FINANCE FOOTNOTES

A Publication of WWU Financial Services

Accounting Services Mail Stop Changed to 1440 on July 1st

A reminder, as of July 1st, the mail stop for Accounting Services was changed 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 Changed 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.

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.wwu.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.wwu.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.wwu.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.wwu.edu/fs/PCard/pc_mall.shtml

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

Banner Initiatives – Update

General Update
HRIS – Phase II - HRIS Processes/EPAF Project team is evaluating all recruitment and PA processes to identify steps for improvement. Separate PA forms (Faculty and Staff) are being evaluated for use. Research of Banner EPAF by other Banner intuitions is underway.

Bookstore Sequoia and Banner Integration – As of August 2011, all testing is completed and the new program is ready to go live. Starting September 9, 2011, students can charge maximum $600.00 per term to their Student A/R for purchases in the Bookstore or online.

Banner Grant – Active grants conversion was completed as scheduled by the first week of August. The team has converted a total of 152 active grants with history into Banner. Since the conversion, the team has been working together to finalize some of the remaining issues. The team will start the closing of this project in September 2011.

Business Services Process Analysis - Business Services department is currently preparing an Initiation Paper for their Business Services Process Analysis project. In this phase, Business Services would like to analyze their current processes, streamline wherever needed and explore any possibility of automation using new or existing software. The initiation paper will be due for the approval from the Steering Committee on September 29, 2011. In the meantime, analysts from Financial Systems Support team have started working with the Business Services staff in mapping their key processes. You can view the 1st level maps with these links:

Accounts Payable – P:\FISC\Public\Banner Initiatives Projects\Business Services\Project Documents\Process Maps\AP\High-Level Maps\082311 BusSrv BPA - AP - AsIs - High Level.pdf

Contracts – P:\FISC\Public\Banner Initiatives Projects\Business Services\Project Documents\Process Maps\Contracts\High-Level Maps\091311 BusSrv BPA - Contracts - AsIs - High Level.pdf

Purchasing – P:\FISC\Public\Banner Initiatives Projects\Business Services\Project Documents\Process Maps\Purchasing\High-Level Maps\090711 BusSrv BPA - Purchasing - AsIs - High Level.pdf

Travel – P:\FISC\Public\Banner Initiatives Projects\Business Services\Project Documents\Process Maps\Travel\High-Level Maps\091311 BusSrv BPA - Travel - AsIs - High Level.pdf

For any questions relating to Banner Initiatives, please feel free to contact Wanna VanCuren at X2992 or email wanna.vancuren@wwu.edu.

Central Stores
Since the Armory is no longer available for office furniture storage, Central Stores has made space available at the Commissary. Departments should contact John Zuzarte at x2678, Jack Herring at x3546 or visit Central Stores for availability and then submit an online Transport Services Request to complete delivery.

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.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.

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.