

FINANCE FOOTNOTES

A Publication of WWU Financial Services

October 2011

Banner Initiatives – Update

Currently three Banner Initiatives projects are in process:

1. Business Services Process Review Project,
2. Automate Accounting JV & Imaging Phase II
3. HRIS – Phase II.

The Sub-Teams (Purchasing, Contract, Accounts Payable and Travel Desk) for the Business Services Process Review are currently working on reviewing current key business processes in order to develop recommendations for improvements in each area of Business Services. Recommendations for these processes are scheduled to be completed by December 23rd, 2011. These recommendations will then be further reviewed by the Core-Team members for final integrated recommendations to the Steering Committee in February 2012.

Project leaders for Accounting JV Phase II attended the October Dean's Assistants meeting, which is part of the project's communication plan for communicating this automation of Banner accounting JV project's progress and impact to our campus users. All project tasks for Accounting JV Phase II are on track, and a campus rollout is scheduled to occur on January 2nd, 2012.

The BFA Banner Initiatives Steering Committee approved the HRIS Process/EPAF Project Initiation Paper on October 26, 2011. The purpose of the HRIS Process /EPAF project is to review, evaluate, and analyze existing HRIS processes and Banner HR EPAF function capability to enhance process efficiency and effectiveness to the point of processes that are best-in-class.

The Steering Committee also accepted and approved the Change Request from Financial Services to include five additional Accounts Receivable projects. They are:

1. 1098T Opt-in Electronic Copy only
2. Standardization of Banner A/R Invoicing Format and Process for General Accounts Receivable
3. Banner Contract Billing for 3rd Party Payment
4. Business Process Review on:
 - a. Students Refunding Processes
 - b. Loans & Collection
5. Imaging documents for:
 - a. Perkins Loans (Disclosures Statements, Master Promissory Notes and Exit Interview forms)
 - b. Collection Process (Payment plans, Collection letters and correspondences from debtors)

There are also several other project that entered into closing phase as well as a few new projects coming. Closing documents for the Automate Budget JV, Banner Grant Module Implementation, and the Bookstore Banner/Sequoia Integration projects will be issued shortly. Project Initiation Papers for Fixed Assets Process Study, Opt-in for Electronic 1098T copy, Refunding Process Review, Loans & Collections Process Review and Time & Effort Reporting (Grant) projects will also soon be presented to the Banner Initiatives Steering Committee.

If you have any questions regarding Banner Initiatives Project, please contact Wanna VanCuren at wanna.vancuren@wwu.edu.

Accounting Services Journal Voucher Tips and Tricks

One of our current Banner Initiatives is to automate accounting JVs by using Banner data entry screens rather than inputting the data on an Excel spreadsheet. With this initiative due to be rolled out to the campus January 2012, it seems a perfect opportunity to discuss JV tips and tricks and some general information.

- Who should be doing a JV?
 - A recharge type JV (Department A is buying a widget from Department B) is typically done by the department selling the item/service and signed by both departments.
 - A JV correcting an error is usually done by the department that made the error and signed off by all affected departments.
 - An expense sharing or moving JV is done by either side and again signed by every department involved.

Each department should have one employee and a backup person able to create JVs and at least one different employee who is able to authorize expenditures from the department's funds.

- Which side is the debit and which is the credit?
 - First you have to determine what type of account you are wanting to increase or decrease. WWU uses account codes that begin with H or G for revenues and begin with E for expenses. Accounts beginning with F are also expenses but they are payroll expenses and should be adjusted through HR and not used on a journal voucher.
 - A debit will increase expense or it will decrease revenue – reducing your bottom line.
 - A credit will decrease expense or increase revenue – upping your bottom line.
- What is acceptable backup for a JV? The best backup is whatever you used to generate the JV itself. Common examples of backup include:
 - A Banner report or a FAST report with the item to be moved/adjusted circled. Include an adding machine tape if you are adjusting several items at once.
 - An invoice showing what is being purchased (interdepartmental purchases).
 - A spreadsheet that calculates the amounts to be distributed to other funding strings.
 - An e-mail documenting an agreement to transfer funds from one area to another.

