September 2012

A Message from Accounting Services

Accounting Services would like to inform the campus that our auditors are now on site performing the financial statements audits for the following entities:

The University
Housing & Dining
Recreation Center
Bookstore
Parking

If the auditors require any additional information, they may be contacting the departments directly but should inform Accounting Services of who they will be contacting. If you are contacted by one of the auditors and have any questions, please feel free to contact Mike (x3675).

News from University Archives and Records Center

The University Archives and Records Center will cease to provide direct confidential shredding of records for offices as of November 1, 2012.

What this means
Offices that need direct shredding of confidential or other eligible records will either need to do it internally or coordinate directly with the university's shredding vendor.   Information about how to set up shredding service is available from the University Archives & Records Center's shredding information page (http://library.wwu.edu/shredding_archives).

UARC will continue to provide its core set of free services for campus:
- Free secure storage of inactive permanent and non-permanent records
- Free transfer of records to inactive storage
- Free reference/retrieval services, including document delivery
- Free disposition of records stored in the Records Center
- Free archival preservation and maintenance of the historical institutional records of Western
- Free training and consultation on compliance with record-keeping laws and best practices, including control and maintenance of institutional records retention schedules

RATIONALE
For information about the rationale behind this decision, please consult our shredding information page: http://library.wwu.edu/shredding_archives#rationale

I regret any inconvenience this might cause, but I hope you will find that working directly with the vendor is relatively straightforward.

Kind regards,

Tony Kurtz
Archivist/Records Manager
WWU Archives & Records Center
Western Washington University
MS-9123 / AB226 / 360-650-3124
Bellingham, WA 98225-9123
http://www.wwu.edu/depts/recmgmt

Banner Initiatives – Update

Over the past couple months, the Banner Initiatives sponsors have been working on a way to restructure how the Steering Committee will operate over the long term so that it better addresses the continually changing nature of the Initiatives' project portfolio as well as the needs of both Steering Committee members and project leaders. This has resulted in a new structure, which you can view on the BFA Division website (http://www.wwu.edu/bfa/BannerInitiatives/Documents/BannerInitiativeStructure.pdf).

Out of the Banner Initiative projects currently in process, several have reached milestones over the course of this month. The Automation of Refunding Process project has developed a possible plan to automate what is currently a highly manual and resource consuming process. The Property, Plant, & Equipment Record Tracking Process Analysis project will be presenting their final findings to the Steering Committee soon. Also, initial programming related to the Travel & Expense Management module has been put into motion, and demonstrations of the module for various end-user groups have been scheduled for October. Any groups interested in getting an early look at the new module can contact Emmett Folk (Emmett.Folk@wwu.edu) with questions or to schedule a demo.

In addition to these current projects, an initiation paper will be brought to the Steering Committee for the Facilities Management Project. This project is aimed at investigating the business needs, system use, and processes within Facilities Management, Space Administration, Facilities Development & Capital Budget, Materials Management, and related areas. The project is currently in its initial Discovery Phase, which centers around meeting with process owners and determining those business needs.

If you have any questions regarding Banner Initiatives projects, 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.

Wanna VanCuren at x2992 offers training for Millennium FAST data warehouse.