

FINANCE FOOTNOTES

A Publication of WWU Financial Services

February 2013

Calendar of Important Dates – Fiscal Year 2013

Preliminary deadlines for May and June are listed below. A complete list of year end deadlines will be sent out along with the March 2013 Finance Footnotes and will also be posted on Accounting Service's website.

May 1st	◇	Purchase forms due for furniture for FY13 (to be received by June 28, 2013).
May 1st	◇	Due date for items under \$50,000.00 that need to be bid or quoted by Purchasing.
May 24th	◇	Purchase forms due for all computer orders.
June 7th	◇	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 28, 2013).
June 7th	◇	Last day to submit payroll redistributions for pay periods prior to May 1 st .
June 21st	◇	Last day for online P-card purchases. Item must be received and charged prior to June 30 th .
June 25th	◇	Last day for in-store P-card purchases. No further P-card use until July 1, 2013.
June 25th	◇	Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements.
	◇	Last date to submit orders to Central Stores for delivery by June 28 th .
June 28th	◇	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.
June 28th	◇	All goods/services must be received to be paid with fiscal 2013 funds.

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.

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>.

Accounting Journal Voucher Tricks and Tips

Q. I've noticed a green check mark next to "Check Banner Messages" when I log into Banner Finance. What does that mean?

A. Banner Finance has sent a message about the status of the JV that you submitted. The message will either be the document has been approved or disapproved. If the message states that the JV document is disapproved, you will need to make the corrections and re-complete the JV document in either FGAJVC or FGAJVD. If the message states that the JV document has been approved, no further action is required on the JV document. Each message will need to be cleared by clicking "Complete" and then saving the changes.

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

A Message from Payroll

Just a reminder that if you would like Payroll to make any timesheet adjustments, please use our [Timesheet Adjustment Request Form](#) rather than send us an email. This allows us to track the adjustments and ensure they are done correctly and in a timely manner. You'll know the adjustment has been made when you receive the locked form back from Payroll.

PLEASE NOTE: This form is NOT to be used for positive time reporting. If hours worked are not reported correctly when timesheets are submitted, please do one of the following:

- Print a copy of your timesheet from Web4U, write in the correct number of hours worked and have the employee and supervisor sign
- Fill out a [Time and Attendance Record Sheet](#) with the correct hours and have the employee and supervisor sign

These forms are kept in your department for auditing purposes and do not need to be sent to Payroll. As always, please let us know if you have any questions.

Thank you, The Payroll Team

Banner Initiatives – Update

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

Banner Campus Loan Manager (CLM)

The CLM team presented their implementation paper to the Steering Committee on the 19th, which was approved. The team is planning to start the implementation process in May. The tentative go-live date for this module within the Loans & Collection department is August 2013. The team will also engage Campus Partners to start the discussion on the migration of Perkins Loan data into CLM. Perkins Loan collection process will go live after the General Receivable towards the end of 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 and compile a Discovery Paper which includes issues, high level business requirements and recommendation of future action plan. The task force associated with the project is also in the process of establishing a budget for work done in subsequent phases.

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 (TEM) Module

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 been hosting travel policy information sessions as well as functional training related to TEM, and will be working with each of the initial rollout group members to make sure each is ready for their March 18th go-live date. 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.

eMarket Site Assessment and Implementation

The eMarket team has developed a preliminary assessment (based on risk of cash handling) that will be used to gauge the rollout sequence of the eMarket tool. While the team is currently working on implementing sites that were in progress before the team was formed, they will be working to implement new sites as resources become available.

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.wvu.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.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

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.