More tips, tricks, and information will be included with next month's installment of the Finance Footnotes.

Banner Grant Module Conversion

Completion of the Banner Grant Module Conversion occurred during the month of August. The purpose of the conversion was to automate some of our internal manual processes such as calculating indirect and billing. For most end users, changes are minimal but would like to highlight some of the changes you will see. Changes will depend on the type of grant. Most grant funds are split into two different types: cost-reimbursement and fixed fee. For both types of grants, on the monthly detail budget report, the indirect calculation will now reflect the current month instead of the previous month's calculation. For cost-reimbursement grants (where funds are requested to match the current month expenses), there should not be any other noticeable change. For fixed fee grants (where funds are received upfront or invoiced in lump amounts), there is a difference in how revenue is recognized. Previously, when money was received (or invoiced for), revenue was recognized and was visible on the Banner reports showing a balance between revenue and the current expenditures in the "Project to Date Activity" column. The example below shows how the budget reports looked as of 6/30/11 - revenue received (\$7,180.00), current expenditures (\$6,068.35), and a balance of \$1,111.65.

	Adjusted Budget	Current Month Activity	Project to Date Activity	Open Encumb/Reservations	Budget Less YTD & Enc/Rsrv
Revenue :	.00	.00	7,180.00	.00	-7,180.00
Labor Expense :	1,500.00	.00	.00	.00	1,500.00
Expense :	5,680.00	.00	6,068.35	.00	-388.35
TOTAL Expense :	7,180.00	.00	6,068.35	.00	1,111.65
Net :	-7,180.00	.00	1,111.65		

Going forward, the amount of revenue recognized will always equal current expenditures. The remaining revenue balance will be accounted for as unearned revenue on the balance sheet side. So instead of looking at the balance in the "Project to Date Activity" column, look across the page to compare the budget amount and the current total expenses (see example below). Revenue has

been reduced to equal expenses but the remaining grant balance is reflected in the "Budget Less YTD & Enc/Rsrv" column.

	Adjusted Budget	Current Month Activity	Project to Date Activity	Open Encumb/Reservations	Budget Less YTD & Enc/Rsrv
Revenue :	.00	.00	6,068.35	.00	-6,068.35
Labor Expense :	1,500.00	.00	.00	.00	1,500.00
Expense :	5,680.00	.00	6,068.35	.00	-388.35
TOTAL Expense :	7,180.00	.00	6,068.35	.00	1,111.65
Net :	-7,180.00	.00	.00		

If you have any questions about the changes on your budget reports, please contact Becky Striggow (4622) or Rose-Mary Barstad (2313).

Accounting Services Mail Stop Changed to 1440 on July 1st

In order to assist campus department that have questions as to what types of documents to send to what mail stop, please refer to this grid.

	Accounting Services/ Fiscal Reporting	Business Services
	MS 1440	MS 1420
Invoices		X
Purchase Orders/Requisitions		X
Contracts		X
Travel Documents		X
Journal Vouchers	X	
Uploads	X	

Campus Mail Stop Changes

Mail services would like to make the following announcement:

The following Mail Stop Numbers have changed due to moves on campus:

American Cultural Studies	9113	changed to 9118
Catalog & Curriculum	9102	changed to 9008
Center for International Studies	9050	changed to 9078
Extended Education	5293	changed to 9102
Human Resources	5221	changed to 9054
International Prog & Exchange	9100	changed to 9094
Modern & Classical Languages	9057	changed to 9097
Student Outreach Services	9019	changed to 9024
Tutorial Center	9024	changed to 9103

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

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

Reimbursements

Business Services would like to remind campus personnel that only the Pcard limit was recently raised. Reimbursements are limited to a \$1,000 threshold. Items over \$1,000 should be purchased with a Pcard or by Purchasing if the item is restricted.

If you have any questions, please do not hesitate to contact: Donna Foley at x6815 or Susan Banton at x2430.

Sales Tax Reminder – P-Card Transactions

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