



April 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 attached to the email that delivered this edition of Finance Footnotes and will also be posted on Accounting Service's website. Also included is information about yearend closing and what to look for. In previous years this information was provided via a training session but due to low turnout, it was decided to provide this information to the campus with the Finance Footnotes. If there are any questions on the documentation or if you would like to have some training, please let Accounting Services know.

May 1st	<ul style="list-style-type: none"> ◇ Purchase forms due for furniture for FY13 (to be received by June 30, 2013). ◇ 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 30, 2013).
June 10th	◇ Last day to submit payroll redistributions for pay periods prior to May 1 st .
June 22nd	<ul style="list-style-type: none"> ◇ Last day to submit journal vouchers for July 2012 – May 2013 activity/corrections. ◇ Last day for online P-card purchases. Item must be received and charged prior to June 30th.
June 25th	◇ Last day for in-store P-card purchases. No further P-card use until July 1, 2013.
June 27th	◇ Last date to submit orders to Central Stores for delivery by June 28th.
June 28th	<ul style="list-style-type: none"> ◇ Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements. ◇ Last check run for Accounts Payable until July 2nd. ◇ 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 30th	◇ All goods/services must be received to be paid with fiscal 2013 funds.

Cashnet E-market is Available

The ability to safely and securely take online payments for goods, registrations, and much more is now available to the campus community

- Do you have an event that you take registration payments?
- Do you sell something (transcripts, non-course books, t-shirts, etc.)?
- Had enough of walking to the Cashier's Office with your payments?
- Would you like to receive daily updates on your sales?
- Would you like to have your online payments posted directly to your GL in real time?
- Tired of the arduous reconciliation process between systems that don't talk?
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If you answered yes, to any of these questions, than we may have the tool for you! CASHNet eMarket can accept payments and collect customer data securely (100% PCI compliant), accurately and dependably. Data is stored on CASHNet servers, not in your locked filing cabinet! There are currently four eMarket sites live and another seven to be online by June. The newly formed eMarket Team of Becky Kellow and Nancy Larson are ready to help your department make the move to online payments. We can create sites that gather customer information or simply act as a checkout for your current system.

For more information, please contact Becky at x3720.

NOTE: Events and goods must be approved. This service provides payment and reporting capabilities only. We do not do marketing. Help with implementing conferences can be obtained through Extended Ed.

Accounting Journal Voucher Tricks and Tips

JV Attachment Tip!

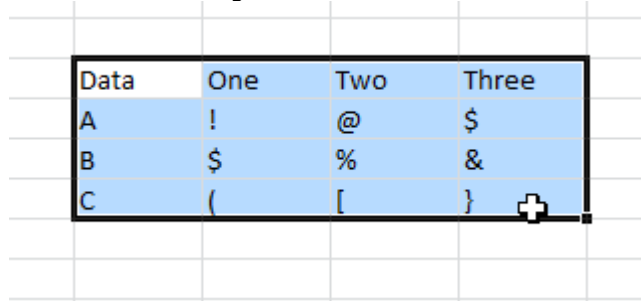
Here is a tip that can make viewing JV back-up a little more pleasant.

Some of you may have noticed that when viewing Excel document attachments in Nolij, the data splits into multi-pages and is sometimes difficult or frustrating to follow.

When your back-up for a JV is in Excel, consider saving it as a pdf and then attaching the pdf as the back-up. Here's how:

Open your Excel document

Select all the cells containing data



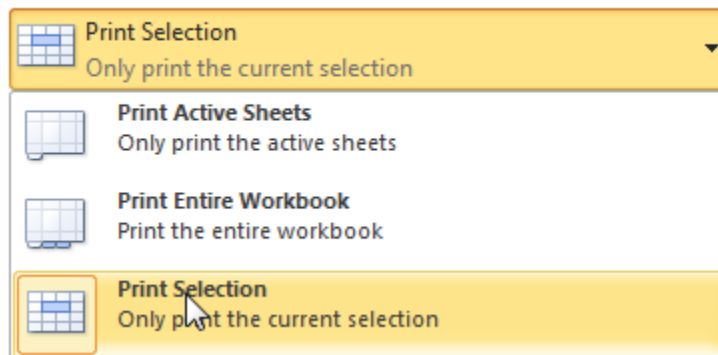
Data	One	Two	Three
A	!	@	\$
B	\$	%	&
C	([}

Select Print Preview



Under Settings, from the top drop-down, select "Print Selection"

