

FINANCE FOOTNOTES

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Procurement Reform Affects Sole Source Purchases


A new state law went into effect on January 1, 2013 that consolidates procurement laws under the Department of Enterprise Services (DES.) There are several changes that will affect Western but there is one very big change affecting sole source purchases.

Currently, if state appropriated funds are used there is a requirement that an initial notification of the sole source purchase be posted for a minimum of five business days on the state's electronic bid site, WEBS. The second step in this new sole source process mandates Business Services to file with DES for approval to proceed with the sole source purchase. Purchase of the goods or service may not proceed until approval is received. This filing process takes a minimum of ten working days and requires additional information that was not necessary in the past. Based upon these new requirements, departments will need to plan for additional time before a sole source purchase can be made. Please plan accordingly. If you have any questions please contact Susan Banton x 2430 or Barbara Lewis x 3068 in Business Services.

Accounting Journal Voucher Tricks and Tips

Q. How can I reverse a JV without having to retype all of the lines?

A. You can post a reversing JV into Banner without having to key the whole thing over again 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. It looks like this: 
- A Copy popup window will appear
- Enter the number of the JV you want to reverse into the Copy From Document Number field
- Leave the Copy To Document Number field blank
- Check the 'Reverse JV' tick box
- Check the 'Copy Text' box if you want the same text to carry over, and click OK
- Your reversing JV is now prekeyed into the JV form
- You can modify the JV if you want to, and complete as usual.

For additional information, please contact Debbi Baughn (x3568) or Diane Fuller (x4002)

Mileage rate increase per state effective 1/1/2013

The mileage reimbursement rate for privately owned vehicles increased from \$0.51 to \$0.565 on January 1, 2013. This increase reflects the rate set by the United States Treasury Department which, pursuant to RCW 43.03.060, is the maximum rate the state can pay. The state Per Diem Rates map was also updated to reflect this change. The revised map is available on OFM's Travel Resources website at: <http://www.ofm.wa.gov/resources/travel.asp>.

Millennium FAST Finance Classic Retiring February 28, 2013

FAST Classic Finance will retire on February 28, 2013. On March 1, only the new V4 Finance is available for use. Four additional training classes will be conducted in February, although they are all currently full. Please email Wanna VanCuren at wanna.vancuren@wwu.edu and she may be able to arrange more training classes if there is enough interest.

Minimum Wage Increase beginning 2013

Washington's minimum wage increased 15 cents to \$9.19 an hour on Jan. 1, 2013. Washington's minimum wage applies to workers in all industries, including agriculture, although 14- and 15-year-olds may be paid 85 percent of the adult minimum wage, or \$7.81 an hour. The [Department of Labor & Industries](#) adjusts the state's minimum wage each year in September as required by Initiative 688, which Washington state voters approved in 1998. The initiative requires the state to adjust the minimum wage according to the change in the [federal "CPI-W,"](#) which is a national index covering the cost of goods and services needed for day-to-day living. That index rose 1.67 percent during the 12 months ending Aug. 31, 2012.

Banner Initiatives – Update

There are notable developments in several Banner Initiatives projects, including:

Banner Campus Loan Manager (CLM)

The CLM team is in the process of developing their project implementation paper and will be presenting the completed paper to the Banner Initiatives Steering Committee during their next meeting in February. The implementation of CLM is planned to start in May, to coincide with an update to the software that will add useful features and functionality that can be used by our Loans & Collections department. The tentative go-live date for this module within the Loans & Collection department is August 2013.

Facilities Management Information Systems Project – Phase I

The FM Project team has finished meeting with the various users and stakeholder groups identified for this phase of the project. The team will use lists of issues and needs compiled during these meetings to draft a comprehensive business requirements document assessing our current resources and future needs.

Human Resources Information System (HRIS) / Electronic Personnel Action Form (EPAF)

HR staff are currently providing training for their new PA form and are continuing to fine-tune documentation related to it. The team is also engaged in investigating EPAF for employees, seeing how it's being used at peer institutions and determining how it could be used at Western.

Banner Travel & Expense Management Module (TEM)

The TEM team has been working with the volunteer departments to help get them ready for the first group rollout, which is scheduled for March 18, 2013. The team has recently met with administrative and managerial staff from each volunteer group to bring everyone up to speed and address any concerns specific to a particular group. The team will be conducting travel policy related training as well as technical training on the use of TEM and Workflow approvals for each volunteer group in the month of February.

While it is too late to sign up to be in the initial rollout group, anyone interested in being an early adopter of the TEM system should contact Erica Dean-Crawford in Travel Services at x3341 or via email at Erica.Dean-Crawford@wwu.edu.

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/bs/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.