiday/personal leave when it has already been used.

▲ Possible Insufficient Leave Balance.

Time Sheet

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning:

Vacation Leave

Date:

Jan 18, 2011

Shift:

1

- A new button, **Return Time**, has been added to the timesheet. Once an employee completes the timesheet and submits for approval, the time transaction status changes from 'In Progress' to 'Pending.' If the employee has to make any changes after a timesheet is submitted, but before the timesheet deadline, the employee can click the **Return Time** button. The timesheet is returned for correction and the Submit for Approval button is displayed again. The status of the time transaction changes back to 'In Progress.' The employee then makes changes to the timesheet and submits for approval before the deadline. The time transaction status changes back to 'Pending.'

Please contact Donna at x6106 with questions.

Carry Forward Balances at FOAPAL Removed from Banner

The Millennium Finance FAST implementation committee has decided to remove the E001 carry forward balances at the FOAPAL level from Banner. The balances will remain in Banner at the fund level and continue to display at the top of the first page of FBBS02 for each particular fund. The detail of the carry forward at the FOAPAL level will be held in Millennium FAST Finance in account code E001. This will display at the top of the Fund Balance report for each unique FOAPAL combination. This change is being made to return as closely to baseline Banner as possible and to remove any confusion over how the E001 amount displays in Banner.

If there are any adjustments to be made to the E001 balances between organizations, activity codes, etc., please send these to Diane Fuller no later than Friday, February 18th. These adjustments will become part of the record sent to FAST Finance for recording into the data warehouse. Once loaded into FAST Finance, the E001 funding strings will be updated at the end of each fiscal year only.

Please contact Shonda at x3564 with questions.

Cashier's Office Hours

Effective January 31, 2011, the Cashier's Office has new hours of operation: 9 am to 4:30 pm. We hope this will be beneficial to those we serve.

Please contact Becky at x3720 or Suzie at x4531 with any questions.

P-Card Use on Campus

Please remember that P-cards cannot be used between campus departments such as the Bookstore and Box Office. Interdepartmental charges should be recorded via a journal voucher or upload. The State Auditors discovered a few instances of P-card use between departments during their annual compliance audit.

Please contact Brenda at x3561 with any questions.

FAST Indexes for the P-Card

When using a PCard for a purchase or approving a PCard purchase, it is recommended to use a fast index to record the transaction. A fast index is a combination of letters that corresponds to a particular funding string and is very useful for coding transactions quickly and easily.

A fast index contains all elements of the funding string required to post the Pcard transaction into Banner. If the preference is to utilize a fund or there is a need to change the default funding string, please remove the defaulted information and enter the fund and account in their respective fields. The organization and program will need to be listed in the "Transaction Notes" area for Accounting Services to input into Banner. All the above components of the funding string are required to post transactions in Banner. Incomplete funding strings frequently cause delays in completing PCard transactions in Banner and questions to departments to clarify.

If a particular funding string is regularly used, Accounting Services can assist in creating a fast index for most fund types. The **preferred option for PCard transactions is the use of a fast index**. If that is not possible, please include the complete funding string in the Transaction Notes.

Please call Sheryl at x3040 with any questions.

Millennium FAST Finance and HR Campus Rollout

We are excited to announce that the Millennium Implementation Team is now ready for the general campus rollout. Since we have a rather sizable user community, the rollout for FAST Finance will be in phases throughout February. Each custodian from your area will conduct a series of demonstration/training. Invitations to the attendees will be sent directly from your custodian. If you already have access to Banner Finance, access to Millennium FAST Finance is automatically granted. Once you completed your training with the respective custodian, they will send you the link to Millennium FAST Finance.

Below is a list of Millennium custodians for your reference.

Millennium FAST Finance

Area/Department	Contacts	Phone Number	Email Address
Academic Affairs/Provost	Ichi Pencils	X6837	ichi.pencil@wwu.edu
EESP	Lise Fitzpatrick	X6745	lise.fitzpatrick@wwu.edu
BFA	Shonda Shipman	X3564	shonda.shipman@wwu.edu
Human Resources	Vic Kiel	X7418	vic.kiel@wwu.edu
Students Affairs	Debby Short	X7626	debora.short@wwu.edu
	Janet McLeod	X2969	janet.mcleod@wwu.edu
	Linda Beckman	X7417	LindaP.beckman@wwu.edu
University Advancement	Randy Senf	X3408	randy.senf@wwu.edu
UPB	Diana Cline	X4762	Diana.cline@wwu.edu
Any Other	Wanna VanCuren Sharon Colman	X2992 X3479	Wanna.vancuren@wwu.edu Sharon.colman@wwu.edu

Millennium FAST HR

Area/Department	Contacts	Phone Number	Email Address
All FAST HR	Vic Kiel	X7418	vic.kiel@wwu.edu

If you have any other questions, please contact Wanna VanCuren wanna.vancuren@wwu.edu

Sales Tax Reminder – P-Card Transactions

WWU must pay tax on all goods and certain services – Western is not tax exempt.

If sales tax is listed on your receipt, invoice or packing slip as a separate item, check the tax box on the PaymentNet screen when reviewing/approving transactions. This rule applies to both in-state and out-of-state purchases. If tax has been charged and the box is NOT checked, tax will be charged again when the transaction is processed into Banner Finance. These errors can be corrected via a journal voucher.

Please contact Brenda at x3561 with any questions.

Mailing Address Needed on Travel Reimbursements

A mailing address is required on all travel reimbursements, even those being paid via ACH. This information is necessary to set-up the payee in the Banner System.

Please contact Debbi at x3341 with any questions.

Training Resources

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

Brenda Ancheta at x3561 offers training on the use of the Pcard and including signing up for a card.

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. Accounting Services has a training document available that displays many of the Banner reports and includes information on how to run the reports. Please contact Sheryl at x3040 to request a packet.

Suzie Merrick at x4531 is available for training in cashiering and cash receipting.

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