

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

October 2012

## The FY 2012 financial statement audits are complete

Accounting Services would like to inform the campus that Western's and the 4 auxiliary units' (Housing, Rec. Center, Bookstore and Parking) financial statement audits are now complete. Each set of statements received an unqualified opinion, which means that the auditors believe they are presented fairly, in all material respects. A "Thank You" goes out to the campus for making sure that financial entries were recorded correctly.

## News from University Archives and Records Center

**The University Archives and Records Center ceased 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.wvu.edu/shredding\\_archives](http://library.wvu.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.wvu.edu/shredding\\_archives#rationale](http://library.wvu.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.wvu.edu/depts/recmgmt>

## Banner Initiatives – Update

The Banner Initiatives Steering Committee met on October 29<sup>th</sup> and reviewed several recommendation papers and one initiation paper, including:

### **Campus Loan Manager (CLM) Recommendation Paper**

Representatives for the project team reviewing the campus' current loans and collections related processes have recommended purchasing and implementing Campus Loan Manager. The software would help automate many manual, time-consuming tasks as well as provide better data tracking/capture and service to students. The paper was approved and the project team will move forward with planning the implementation.

### **Fixed Assets Recommendation Paper**

Representatives for the project team reviewing campus' fixed asset and PPE tracking processes presented a recommendation to implement the Banner's Fixed Assets module. The module would help provide better tracking and management of asset data. The Committee approved the recommendation, and the team stated that due to resource conflicts with other projects currently in progress, the implementation planning for the Fixed Assets module would be deferred until those resources were available.

### **Travel & Expense Management (TEM) Module Process and Policy Recommendation Paper**

Representatives for the TEM project team put forward several recommendations related to policies and procedures that would be put in place with the implementation of the TEM module. These recommendations addressed:

1. Encumbering funds in Banner upon approval of Travel Authorizations
2. Requiring Travel Authorizations for Western employees and certain student groups; certain non-employees would no longer require a Travel Authorization
3. Acceptable uses of Blanket Travel Authorizations
4. Standardizing a student per diem rate
5. Standardizing a student mileage rate
6. Approval routing for Travel Authorizations and Expense Reimbursements

The Committee approved the paper on the condition that the team would heavily involve the University's Attorney General's Office ensure that any legal requirements related to travel document submittal and approval would be covered by the processes put in place.

### **Facilities Management Information System Initiation Paper**

The Facilities Management Information System project is an effort to determine the business and system needs of Facilities Management and of the areas that interact with the University's current facilities management related information systems and processes. Due to meeting time constraints, approval for the initiation paper was deferred so the Committee could submit questions and address any issues.

If you have any questions regarding Banner Initiatives projects, 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).

### **GENERAL FINANCIAL SYSTEMS UPDATES**

Millennium FAST Finance Version 4.0 is here! This new version provides many improved features and will put FAST Finance on the same platform, look and feel as our current FAST HR. For the past few months, users from several divisions/departments have been testing V4.0 and the team is now ready to host a "Preview and Test Drive" of the new FAST Finance.

This event will be held at the Human Resources Computer Lab (HU242) in the Humanities Building on **November 15, 2012 from 9:00 a.m. to 5:00 p.m.** This is not a training session but rather an opportunity for you to preview and "play around" with this new version, so please drop by anytime. If you have any questions regarding Millennium FAST Finance or the "Preview and Test Drive" event on the 15<sup>th</sup>, please contact Wanna VanCuren at x2992 or at [Wanna.VanCuren@wwu.edu](mailto:Wanna.VanCuren@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.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](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 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.