FINANCE FOOTNOTES

A Publication of WWU Financial Services

March 2012

Calendar of Important Dates – Fiscal Year 2012

Deadlines for the April, May and June are listed below. A complete list of year end deadlines will be sent to out along with the March 2012 Finance Footnotes and will also posted on Accounting Service's website.

April 19th	◊	Purchase forms due for furniture for FY12 (to be received by June 30, 2012).
May 3rd	◊	Due date for items under $50,000.00 that need to be bid or quoted by Purchasing.
May 24th	◊	Purchase forms due for all computer orders.
June 7th	◊	Last day to submit purchase forms for all items requiring a purchase order / Purchasing to place (includes large dollar amount purchases if items are under contract and are received by June 30, 2012).
June 8th	◊	Last day to submit payroll redistributions for pay periods prior to May 1st.
June 22nd	◊	Last day to submit journal vouchers for July 2011 – May 2012 activity/corrections.
	◊	Last day for online P-card purchases. Item must be received and charged prior to June 30th.
June 25th	◊	Last day for in-store P-card purchases. No further P-card use until July 1, 2012.
June 26th	◊	Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements.
	◊	Last date to submit orders to Central Stores for delivery by June 28th.
June 29th	◊	All cash/checks received must be deposited by 4 p.m.
	◊	All petty cash and change funds must be verified.
	◊	Final check run for Bookstore, AS, SA, and emergency checks.
	◊	Central Stores closed for inventory.
June 30th	◊	All goods/services must be received to be paid with fiscal 2012 funds.

Year-end is also a good time to maintain your department coding structure. Consider terminating any fund, organization, or activity codes that are no longer being used. A code must not have any encumbrances against it, cannot have assets or liabilities belonging to it, and cannot be the default value for and positions or fast index in order to be terminated.

Send a code maintenance e-sign form (fund code maintenance, orgn code maintenance, etc) requesting termination to Accounting Services and we can inform you of any issues that have to be handled prior to terminating the codes.

Accounting JVs

Part of the new JV process involves copying the backup and attaching it electronically to the JV via NolijWeb. In some cases a scanner is needed in order to convert the paper backup into a digital format. If you are in need of assistance with obtaining a scanner, please contact Kathy Tadlock at extension 3545.

News from Business Services

Honorariums

A quick reminder:

> *The University may not pay Western employees Honorariums. Note - Departments should not hire a current or former Western employee for services without checking with Business Services/Contract Administration.*
> *Honorariums are paid to individuals, not companies or organizations.*
> *The maximum Western can pay to an individual for an Honorarium is $599.99 per fiscal year.*

There are some other restrictions and guidelines – look for updates coming soon on the department web page.

Information about cash handling

As announced in February's Finance Footnotes, Bob Putich is now responsible for the Cashier's Office, which has merged with Student Accounts and is now part of the Student Business Office (SBO). This means that Bob, Suzy Merrick and the rest of the cashiers are there to help answer questions related to deposits and transactions that have been processed through the SBO. For any other question or concern on cash handling contact Becky Kellow. While she is no longer responsible for the day to day cashiering functions, Becky is still responsible for all cash handling on campus. When it comes to issues such as:

- hosting an event that involves cash,
- accepting payments in the office - whether it is via mail or in person,
- opening or closing a petty cash or change fund,
- accepting credit cards,
- selling goods and/or services online,
- asking a question regarding CASHNet, how it works and its reporting features, or
- asking any other question related to cash handling please give Becky a call (x3720) or email her (becky.kellow@wwu.edu) and she will be able to get you moving towards your goal.

As a general reminder, please remember that, unless prior approval has been given, all cash transactions need to be processed through the Cashier's Office and invoices for general receivables need to come from the SBO. If you have questions about this, please contact Bob Putich at extension 2866.

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

Below is a summary of each of the six Banner Initiatives projects currently in progress:

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. Project team members have engaged a consultant from Ellucian (formerly SunGard) to help in the early stages of the Travel & Expense Module implementation and have formed an implementation team. Recommendations about set up of the systems will be presented to Steering Committee as soon as core team members complete the team discussion.

2. HRIS / EPAF
   a. Designs for two new PA forms (a Faculty form and a Staff form) have been created and are in user testing within HR.

b. HR is in the process of defining the EPAF categories and fields.

3. <u>Plant & Property Tracking & Reporting Process Review</u>
   a. All current process mapping has been completed.
   b. The team held meetings to discuss how the current Fixed Assets system can be improved upon, and have started putting together a final recommendation to be presented to Steering Committee in April 2012.

4. <u>Review & Automate Student Refunding Process</u>
   a. Process mapping for current and to-be processes has been completed.
   b. They are currently working with other University departments to identify any potential issues regarding the new refunding process.
   c. The team has also done preliminary work reviewing policies associated with the refunding process.

5. <u>Time & Effort Reporting (Labor Redistribution & Effort Certification)</u>
   a. The Time & Effort team is joined by Dr. Kathleen Kitto, the acting Vice Provost for Research and acting Dean of the Graduate School at Western.
   b. The team worked together for 3 days in early March and completed a detailed new Effort Certification process. This new process was presented to the Steering Committee in the Banner Initiatives Steering Committee meeting. The team also did a presentation of the new Web4U Effort Certification process in the same meeting. The RSP office will be presenting the new process to PIs and PMs during the month of April to May 2012 prior to go live.
   c. Team members have also successfully completed all the test cases and validated all set up and functionalities within Web4U Effort Certification system.

6. <u>Loans & Collections Process Review</u>
   a. The team has finished their high level mapping, and is beginning to get into the second level of their key processes.
   b. These process maps are being tooled to be presented to stakeholders later in the project.

These six projects are followed by an additional one, just approved this month by the Steering Committee. This new project is the Payroll Efficiencies project, and its goal is to review, evaluate, and analyze existing payroll processes and Banner HR functional capacity to enhance productivity and effectiveness. Project owner Chyerl Wolfe-Lee noted that recent issues with payroll have created an opportunity to make a lot of necessary changes to the payroll process. The approved initiation paper for this project can found here.

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.

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

Pcard Reminder for Reviewers and Approvers

If you know you will be on vacation during the pcard monthly closing/downloads and during the fiscal yearend closing period, please be sure that a backup Reviewer or Approver are in place. If you do not have a backup, please contact Brenda Ancheta at extension 3561, and she will ensure that appropriate backup during your absence is set up.

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 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.

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.