

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

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## Banner Initiatives – Update

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The Business Services Process Review Project is currently in the process of compiling recommendations from the various Sub-Teams into a consolidated list. For the possibility of automation, several demonstrations from different software vendors (e.g. Banner, SciQuest and Millennium) are being organized for team members in the month of January 2012. The final consolidated recommendations will be reviewed and defined by the Core Team for presentation to the Steering Committee in February 2012.

The Automation of Accounting JV project is also currently in progress. Training for the new process is being scheduled for December and January. Stay tuned for demo and training invitation from Mike Ulrich and Sharon Colman! A campus-wide rollout is scheduled to occur in early January 2012.

Another in-progress project is the HRIS/EPAF Review. The Sub-Team for this project is conducting a business process analysis for the Personnel Action (PA) form and recruitment process. Several new projects were recently approved by the Steering Committee and are currently under way.

1. 1098T Electronic Opt In & Tax Information on CashNet project will allow students to choose to go paperless with their 1098T tax forms and print or download them electronically through the CashNet portal they currently use to pay their tuition and fees.
2. Property, Plant, & Equipment (PPE) Assets Process and Reporting Review, which will analyze our current fixed assets management system and seek for potential automation and improvements.
3. Implementation of Banner Time & Effort Certification and Reporting which will put Western in compliance with federal grant reporting requirements.

These three new projects come in at a time when three other projects are completed. Closing documents for three projects were introduced to and approved by the Steering Committee. They include Automation of Budget JVs, Implementation of Banner Grant, and the Sequoia/Banner Integration relating to Bookstore charges to Banner Student A/R. These three projects were well received, and the Steering Committee thanked all members involved for their hard work.

[Click here](#) to review any of these project documents.

If you have any questions regarding Banner Initiatives Project, please contact Wanna VanCuren at [wanna.vancuren@wwu.edu](mailto:wanna.vancuren@wwu.edu).

## A Message from Student Fiscal Services

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Students now have the opportunity to “Go Green” with their 1098-T tax form and opt out of receiving paper forms in the mail. This option is available through the same portal students and parents use to make their online payments – Student Account Online, accessed through Web4U. Students can opt in and out of paper as many times as they want. The electronic version of the 1098-T is available in two places, the student’s Account Online and the student’s Web4U, regardless of whether or not they choose the electronic-only version. Students will also be able to provide their parents their own login to access the electronic version as well.

## University Policy Updates

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On September 20, 2011 President's Cabinet approved two new policies:

- Requesting and Donating Shared Leave
- Accessing and Donating to **Uniform** Shared Leave Pool

### [POL-U5410.06 Requesting and Donating Shared Leave](#)

This is a new policy that formalizes the University's shared leave program and provides guidance for eligible employees to request and donate shared leave.

### [POL-U5410.07 Accessing and Donating to Uniform Shared Leave Pool](#)

This is a new policy that outlines Washington State's uniform shared leave program where state employees may donate leave to a pool administered by the state's Military Department, Department of Personnel, and Office of Financial Management. Only state employees who are also uniform service members may access leave from the pool when needed to serve our country.

The policies along with related procedures and forms can be accessed on Human Resource's [Shared Leave Policy website](#). Please direct any questions to [Mika Greathouse](#), Disability/ Medical Leave Administrator. Thank you to all that contributed to the development of these policies.

## Campus Mail Services

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Mail services would like to remind the campus of the following policy:

WWU Policy # POL-U5345.01 Use of Campus Mail

It is a Western Washington University policy that campus mail services are provided exclusively for official University business. All mail received by the University is the property of the University. Personal mail may not be entered into the incoming, outgoing or interdepartmental mail stream. Faculty and staff must have all non-University, personal mail directed to their non-University address.

Personal mail interferes with the transfer of official correspondence between campus offices and delays the processing and delivery of mail.

## Pcard CFO Access Role in PaymentNet

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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

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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

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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.

## Reimbursements

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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

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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

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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.

Wanna VanCuren at x2992 offers training for Millennium FAST data warehouse.