

FINANCE FOOTNOTES

A Publication of WWU Financial Services

January 2012

News from Business and Financial Affairs

Financial Services would like to announce the following:

Mike Ulrich has been permanently promoted to the position of Accounting Manager. In this position Mike oversees all accounting and financial reporting functions for the university. Mike's service to Western spans 20 years, working in the A.S. Bookstore as Finance Supervisor and then Interim General Manager prior to moving to Accounting Services. Congratulations Mike!

Business and Financial Affairs is pleased to announce the consolidation of the University Cashier, Student Accounts, and Loans and Collection offices into one new department – the **Student Business Office**. Bob Putich is manager of the new department. The consolidation of these offices will provide operational synergies and enhance service to our students. The new Student Business Office will be located in OM 110 in June, upon completion of the remodeling project that begins in March.

Business Services would like to announce the following:

We are pleased to announce the addition of two new employees to the Business Services department:

Stacey OClair – Procurement & Supply Support Specialist 1 – Ext 3340

- To demonstrate our commitment to providing excellent customer service, one of Stacey's main responsibilities will be responding to campus and vendor inquiries. She will also be supporting Accounts Payable and Purchasing.

Christine DeBondt – Procurement & Supply Support Specialist 1 – Ext 7731

- Christine will be supporting Contract Administration

Please don't hesitate to contact them if you have questions – even though they are still learning, both are eager to answer any questions they can (or they can direct you to the person who will!).

Accounting JV Approvals

Accounting Services would like to thank the campus for their participation in the Banner Initiative Automation of Accounting JV. There were 161 JVs processed through the new approvals process for the month of January; a very successful start!

If you have any questions about entering or approving a JV, please feel free to contact Diane (x4002) or Debbi (x3568) for help.

A tip when entering a JV: it is important to remember to add an explanation to the JV as to what you expect the outcome of the JV. Text can be entered when you are in the header section of the JV by selecting "Options" and then "Document Text" in the menu. Please remember to tick the "Print" box. This will allow the text to be shown on the document when viewing in Web4U.

News from Central Stores

Surplus Furniture Available at Central Stores

An inventory of "gently used" office furniture is available at Central Stores, Commissary Building, for viewing and purchase for campus use. Please contact John Zuzarte or Jack Herring to set up a viewing appointment or to request photos by email. Furniture charges are for storage and processing, delivery is additional.

File Cabinets	\$15
Bookshelves	\$15
Cabinets/Laterals	\$15
Tables	\$15
Desks	\$35
Task Chairs	\$25
Miscellaneous Furniture	\$5-15

Paper Purchasing Priority

Per RCW 43.19A.022 we are required to purchase 100% recycled content paper for use in printers and copiers. The RCW is copied below. Since this is now the only white 8.5x11 copy paper we stock, we have changed the commodity code so that it appears as the first line item on the online order sheet. The new code is **7530-041-600**. The old code 7530-041-689 can still be used for the next few weeks until all shopping lists have been updated. The best value for copy paper is WWU Central Stores.

RCW 43.19A.022

Recycled content paper for printers and copiers — Purchasing priority

- 1) All state agencies shall purchase one hundred percent recycled content white cut sheet bond paper used in office printers and copiers. State agencies are encouraged to give priority to purchasing from companies that produce paper in facilities that generate energy from a renewable energy source.
- 2) State agencies that utilize office printers and copiers that, after reasonable attempts, cannot be calibrated to utilize such paper referenced in subsection (1) of this section, must for those models of equipment:
 - a) Purchase paper at the highest recycled content that can be utilized efficiently by the copier or printer;
 - b) At the time of lease renewal or at the end of the life-cycle, either lease or purchase a model that will efficiently utilize one hundred percent recycled content white cut sheet bond paper;
- 3) Printed projects that require the use of high volume production inserters or high-speed digital devices, such as those used by the department of enterprise services, are not required to meet the one hundred percent recycled content white cut sheet bond paper standard, but must utilize the highest recycled content that can be utilized efficiently by such equipment and not impede the business of agencies.
- 4) The department of enterprise services and the department of information services shall work together to identify for use by agencies one hundred percent recycled paper products that process efficiently through high-speed production equipment and do not impede the business of agencies.

Campus Mail Services

A new mail stop has been created for Small Business Development Center located at 115 Unity St Suite 101, Bellingham WA 98225-4444. Their campus mail stop is 4444. Mail will be collected and pouched in the Mail Services for off campus delivery.

This new mail stop is not to be confused with Center for Economic Vitality located on Commercial St. in downtown Bellingham with a mail stop of 4455.

Thank you
Judi, WWU Mail Service

Banner Initiatives – Update

The Banner Initiatives project portfolio has seen two more projects completed and brought one more project online. New to the Banner Initiatives is the Refunding Selection Process Review. Aimed at automating refunds selection associated with Students Account Receivable, this project seeks to eliminate the highly manual aspects of the student refunding process. The project team is currently reviewing policy associated with these refunding actions to determine how that policy may need to be modified or incorporate potential process changes.

Coming to a close are the 1098T Online & Electronic Copy Opt-In and Automation of Accounting JV projects. The 1098T project has resulted in over 1,500 students (to date) “going green” and receiving their 1098T electronically. This not only reduces the University’s paper consumption previously associated with mailing copies of the 1098T form to students, but it has also resulted in dollar savings associated with the postage previously required to mail those paper forms. The Automation of Accounting JV project has had a similarly successful implementation and has been very well received by campus users. In recent months, the project team has held ten, one-hour-long information sessions and seven, two-hour-long hands on classes for entering Accounting JVs using the new process. The team is holding one-on-one training throughout the month of February, and anyone interested in receiving such training can contact Mike Ulrich at Michael.Ulrich@wwu.edu.

Current projects are also making strides. The team for the Property, Plant, & Equipment Tracking Process Review project is wrapping up their process analysis and mapping. Teams for the Business Services Process Review project are finishing their recommendations, and those recommendations are being prepped for review by the Steering Committee. The Effort Certification team (Grant) has been working with SunGard (Datatel) consultants to determine future effort certification process. The team will present their recommendations and implementation plan to the Steering Committee in March 2012.

All teams will provide a project update to the sponsors and Steering Committee on February 15, 2012.

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.

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.

Becky Kellow at x3720 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.