



May 2013

Calendar of Important Dates – Fiscal Year 2013

The deadlines for June 2013 are listed below. A complete list of year-end deadlines can be found here http://www.wvu.edu/fs/as/cal_yearend.shtml. If there are any questions about the year-end deadlines or year-end procedures, please contact Accounting Services.

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	◇ 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 30 th .
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	◇ Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements. ◇ Last check run for Accounts Payable until July 2 nd . ◇ 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

Copying Data From or Reversing an Existing Journal Voucher

When creating a Journal Voucher (JV) in Banner, it is possible to save time by copying the data from a previously approved JV. You may also correct an erroneous JV by "reversing" the JV through the same process. These are the instructions on how to do so.

1. Log in to Banner
2. At the Go To prompt type the JV entry screen you prefer (FGAJVCD/FGAJVCM) and press enter

Go To... Or Go To...

3. Leaving the Document Number field blank, click the "Copy" button



4. A "Copy" prompt box will pop up (see image below)
 - a. In the Copy From area, fill in the Document Number with the JV number you wish to duplicate
 - b. In the Copy To area, tick the box next to Copy Text
If you are trying to reverse the already posted JV (if that JV was an error), then tick the box next to *Reverse JV*, otherwise, leave that un-checked
 - c. Click OK

A screenshot of a Windows-style dialog box titled "Copy FGAJVCD 8.6.1.5WD [WWU] (WWIS)". The dialog is divided into two sections: "Copy From" and "Copy To". In the "Copy From" section, the "Document Number" field contains "J000####" and the "Submission" field contains "0". In the "Copy To" section, the "Document Number" field is empty, the "Transaction Date" field contains "11-JUN-2013", and there are two checkboxes: "Reverse JV" (unchecked) and "Copy Text" (checked). At the bottom right, there are "OK" and "Cancel" buttons. A mouse cursor is pointing at the "OK" button.

5. Banner will assign a new JV number and put your cursor into the new JV. Proceed with updating all areas of the JV with current information.
 - Be sure to:
 - Confirm Document Total
 - Review/Modify the document text (Options/Document Text)
 - Review funding strings, Account Codes, and amounts
 - Review/Modify the Description
6. When all the data in the JV is correct, control page down to the complete screen and click complete
7. Attach back-up as usual (via Nolijweb)

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.

Banner Initiatives – Update

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

Banner Campus Receivables Collector (CRC), formerly Campus Loan Manager (CLM)

Ellucian recently renamed their Campus Loan Manager (CLM) software to Campus Receivables Collector (CRC); this project will now reference the new name. The team is currently preparing for system training. 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 team has recently implemented eMarket sites for Fairhaven College and Western Outdoor Orientation Training (WOOT!). The team is currently working on site for Employee Wellness, Communications, Western Front, Career Services, CRC, and Risk Management.

Facilities Management Information Systems Project – Phase II

The FM Project Task Force has begun the second phase of the Facilities Management Information Systems Project. This phase will focus on addressing cross-functional issues and business process analysis. Teams to address these concerns are currently being formed.

Parking T2/CASHNet/Banner Integration for Online Payment Project

The project team is continuing to perform their business process analysis of the various processes related to Parking. The team is also finalizing necessary contract work with the assistance of Business Services. 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 third rollout group to get them ready for their go-live during the week of June 15. 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_2013.pdf. Please note that this roll out schedule is **tentative** and may 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.

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/bs/pcard/index.shtml>

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/bs/pcard/mall/index.shtml>

For questions, please contact Brenda Ancheta, Pcard Administrator at ext. 3561.

Training Resources

Topic		Trainer	Phone
Banner Finance	Using Banner Finance screens, running budget reports. <i>For a training document on how to run reports, contact Sheryl x3040.</i>	Diane Fuller	4002
Cashiering	Cashiering, cash receipting.	Becky Kellow	3720
JV approvals	Approving JVs in Web4U.	Diane Fuller	4002
JV data-entry	Entering JVs in Banner, attachments in Nolij.	Diane Fuller	4002
Millennium FAST Finance	Running data warehouse reports, queries. <i>For scheduled classes, see the HR training site.</i>	Wanna VanCuren	2992
Pcard	Use of the pcard, signing up for a pcard.	Brenda Ancheta	3561
Purchasing	Purchase orders, departmental orders, check requests, department's purchasing authority.	Susan Banton	2430
TEM approvals	For approvers and proxies: approving TEM travel documents. <i>For scheduled classes, see the HR training site.</i>	Sharon Colman	3479
TEM data-entry	For travelers & delegates: entering travel documents in TEM. <i>For scheduled classes, see the HR training site.</i>	Emmett Folk	4550
HR training site: http://west.wvu.edu/training/			