

FINANCE FOOTNOTES

A Publication of WWU Financial Services

March 2013

Calendar of Important Dates – Fiscal Year 2013

Preliminary deadlines for May and June are listed below. A complete list of year end deadlines is included 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.

A Reminder on Loss Reporting

Reporting Loss Requirement

Business and Financial Affairs would like to remind all University faculty and staff of their responsibility in reporting loss of University funds or property. As stated in the *Reporting Loss of University Funds or Property* policy (POL-U5950.19), all personnel must immediately report known or suspected loss to Western's Internal Audit Department and University Police in accordance with written procedure. This policy also applies to volunteers so departments are encouraged to communicate this policy and procedures to department volunteers. Questions about the policy and/or procedure may be directed to [Gayle Shipley](mailto:Gayle.Shipley@wwu.edu) 360-650-6512.

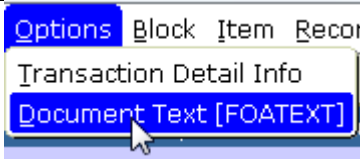

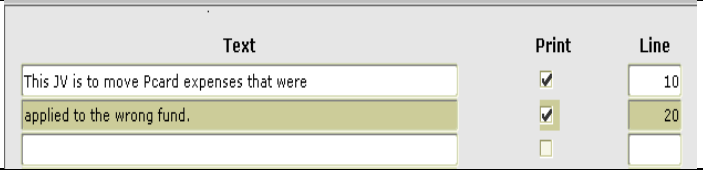
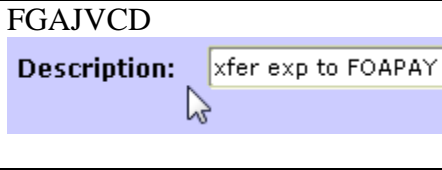
Click here to view the [POLICY](#).

Click here to view the [PROCEDURE](#).

Accounting Journal Voucher Tricks and Tips

Q: What is the difference between the JV document text and the description?

A:

Document Text...	The Description...
is entered via the Options/Document Text menu option.	is entered in the JV detail area.
	
	
describes the “why” of the JV. This explanation will be considered by Accounting Services and other approvers when they are reviewing the JV and determining whether or not to approve it.	describes what is happening on that particular sequence and shows up in Banner/Millennium reports.
is unlimited by size. You may enter as many lines of text as needed/desired (please tick “print” next to each line).	is limited to one line of 35 characters
Examples:	
This JV is to move PCard expenses that posted to the wrong fund. The purchase belongs to Accounts Payable and not Purchasing.	Xfer exp to FOAPAY
	Exp xfer from FOBUYS
Both are required on all Journal vouchers.	

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

Banner Initiatives – Update

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

Banner Campus Loan Manager (CLM)

The CLM is currently doing preliminary work necessary to get an environment setup that can be used to test the CLM software. The team has engaged Campus Partners to start the discussion on the migration of Perkins Loan data into CLM. The tentative go-live date for general receivables within the Loans & Collection department is early August 2013 follows by Perkins Loan process by end of August 2013.

eMarket Site 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. As the team works with the various areas identified in their assessment, they are also developing resources for campus to learn about eCommerce at Western and about how to request an eMarket site. In March 2013, an eMarket site has been implemented with Campus Rec for their summer camp programs.

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 used lists of issues and needs compiled during these meetings and developed a final Discovery Paper which includes issues, high level business requirements and recommendations on future actions. This paper will be presented both to the Task Force associated with the project and the Banner Initiatives Steering Committee during the month of April.

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

TEM went live with its first rollout group on schedule on March 18th, and the team will be working with the second rollout group to get them ready for their go-live in May. The team is scheduled to roll TEM out to all areas of campus by the end of the calendar year. Anyone with questions about TEM can visit Travel Service's TEM website (<http://www.wwu.edu/bs/travel/tem/>) or contact Travel Services at x3341 or via email at Travel.Services@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.

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>.

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.

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.

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.