FINANCE FOOTNOTES

A Publication of WWU Financial Services

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.

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 Closing 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.

http://www.wwu.edu/fs/GeneralAcctg/gl_news.shtml

http://www.wwu.edu/fs/GeneralAcctg/gl_yearend.shtml

Business Services Training

On June 15 & 16, Business Services will offer a Best Practice and Value Training that covers Purchasing and the P-card. Registration for training is available through the Training and Development website, http://www.acadweb.wwu.edu/HR/Training/index.shtml.

The training is intended for administrative and support staff who is responsible for the procurement process and management of their area as well as those who need to gain an understanding of the University's Purchasing structure.

CFO access is available to Financial Managers, Budget Authorities and other Approvers 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.wwu.edu/fs/PCard/pc_forms.shtml

P-Card Year End Dates

The end of the fiscal year is approaching very quickly. Please review below the important dates relating to p-card use. Accounting Services will run the year-end download process from PaymentNet on June 30, 2011, please make sure all of your transactions have been reviewed and approved by 12:00 pm, June 29, 2011.

Any Account Codes that has been determined incorrect after the download will require submission of a Journal Voucher to correct. Journal Vouchers are due to Accounting Services by July 22nd.

Thanks for your cooperation in making the year-end process run smoothly.

DATES TO REMEMBER:
- June 24th - last day to use p-card.
- No p-card use during the period of June 25th – July 4th.
- 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.

If you have further questions or concerns regarding the above processes, please contact Brenda Ancheta, Pcard Administrator at ext. 3561.

Accounting Services Staff Changes Effective June 6, 2011

As of June 6th, Tony Ho has assumed a new position in the Cashier's Office. His duties in Accounting Services will be split between Sheryl Sparling and Dolora Ferguson with his phone forwarded to Sheryl. We ask for your patience during the next few weeks as we adjust to Tony's absence and the reallocation of his duties.

Please contact Diane at x4002 with any questions. Thank you.

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.

Business Services Address and Mail Stop Changes Effective July 1st

With the organizational changes within the BFA Division, Purchasing, Accounts Payable, Contracts & Travel have merged as one department; Business Services. It is our hope that this change will allow us to better serve you, our campus and business community.

All mail effective **July 1, 2011** should be addressed to:

BUSINESS SERVICES
Internal Mail: MS 1420
External Mail: PO Box 29420, Bellingham, WA 98228-1420
Please **discontinue** use of: PO Box 29390 and MS 1390

Any questions please contact Donna Foley at x6815 or Susan Banton at x2430. Thank you for your cooperation during this transition.

Change in Office Depot Delivery Schedule

Currently, online orders placed by campus users to Office Depot are received and delivered daily by Central Stores. With the reduction in labor since last September, orders have been delivered by Transport Services as long as this task did not cause delay or interfere with other transport requests for department moves or tables & chairs for events.
Recently, with department moves related to the consolidation of off-campus leases, some Office Depot and Central Stores orders have been held for 2-3 days before delivery was completed.

To eliminate the delays, **effective July 1 2011**, Office Depot and Stores orders will be delivered every Tuesday and Thursday afternoon.

This arrangement will allow Central Stores to:
- Provide a more consistent delivery service
- Better utilize the reduced labor resources and allow regular scheduling of transport requests
- Reduce fuel expenses by consolidating orders and avoid making repeated stops throughout the week
- Encourage consolidation of orders, presently 35% of orders are below $50
- Consolidation of orders leads to higher discounts and uses less packaging

We realize there will be occasion that orders are needed the next day. Please contact John Zuzarte or Jack Herring should you need a rush delivery, every effort will be made to accommodate these requests

Data is available on the Office Depot web page under "Online Reporting" to show purchasing history for the past 13 months. This information can help plan and consolidate orders. Please contact John Zuzarte for more information on these reports. Information will also be available at the Purchasing "Best Practices" presentations on June 15/16.

Update on Copier Paper Supply

Grays Harbor Paper, the state supplier of copy paper, recently closed its doors due to financial problems.

Central Stores has sufficient inventory to fill campus orders through October and continues to seek other suppliers with comparable quality and pricing. As can be expected when shortages occur, prices of paper are likely to rise and so we remind the campus to continue their efforts to reduce paper usage and the subsequent waste generated. The following link has suggestions that may be helpful in reducing paper usage:

Following is a press release from General Administration on paper substitutes for orders placed with Office Depot while efforts are made to establish a new supplier.

May 31, 2011
Customers will receive substitute paper until a new supplier of "green" paper is found. Due to the recent unexpected closure of Grays Harbor Paper, agency customers will now automatically receive a substitute paper product for all orders of Harbor 100, the defunct company's printing and copier paper made entirely of recycled post-consumer.

The replacement products, which are less expensive are not 100 percent recycled.

Since the closure announcement, the remaining supply of Harbor 100 has been depleted. General Administration is working closely with Office Depot, the vendor on the office supplies state contract, to quickly find a new source of 100 percent recycled content paper, to fully meet the state's paper needs.

Until then, customers will receive a substitute paper product of the highest recycled content available, while supplies last. The product substitutions will be done in the following order:
1. Harbor 40 (SKU 637029) – 40 percent recycled content, 8.5"x11" white paper. **SOLD OUT**

2. Office Depot EnviroCopy (SKU 940650) – 30 percent recycled content, 8.5"x11" white paper.

3. Office Depot brand copy paper (SKU 348037) – Virgin 8.5"x11" white paper. There are more than 10,000 cases remaining.
General Administration and Office Depot have identified a replacement 100 percent recycled content paper and are working as quickly as possible to get a steady supply to the state.

Further details will be provided as they become available.

If you have any questions about this contract, please contact your Office Depot sales team or Keith Farley, GA contracts specialist, at (360) 902-7423 or keith.farley@ga.wa.gov.

Please contact John at x2678 with questions on how this will affect paper supply at Western.

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.wwu.edu/fs/Purchasing/p_restrictedItems.shtml

If you have any questions, please do not hesitate to contact: Donna Foley at x6815 or Susan Banton at 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.wwu.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.wwu.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@wwu.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.

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.