FINANCE FOOTNOTES

A Publication of WWU Financial Services

June 2012

Calendar of Important Dates – Fiscal Year 2012

Deadlines for July 2012 are listed below. A complete list of year end deadlines is available on Accounting Service's website.

July 9th	◊ Last day to submit May & June payroll redistribution requests to Accounting Services. ◊ Last day to submit fiscal 2012 invoices and travel documents.
July 11th	◊ Year-end inventory counts due to Accounting Services.
July 18th	◊ Encumbrance roll.
	◊ Revenue deferrals complete.
July 23rd	◊ Final interagency receivable/payable entries to Accounting Services.
July 27th	◊ Last day to submit approved accrual period journal vouchers to Accounting Services. ◊ Last day to submit accrual period uploads to Accounting Services.
July 30st	◊ Accrual period closes. No additional entries will be keyed unless approved by Accounting Services Manager.

By now you should have received your June 2012 period 12 monthly reports. Please review them carefully and make any necessary corrections by submitting a JV. **From now until July 27th, JVs can be entered for FY12 or FY13 activity**. The date on the JV (first field you come to when entering a JV in either FGAJVCM or FGAJVCD) determines the fiscal year.

If you are correcting or recording **FY12** activity, the date on the JV **must be 30-Jun-2012**. Documents that have other June dates will have to be disapproved and re-submitted with the proper date **of 30-Jun-2012**.

If the entry you are making is correcting or recording **FY13** activity, it can be dated any day in July.

If you need assistance, please contact Diane Fuller, 4002 or Debbi Baughn, 3568.

Welcome Mary Seaton

The office of the Assistant Vice President of Business and Financial Affairs would like to inform the campus that Mary Seaton has been named the new Administrative Assistant for the AVP Unit. Mary's start date will be Wednesday, July 18, 2012. Mary has relocated back to Washington State from California, where she worked in corporate finance and tactical marketing. Her broad depth of experience and expertise will be an asset to the BFA Divisions and to Western.

News from Business Services

Tagged Equipment

Equipment Inventory has revised the initial "Tagging New Equipment" letter to provide more details on the ownership of tagged equipment. Occasionally, equipment is in the physical possession of one department, but funded by another. To accurately track ownership, the following fields have been added:

- Owning Department Name
- Owning Department ORGN Code
- Equipment Manager
- Equipment Custodian

These terms are defined as follows:

- Owning Department – The department which has physical custody of the equipment.
- Equipment Manager - The individual designated within the department who is responsible for the accountability of the equipment.

- Equipment Custodian-The individual who has physical custody of the equipment i.e. the individual who has daily possession of the equipment, such as a laptop computer or tablet PC.

Surplus Electronic Equipment

Departments are reminded to safeguard university information. In addition to computers, remember to remove information on other electronic devices such as cell phones, and smart phones prior to surplusing them.

Contact Jack or Gordon at Equipment Inventory if you have questions; Ext. 3546/3566.

Recycling Used Printer Cartridges

Please leave all used cartridges by your department's mail drop-off/pick-up point and Mail Services will collect them to return to Central Stores for recycling.
Keeney's Office Supply will take back any boxes and packing supplies to re-use. These can also be left by your mail drop-off/pick-up point.

Banner Initiatives – Update

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

Banner Initiatives Project Summary
June 2012

HRIS / EPAF
The HRIS team has been working on new PA documentation and training along with their internal EPAF testing. They have completed an enhanced set of PA instructions and have developed a draft of a new PA/EPAF website. The team met with the LDDG group at the end of May, and will be demoing training with HRIS/EPAF sub-team at the end of June. Internal EPAF testing is on-going as individual transactional EPAF categories are developed and tested. The team has also reached out to other institutions using EPAF, including the University of Idaho, Texas Tech, and St. Louis University.

Payroll Efficiency – Completed 6/30/2012
Initiated by HR/Payroll Team, the objectives of Payroll Efficiencies project was to review, evaluate, and analyze existing payroll processes and Banner HR functional capability to enhance process efficiency, effectiveness, process documentation and team cohesiveness. Since March 2012, the team has updated their documentation, added additional internal control processes, trained appropriate staff, and completed evaluation of the key payroll processes. Due to the importance of the timeliness of the payroll process, most of the recommended changes were implemented immediately. The team also defined their new communication protocol amongst different payroll team members. This improved payroll process is more timely, accurate and greener. The team eliminated printing of one payroll report, saving approximately $20,000 in paper alone, annually. Since our payroll process is ever evolving, the team will continue to monitor the process and execute further improvement steps after this initial project is completed.

Review & Automate Student Refunding Process
The Student Refunding team has successfully rolled out Banner Parent Plus Loan refunding to be used during the Summer Term. However, with technical programming resources being stretched across many active projects, programming for the remaining changes may need to be done over two phases, one in July and another in late July or August. Even so, the team has gotten everything ready for when those resources are freed up; a necessary policy change related to refunding has been completed and is currently pending final approval by campus.

Loans & Collections Process Review
The Loans & Collections Process Review is still on track to be completed July 1st, 2012. The team plans to start charging interest to balances on general receivable accounts starting July 1st, pending appropriate notification. The team also intends to share their BPA findings to let other areas of campus know that they are looking for best practices. They have identified areas where immediate improvement can be made, and are working to identify other, slightly longer-term ways that the program could be improved. The team will be presenting their recommendations to the BI Steering Committee at July's meeting.

Business Services Process Review
The majority of the Business Services Process Review project was put on hold last month, the project is due to start back up again soon. While the project timeline will need to be updated when it does, the team will be working on bringing their final recommendations to the project Core Team and Steering Committee. In the meantime, the team is working gathering information from vendors and campus departments in addition to working on the TEM implementation.

Travel & Expense Management (TEM) Implementation
With consultant-led training wrapped up, the TEM team has been working on developing a new approval routing structure for Travel Authorizations and Expense Reports. The team has held several demonstrations and discussion sessions with different campus groups and stakeholders, and they have been working with ADMCS to find an existing data source that could be used to drive the approval routing. Unfortunately, trying to find a way to reconcile the many different processes used to gain travel approval across campus into a standardized process has proven to be very difficult. Throughout this process, team members have been gathering potential test scenarios from different departments, and these test cases will be used for functional tests scheduled to begin July 23rd.

Grant Effort Certification – Went Live 6/8/2012
A joint-effort project with RSP Office, Human Resources, Facilities, Financial Systems, Accounting Services and ADMCS, implementation of Banner Grant Effort Certification process brought Western into compliance with the Federal Cost Principles utilizing the automated process within the Banner system. In addition, this process also eliminated the monthly manual compilation of effort reports and the printout. All certification records are now online and can be easily retrieve by management, principal investigators, program managers and grant administrators.

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.

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 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.