

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

April 2012

## Calendar of Important Dates – Fiscal Year 2012

Deadlines for May and June are listed below. A complete list of year end deadlines was sent along with this edition of the Finance Footnotes and is also posted on Accounting Service's website.

Accounting Services is offering year end training. If interested in signing up, please click <http://west.wvu.edu/training/#> to navigate to the HR training site to register. You will find the classes offered under Financial Services.

<b>May 24<sup>th</sup></b>	◇ Purchase forms due for all computer orders.
<b>June 7<sup>th</sup></b>	◇ 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).
<b>June 8<sup>th</sup></b>	◇ Last day to submit payroll redistributions for pay periods prior to May 1 <sup>st</sup> .
<b>June 22<sup>nd</sup></b>	◇ 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 30 <sup>th</sup> .
<b>June 25<sup>th</sup></b>	◇ Last day for in-store P-card purchases. No further P-card use until July 1, 2012.
<b>June 26<sup>th</sup></b>	◇ Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements. ◇ Last date to submit orders to Central Stores for delivery by June 28 <sup>th</sup> .
<b>June 29<sup>th</sup></b>	◇ 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.
<b>June 30<sup>th</sup></b>	◇ 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.

## PCARD Year End Reminders

As the fiscal year-end approaches we wanted to remind you about this year's procedures for June Pcard transactions. **ALL** Pcards will be temporarily suspended during the period of June 25, 2012 through Jun 30, 2012. This will allow time to receive the goods, review and to approve all transactions prior to the end of the fiscal year.

Purchases made in June must be posted to your current year budget. Neglecting to approve June transactions will not delay posting to the new fiscal year.

Please keep in mind that you do not have to wait until you receive an e-mail notification to review and approve your Pcard transactions. Your purchases will appear on your PaymentNet Transaction List as soon as they are posted by the bank to your account. During June, it is recommended that

you check PaymentNet weekly for transactions to avoid last minute panic prior to the download. We also recommend checking PaymentNet daily during the last week of June.

#### DATES TO REMEMBER:

- June 22nd, last day for online pcard purchase. Items must be received and posted to your account by June 30, 2012.
- June 25th, for in-store P-card purchases. No further pcard use.
- July 1st, you may begin using your pcard for new FY funding.
- July 5, 2012, final pcard download.

If you have any questions or issues about the year-end Pcard procedures, please contact Brenda Ancheta at extension 3561, for further assistance.

Thanks for your cooperation and making the year-end process run smoothly.

## 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.

### **TEM – Travel and Expense Module**

The current travel authorization and expense reimbursement process utilizes a wide range of paper forms making it cumbersome for faculty, administrative staff, students and non-employees. Business Services has begun the steps of implementing an online travel authorization and expense module (linked with Banner Finance) that will enhance the way you submit your TA's and expenses. Implementation team members have been identified and functionality testing will begin shortly. While project timelines at this point are not yet firm, we plan to announce training schedules in August.

We hope you share in our excitement as we begin to roll out project details, communications and training later this year!

Thanks Erica

## 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.

### **JV Entry Questions**

#### **Q. How do I know if my JV was approved or not?**

**A.** To check the approval status of a JV, follow these steps:

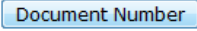
- Go to Web4U and click the Finance tab
- Click View Document
- In the Choose type field, from the drop-down menu, select Journal Voucher
- In the Document Number field, type your JV #, including the J (example: J0001111)
- Click Approval History

If there are approvals required, they will be listed just under the heading "Approvals required".


Under "Approvals recorded", you can view the people who have already approved the JV.

If there is a green check mark that says, "There are no approvals required at this time," your JV is either fully approved or has been denied. Look at the Approvals recorded and at the Queue column. If the bottom most entry is "DENY", your JV has been disapproved.

**Q. Can I see which of my JVs are still unapproved? Incomplete?**

- A.** You can use Web4U to query on many criteria, including unapproved and incomplete status
- Go to Web4U and click the Finance tab
  - Click on View Document
  - Select Journal Voucher under the type drop down list and click on the Document Number button to bring up the document lookup query screen 
  - Your user ID should default in but can be changed if you're querying on behalf of someone else
  - Select Yes under completed and Pending under status and execute the query to see unapproved documents
  - To view incomplete documents, select No under completed and Pending under status

**Q. Why was my JV disapproved/denied?**

- A.** To see why your JV was denied, follow these steps:
- Log in to a Banner session
  - On the right hand side of the window, click the link "Check Banner Messages"
  - Press F7 to clear the screen
  - In the Item field, type your JV # (include the J; ex: J0001111)
  - Press F8 to search
  - This will pull up every message sent for that one document. Look through the messages to see one that says the document is disapproved
  - Click the Recipient field for the entry with the disapproval message
  - Click the pencil,  to read the full message.

**Q. How do I clear a Banner message once I've read it?**

- A.** After you've read your JV messages, you can mark them as read by selecting the "Complete" radio button. Mark them all as complete then save. The green checkmark will be gone from the Banner home screen and the form will be empty until you get a new message.


**Q. How do I correct a JV if it has been disapproved?**

- A.** If the JV needs to be corrected:
- Go to the JV entry screen you prefer (FGAJVCD or FGAJVCM) in Banner
  - Type in the document number for the disapproved JV and control page down
  - You can now edit/add as if you were just now creating the document. Once your corrections are made, control page down until you get the Complete/In Process options and click Complete
  - This will resubmit the JV into the approval process.

