December 2011

Banner Initiatives – Update

There are currently six Banner Initiatives project in process. Below is a summary of each of those six projects:

1. Automation of Accounting JV With Nolij Imaging
   a. The team reported that they are on schedule to roll out Banner accounting JV direct entry on 1/3/2012.
   b. All approval queues will be turned on in Banner Production environment on 1/3/2012 for JV originators and approvers.
   c. Training materials and video are published.
   d. Sharon Colman & Mike Ulrich conducted an informational session on 12/16/2011 and reported that users are positive with this new direct entry process.
   e. Beginning 1/4/2012, there will be two training classes per week throughout the entire month of January 2012 at HR training room in campus.
   f. Parallel process (direct entry and paper entry) will be carried out throughout the month of January 2012.
   g. Mike Ulrich and his team are prepared to conduct additional one-on-one training if needed after January 2012.

2. 1098-T Information Online Via CashNet & Opt-In Electronic Option
   a. The team reported that they are on schedule to have 1098T information online via CashNet by end of January 2012.
   b. Opt-in option went live mid-December on CashNet site and as of today, 77 students "opted in" to electronic 1098T.
   c. Testing on 1098T online will continue throughout the month of January 2012.
   d. Communication to student will continue throughout the month of January 2012 via emails and "Red Square Thermometer" is scheduled to be set up in mid-January.

3. Plant & Property Tracking & Reporting Process Review
   a. Completed team forming. All suggested team members have accepted the invitation.
   b. Tentative timeline set to complete recommendations to Steering Committee by end of March 2012.
   c. First BPA scheduled on 1/10/2012.

4. Business Services Process Review Project
   a. Travel Desk
      i. Completed analysis and recommendations submitted to Core Team in December. Recommendations included Best in class practice.
   b. Accounts Payable
      i. Completed analysis and currently finalizing recommendations to Core Team.
   c. Contracts Administration
      i. Plan to completed analysis by mid-January 2012.
   d. Purchasing
      i. Completed analysis in December 2011.
      ii. Awaiting demonstration from SciQuest, Nolij and Millennium prior to discussion on recommendations.
   e. Overall & Core Team
      i. Reviewed Best-in-class recommendations from Travel Team. Recommended on purchase of Travel Expense module to automate travel processes.

5. HRIS – EPAF
   a. The team continues to work on use of EPAF within HR. There are some concerns with the ability to delete or rename existing categories and the team is currently addressing this with SunGard.
   b. Currently designing a new PA for Faculty & Staff to use.

6. <u>Time & Effort Reporting (Labor Redistribution & Effort Certification)</u>
    a. The team has scheduled a phone interview with SunGard consultants on 1/6/2012.
    b. Completed team forming and all recommended team members have accepted the invitation.
    c. Completed a high level tasks list with focus on system set up.
    d. Technical: installation of virtual server has been completed but there has been trouble with logging in. DBA is working with SunGard to resolve this issue.

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

Accounting Services Would Like To Welcome Debbi Baughn!

Debbi Baugh has started a new position as the General Ledger Specialist for Accounting Services. Debbie will be responsible for a variety of financial functions as they pertain to the general ledger such as reviewing and posting of accounting JVs and account code reconciliations to name a few. Debbi worked most recently for the Travel Desk and brings with her established relationships and knowledge of the intricacies of the university. We are thrilled to have her join our team.

A Change in Accounting JVs is Coming

Beginning January 2012, campus departments will key journal vouchers directly into Banner and attach the supporting documentation of the journal voucher via Nolijweb. This will replace the current process of submitting a paper JV with attached backup. The process will create efficiencies as well as transparency of these types of financial documents to the campus. Training and information sessions are available. You can register for one or both sessions on the HR Training Website. For more information, please contact Mike Ulrich @ x3675 or Diane Fuller @ x4002.

Hello Travelers and Travel Coordinators!

Some big changes are on the horizon for travel processing and let me say I am excited about the direction we'll be going. Less paper may be a reality sooner than later! The first big change starts right here at the Travel Desk. After 12 years with Business Services (6 of them at the Travel Desk) Debbi Baughn is changing hats and has accepted a position with the Accounting Services Department.

Beginning January 3rd, Debbi will be in Accounting Services and the Travel Desk contact will be Donna Foley-Donna.foley@wwu.edu 360-650-6815 or for General Travel questions please contact the Business Services Main Line at Ext 3340.

I want to take this opportunity to say we will miss Debbi greatly but look forward to the New Year and the changes that are coming soon for Travel Department at WWU.

Please contact Donna Foley for travel assistance or questions.

Thank you and Happy Trails

A Reminder From Accounting Services

Now is a good time to review the last six months' payroll for your department and to verify that it is correct. Please submit any Payroll Redistributions as soon as possible. Year-end calendars fill up before you have even noticed that another six months has passed. Please call Sheryl @ 3040 with any questions about a particular redistribution or the <u>Redistribution of Salary and Benefits</u> ESign form.

A Message from Student Fiscal Services

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.

Campus Mail Services

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

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.

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

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.