Settings



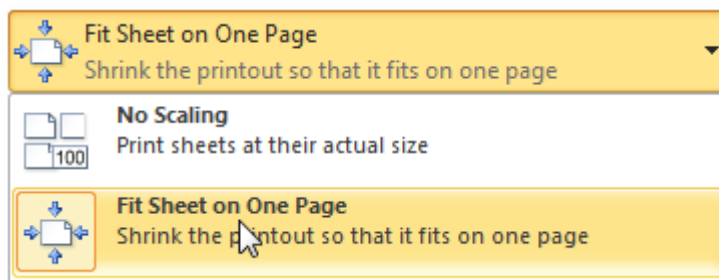
Print Selection
Only print the current selection

Print Active Sheets
Only print the active sheets

Print Entire Workbook
Print the entire workbook

Print Selection
Only print the current selection

Under Settings, from the bottom drop-down, select "Fit Sheet on One Page"



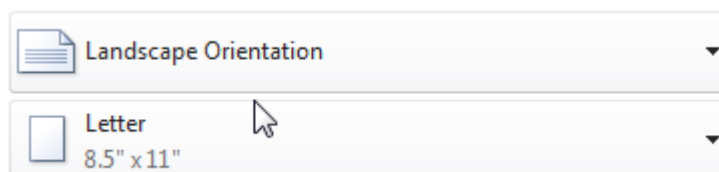
Fit Sheet on One Page
Shrink the printout so that it fits on one page

No Scaling
Print sheets at their actual size

Fit Sheet on One Page
Shrink the printout so that it fits on one page

Look at the print preview on the right side of the screen to confirm all the data is there

If needed, modify the orientation or paper size so the data is readable – what you see is what you get



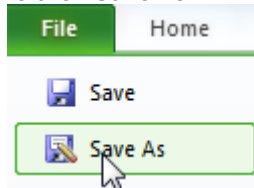
Landscape Orientation

Letter
8.5" x 11"

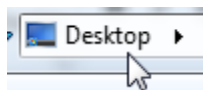
When the preview looks the way you want it to, from the top menu, click "Home"



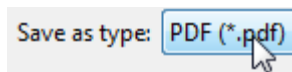
Select File then Save As



At the top of the pop-up box, select an easy location, such as Desktop, for your file



Near the middle of the pop-up box, click the drop-down for "Save as type" and select PDF (*.pdf)



Name the file something that will be easy for you to find later (such as your JV #)



Then click Save

In NolijWeb, find the location where you saved the pdf and attach that (instead of the Excel document)

Banner Initiatives – Update

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

Banner Campus Loan Manager (CLM)

The CLM team has begun installing the CLM software into their testing environment. The team is scheduled to begin initial configuration and system training for the team starting in May. The tentative go-live date for general receivables within the Loans & Collection department is early August 2013 followed by Perkins Loan process by end of August 2013.

eMarket Site Implementation

Since February 2013, the team has implemented for eMarket site for Campus Recreation Center. The team is currently working with Western Front, Career Services, Fairhaven College, Wellness Programs and Center of East Asian Studies.

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 was presented both to the Task Force associated with the project and the Banner Initiatives Steering Committee in April. The Task Force is currently modifying the existing project team to better fit Phase II of the project.

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. Due to the continuous nature of this project, the Banner Initiatives Steering Committee voted to release the project from the Banner Initiatives back to the operation.

Parking T2/CASHNet/Banner Integration for Online Payment Project

The Banner Initiatives Steering Committee approved the initiation of the Parking T2/CASHNet/Banner

Integration Project during its April meeting. The project team conducted their initial kickoff meeting on 5/1/2013 and are scheduled to start their business process analysis in June. The project has a tentative completion date for the end of the calendar year.

Banner Travel & Expense Management (TEM) Module

The TEM team is currently working with its second rollout group to get them ready for their go-live during the week of May 13. The team is scheduled to roll TEM out to all areas of campus by the end of the calendar year. You can view the planned roll out schedule on the TEM website, here:

[http://www.wvu.edu/bs/travel/tem/documents/TEM Rollout Schedule - as of 5-1-2013.pdf](http://www.wvu.edu/bs/travel/tem/documents/TEM_Rollout_Schedule_-_as_of_5-1-2013.pdf). Please note that this roll out schedule is **tentative** and can be adjusted based on the availability or needs of a given department or office.

You can also find more information about TEM on Travel Service's TEM website (<http://www.wvu.edu/bs/travel/tem/>) or by contacting Travel Services at x3341 (Travel.Services@wvu.edu) or Emmett Folk at x4550 (Emmett.Folk@wvu.edu).

If you have any questions regarding Banner Initiatives projects, please contact Wanna VanCuren at Wanna.VanCuren@wvu.edu or Emmett Folk at Emmett.Folk@wvu.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.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.