**A.** If the JV needs to be deleted:

- Go to FGAJVCM or FGAJVCD in Banner
- Select your JV number from the drop-down list or type it into the document number field
- Use Control-Page Down once to get to the header record where the control total and date fields are keyed
- On the menu bar, select Record / Remove. The message at the bottom of the screen changes to "Press 'Delete Record' again to delete this record. Again on the menu bar select Record / Remove to complete the deletion.

**Q. I do the same JV (with different amounts) each month; do I have to re-key it each month?**

- A.** You can copy an existing JV into a new JV form by following these steps:
- Go to the JV entry screen, FGAJVCM or FGAJVCD
  - Leave the document number blank as usual but instead of control-page down, click on the small icon to the right of the document number field. 
  - A Copy popup window will appear
  - Enter the previous JV number into the Copy From Document Number field
  - Leave the Copy To Document Number field blank
  - Check the Copy Text box if you want the same text to carry over, and click OK
  - Modify any fields that need updating, including the control total, and complete as usual.

**Q. Is there an easy way to save an image of a JV?**

- A.** You can create and save a .pdf version of a JV anytime between the creation of the JV and the final posting of that JV into Banner.
- Log in to a Banner session
  - Go to FWRJVCH – Journal Voucher Report and Ctr-Pg Down to the parameters
  - Enter your JV number and whether or not you'd like a download file in addition to the pdf.
  - After running the job, go to Options-Job Submission Report Output and click on the View button next to the output file. Your JV will open as a pdf and can be saved to your computer.

**JV Approver Questions**

**Q. I have not received an email for a JV I know I need to approve. What can I do?**

**A.** An approve does not have to receive the email to approve a JV. You can see all JVs that are available for your approval by taking the following steps:

- Go to Web4U and click the Finance tab
- Click Approve Document
- Make sure your User ID defaulted into that field
- Click the dot next to "All documents which you may approve"
- Click Submit Query
- To view any of the resulting documents, click on the document number
- To view the approval history, click "History"

To approve, click "Approve", then click "Approve Document"

**Q. I clicked the approve button at the bottom of the screen in Web4U; is the document now approved?**

**A.** No, the links at the bottom of the Web4U pages are navigation links to take you to the Approve Documents area. To actually approve a document, select either "Documents for which you are the next approver" or "All documents which you may approve" in that approve document area and hit Submit Query. You will see a list of documents available for you to review. Each document line has the options to view the document, the history, and approve or disapprove the document.

## Information about cash handling

Be on the lookout for my email requesting a meeting to conduct your petty cash and change fund audits. The email will be out the first week of May and I will be scheduling appointments between June 1<sup>st</sup> and June 22<sup>nd</sup>. Remember, for most of you this only takes about 5 minutes! Thanks!  
Becky Kellow

## Banner Initiatives – Update

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

1. Business Services Process Review
  - a. The project team is currently working on finalizing recommendations for presentation to the project Core Team and Steering Committee.
2. Travel Expense Management Implementation
  - a. 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 worked with that consultant on-site to do initial system configuration.
  - b. The implementation team engaged in team training with the Ellucian consultant at the end of April.
  - c. Sally McKechnie contacted all budget officers regarding encumbering all travel authorization. The team is still collecting feedback and organizing an FAQ for all stakeholders. This will be published on the BFA and Business Services websites after feedback has been sorted and organized.
3. HRIS / EPAF
  - a. Designs for two new PA forms (a Faculty form and a Staff form) are being finalized with ADMCS and are in user testing within HR.
  - b. EPAF has been set up in a test environment and is currently being tested by HR staff.
4. Payroll Efficiencies
  - a. Processes have been reassessed and reassigned in order to eliminate redundancy between Payroll and HRIS.
  - b. Audit related reports have been refined, and a review of internal controls and primary points of risk has been done.
  - c. The team is currently documenting current Payroll practices.
5. Plant & Property Tracking & Reporting Process Review
  - a. Initial analysis for a potential future process has been completed, and preliminary recommendations are being drafted.
  - b. The team is investigating potential impacts of the upcoming Banner 9 upgrade and how that will affect recommendations.
6. Review & Automate Student Refunding Process
  - a. Process mapping for current and to-be processes has been completed.
  - b. The team has tested an automated process for Parent Plus loans with great success.

- c. The team met with the stakeholders at the end of April and presented the new process to all stakeholders. Stakeholders accepted the solution.
  - d. The team is currently working on finalizing the recommended process and will submit final programming requests associated with them to ADMCS when they are complete.
7. Loans & Collections Process Review
- a. The team has finished their high level mapping, and is currently working on second level mapping of their key processes.
  - b. The team is also investigating the potential use of loans and collections system called Campus Loan Manager (CLM). This Banner module has features that will improve the entire collection process for both students and general receivables. Features include better loan and collection tracking, notifications to debtors, account-specific comments and notes, and others that would help automate and various loans and collections processes.
8. Time & Effort Reporting (Labor Redistribution & Effort Certification)
- a. The team is working on developing training material related to the new Effort Certification system.
  - b. Programming and testing of email notifications from the system is also being done.
  - c. Training plan will be published to certifiers by the 2<sup>nd</sup> week of May.
  - d. The rollout of the Effort Certification system is scheduled to start on June 8, 2012.

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

## 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](http://www.wwu.edu/fs/PCard/pc_mall.shtml)

For questions, please contact Brenda Ancheta, Pcard Administrator at ext. 3561.

## Training Resources

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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 Finance screens and running budget reports. Accounting Services has a training document available that displays many of the Banner Finance 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.