

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

June 2011

## Year End Due Dates and Closing Memo

As fiscal year end approaches, there are many tasks to complete and deadlines to meet. Please review these upcoming deadlines:

July 25<sup>th</sup> – Accrual journal vouchers and backup due to Accounting Services by 5 pm

July 26<sup>th</sup> – Accrual uploads and backup due to Accounting Services by 5 pm

July 28<sup>th</sup> – Accrual period closes

July 28<sup>th</sup> – July journal vouchers and backup due to Accounting Services by 5 pm

Aug. 3<sup>rd</sup> – July uploads and backup due to Accounting Services by 5 pm

Aug. 4<sup>th</sup> – July closes

## Accounting Services Mail Stop Changes to 1440 on July 1<sup>st</sup>

As of July 1<sup>st</sup>, the mail stop for Accounting Services will change to 1440. Please send journal vouchers and uploads to MS 1440. **Invoices, purchase orders, contracts, purchase requisitions, and travel documents should be directed to Business Services at MS 1420.**

## Business Services Address and Mail Stop Changes Effective July 1<sup>st</sup>

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.

## BFA Rebasing Effort

As part of its rebasing effort, Business and Financial Affairs at Western Washington University is in the process of restructuring Student Financial Services and the Cashier's Office. As BFA continues this analysis, the primary contacts for these offices will be Bob Putich (650-2866) for Student Financial Services and Becky Kellow (650-3720) for the Cashier's Office. Jenny Hebert will continue to serve the unit by working on special projects.

## 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](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.

## Pcard CFO Access Role in PaymentNet

The CFO access role is now available in PaymentNet for Financial Managers, Budget Authorities and other Approvers. CFO access roles allow you to review all pcard transactions, have query capabilities and be able to run reports. The application form is available at <http://www.wvu.edu/fs/PCard/documents/PaymentNetCFOAccessRole.pdf>

## Best Practice and Value Purchasing and Pcard Training Update

If you missed Business Services Best Practice and Value Purchasing and Pcard training, the presentation is now available online at:

<http://www.wvu.edu/fs/PCard/Training/PCardPresentation/PCardPresentation.htm>

## Pcard Website Updates

The Pcard Website has been updated for convenience and ease to Cardholders. The following have been added: Allowable Purchases, Acceptable Use, Unacceptable Purchases and Pcard Quick Reference Guide.

For complete information about the Pcard Program visit the pcard website.

<http://www.wvu.edu/fs/PCard/>

Visit our new "Pcard Mall" that provides a list of Contracted Vendors you may go directly to and make your purchase without having to go through Purchasing, now available on the Pcard website.

[http://www.wvu.edu/fs/PCard/pc\\_mall.shtml](http://www.wvu.edu/fs/PCard/pc_mall.shtml)

For questions, please contact Brenda Ancheta, Pcard Administrator at ext. 3561.

## Banner Initiatives – Update

Banner Grant implementation went live successfully on July 5th with RSP Office started using Banner Grant module for their daily processing. This implementation automates many manual processes resulting in more efficient operations and makes grant data more accessible to the campus community, including senior administration, faculty and financial services.

Automation of Accounting JVs completed "pilot rollout" on July 5<sup>th</sup>. EESP, Travel Desk and Foundation are the pioneers of this phase. These three groups will enter their journal vouchers directly into Banner and utilize the predetermined approval routings for approval process. They are also scanning their JV backups with NoliJ Imaging software that ties to their JVs. This results in more timely approval process and reduction in paper usage. The team will start to work on campus wide approval routings design and training after the fiscal year end and audit.

Automation Budget JV is scheduled to go live on August 1, 2011. Training documentation will be sent to all approver and users on the week of July 18, 2011. A demonstration will be conducted in the next BMAC meeting on July 28, 2011 follow by a classroom training on August 1, 2011.

For any questions relating to Banner Initiatives, please feel free to contact Wanna VanCuren at X2992 or email [wanna.vancuren@wvu.edu](mailto:wanna.vancuren@wvu.edu).

## 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.

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

We realize there will be occasion that orders are needed the next day. Please contact John Zuzarte or Jack Herring at x3546 should you need a rush delivery, every effort will be made to accommodate these requests

## 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](http://www.wvu.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.

## 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.

## 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.