

FINANCE FOOTNOTES

A Publication of WWU Financial Services

April 2011

Fiscal Year End Training Sessions Offered

Accounting, Purchasing, and Accounts Payable are offering fiscal year end training sessions during May and June. The training is designed for new employees or those unfamiliar with yearend processes and deadlines. The sessions review the established deadlines, specific methods of recording transactions and demonstrations of both Banner Finance and FAST Finance to locate information. The next trainings are on Wednesday, May 11th at 2 pm in VU 462 and Tuesday, May 17th at 12:45 pm in VU 462. Additional sessions will be scheduled shortly.

Please click on the following link and choose Financial Services to register for a session.

[Training Registration](#)

The training slides are available at the following link:

[Fiscal Year End Training Slides](#)

Year End Due Dates and Memo

As fiscal year end approaches, there are many tasks to complete and deadlines to meet. The following link provides important dates and information regarding fiscal year end.

[Year End Calendar and Memo](#)

Accounting Services Mail Stop Changes to 1440 on July 1st

As of July 1st, the mail stop for Accounting Services will change to 1440. Please update your records accordingly.

Reimbursements Under \$75

Please remember that if you are **not** signed up for Direct Deposit that reimbursement requests under \$75.00 must be taken with your reimbursement form to the Cashier's Office for a cash reimbursement.

Please ensure that all your reimbursements comply with the requirements of the restricted items list which is located on the purchasing website.

http://www.wvu.edu/fs/Purchasing/p_restrictedItems.shtml

If you have any questions or concerns please do not hesitate to contact: Business Services-Donna Foley- A/P Supervisor-x6815 or Susan Banton- Purchasing Supervisor- x2430.

Discover Cards

On May 10th, WWU began taking steps to accept Discover Cards on campus for any kind of payment. Departments with credit card terminals have been upgraded to accept them as of May 10th. Departments with online payment systems will be implemented as soon as possible and will be notified when their systems are ready to accept the new card choice.

Please contact Becky Kellow at x3720 with any questions.

P-Card Use for Purchases under 3,000

In an effort to improve payment efficiencies and ensure best practices are being utilized by using current technology, such as P-Card and electronic purchasing, we are changing our standard payment method to Pcard for non-restricted purchases that are under \$3,000.

Phase I: Effective May 16, 2011 all Cardholders with Individual Assigned Pcards will have their Single Transaction Limit increased to \$3,000. This will exclude Cardholders with an Approver Waiver and department Cards. Financial Managers or Budget Authorities can contact the P-Card Administrator at x3561, if they have concerns with a cardholder.

Phase II: All individuals in your department who currently purchase goods and services using the traditional Purchase Form method to place orders will be required to obtain a Pcard. Only permanent employees are eligible to obtain a P-Card; applications should be completed by June 30, 2011 or sooner.

On June 15 & 16, Business Services will offer a Best Practice Training that covers Purchasing and Pcard use. Notification and registration for the training will be available through the Training and Development website, <http://www.acadweb.wvu.edu/HR/Training/index.shtml>

CFO access is available to Financial Managers and Budget Authorities to view all transactions in Paymentnet, including query capabilities and running reports. To obtain this access complete the CFO Access Role Application and return to MS1390, available at:

http://www.wvu.edu/fs/PCard/pc_forms.shtml.

If you have further questions or concerns regarding any of the above processes, please contact Brenda Ancheta, Pcard Administrator at x3561.

Unacceptable use of P-Card

Splitting a transaction to circumvent the single transaction spending limit is unacceptable. If you have the need to make a purchase that exceeds your limit, please submit your written request to Brenda.Ancheta@wvu.edu, P-Card Administrator.

For a complete list of SAAM Unacceptable Use of P-Card, please refer to: <http://www.ofm.wa.gov/policy/45.10.htm#45.10.50>

FAST Indexes for the P-Card

When using a P-Card for a purchase or approving a P-Card 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 P-Card 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.

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.

Grant Module Implementation Update

The offices of Research and Sponsored Programs (RSP) and Business and Financial Affairs (BFA) are working to implement the Grants Module within Banner Finance to streamline and integrate grants financial management. The project go live date is scheduled for July 1, 2011.

The Banner Grants Module will provide Western with an integrated grants management system that automates most of the grant key processes, many of which are currently done manually. Automating these processes will enable more efficient operations and make grant data more accessible to the campus community, including senior administration, faculty and financial services.

The project team will continue to provide update as we progress along.

Millennium Data Warehouse Project Update

The rollout of Millennium FAST Finance and HR to the campus was completed at the end of March 2011. The project is now in close out phase. During close out, the project manager will transfer all project responsibilities and on-going tasks and maintenance to respective business owners. A FAST Finance & HR work group will also be formed. All future FAST modifications or addition will be handled by this work group. If you have further questions on Millennium Data Warehouse project, please contact Wanna VanCuren at wanna.vancuren@wwu.edu

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.