

FINANCE FOOTNOTES

A Publication of WWU Financial Services

February 2012

News from Business Services

Welcome Erica

Please join us in welcoming Erica-Dean Crawford as the new Travel Desk Coordinator in Business Services. Erica comes to Western with considerable administrative and expense management experience and will be a huge asset in the continued efficiencies that Business Services will be implementing with the upcoming Banner Initiatives Projects. Erica is a Bellingham native and has lived here most of her life. She enjoys anything artistic and makes jewelry and paints in her spare time.

Accounting JVs

JV processing is continuing to go well with another 217 documents processed through using the new keying and approval methods for the month of February. Some of our frequently asked questions have been:

Q. What do I do if I forget to enter the document text before I complete the JV?

A. Don't panic, document text can be added at any time. Go to screen FOATEXT in Banner, enter "JV" in the type field and your complete "J" document number in the code field and ctr- page down. You can now enter your text, ticking the "print" checkbox for each line. Remember to press F10 or the "save" icon when done entering your text.

Q. The next person on the routing queue hasn't received a notification e-mail yet. Is the system broken?

A. When you look at the queues in the Approvals required, they are not necessarily listed in the order that the e-mail notifications will be sent. If an approver knows that they will be receiving an e-mail, they do not have to wait for it, but can elect to approve all documents that they can approve instead of just the ones where they are the next approver. In the Approve Documents screen in Web4U, change the radio button from the default 'next approver' to 'All documents' to see all documents eligible for approval.

Q. When I enter the journal voucher document number in Nolijweb during the JV approval process, I don't see a journal voucher folder show up that contains the back up.

A. The most common reason for this happening is the document number entered is not correct. Make sure that the document number begins with "J" followed by 7 numbers. If you still cannot see the journal voucher folder, please contact Accounting Services for assistance.

If you have any questions on keying or approving an accounting JV, please call Debbi Baugn (x3568), Diane Fuller (x4002), or Mike Ulrich (x3675)

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

There are currently five Banner Initiatives projects in process and a newly approved project in February 2012. Below is a summary of each of those six projects:

1. Business Services Process Review
 - a. Recommendations from all project Sub-Teams have been gathered and are currently being analyzed for further review with the project Core Team.
 - b. The Steering Committee approved the purchase and implementation of Banner web-based Travel & Expense Module on February 15th, and project leads are currently preparing for that implementation.
2. HRIS / EPAF
 - a. Designs for two new PA forms (a Faculty form and a Staff form) have been created and were submitted for eSign programming.
 - b. Testing and implementing EPAF internally for HR is underway.
3. Plant & Property Tracking & Reporting Process Review
 - a. All current process mapping has been completed.
 - b. The team attended a four hour online demo of SunGard's Fixed Assets Module so they can determine whether Banner Fixed Assets module will fit into our business process.
 - c. The project team is currently working on recommendation of improvement to current processes.
4. Review & Automate Student Refunding Process
 - a. Began reviewing and mapping current processes.
 - b. Scheduled meetings to review and possibly modify current refunding policy to have it reflect any changing processes.
 - c. The team is planning to roll out the automated refunding process by summer term disbursement in June of 2012.
5. Time & Effort Reporting (Labor Redistribution & Effort Certification)
 - a. A generic system setup has been completed in one of our test environments.
 - b. The team has worked together for 3 days during the week of February 6 and mapped out a high level new Effort Certification process. Further discussion will need to finalize this process.
 - c. Team members have also begun testing the functionalities within Effort Certification system.

One new project has also come online this month; the Loans & Collections Process Review is aimed at improving the University's collections process, starting with student receivables.

Two projects were also approved as closed by the Steering Committee. One of which was the 1098-T Online & Electronic Opt-In project, which allowed students to choose to go paperless with their 1098-T tax forms. To date, over 1,500 students have elected to "go green", saving the paper, postage, and supplies associated with individually mailing those forms out. The second was the Automation of Accounting JV project, which 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 also held 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.

More information on the two closed projects can be found, here:

- 1098-T Online & Electronic Opt-In - [http://www.wwu.edu/bfa/BannerInitiative/Documents/1098T Project Closeout Document.pdf](http://www.wwu.edu/bfa/BannerInitiative/Documents/1098T%20Project%20Closeout%20Document.pdf)
- Automation of Accounting JVs - [http://www.wwu.edu/bfa/BannerInitiative/Documents/Accounting JV closeout Final - Approved.pdf](http://www.wwu.edu/bfa/BannerInitiative/Documents/Accounting_JV_closeout_Final_-_Approved.pdf)

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.

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>

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.

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.