FINANCE FOOTNOTES
A Publication of WWU Financial Services

Calendar of Important Dates – Fiscal Year 2013

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

July 1st	◊	P-card can be used to charge against Fiscal 2014 funds.
	◊	Central Stores open for deliveries.
	◊	Banner Finance system down, general ledger roll, open FY14.
July 2nd	◊	Banner Finance system available.
	◊	First check runs of July for Accounts Payable and Student Accounts.
July 3rd	◊	Inventory counts completed.
	◊	P-card reconciliations must be completed by 3:00 PM.
	◊	Final P-card download.
	◊	Approved June journal vouchers due to Accounting Services.
	◊	June uploads due to Accounting Services.
July 5th	◊	June closes, accrual period opens.
	◊	Last day to submit bills/invoices to General Accounts Receivable for 2013 fiscal year amounts owed to WWU.*
July 9th	◊	Last day to submit May & June payroll redistribution requests to Accounting Services.
	◊	Last day to submit fiscal 2013 invoices and travel documents.*
July 10th	◊	Year-end inventory counts due to Accounting Services.
July 18th	◊	Encumbrance roll.*
	◊	Revenue deferrals complete.
July 23rd	◊	Final interagency receivable/payable entries to Accounting Services.
July 29th	◊	Last day to submit approved accrual period journal vouchers to Accounting Services.
	◊	Last day to submit accrual period uploads to Accounting Services.
July 30th	◊	Accrual period closes. No additional entries will be keyed unless approved by Accounting Services Manager.

Higher Level Duty Reporting Change

Beginning with the July 1 2013 payroll, Higher Level Duty Pay (HLD) will be recorded in account code F108 rather than F106. This change will allow departments to easily identify payroll expenses that relate to HLD. The process of entering the HLD hours to the employees' timesheets will not be affected. If you have any questions, please contact Accounting Services.

News from Business Services

Announcement - New Program Coordinator for Travel Services!

Business Services is pleased to announce a new addition to Travel Services – Cole Whited! Cole will be working with Erica Dean-Crawford on the "old" travel process while the new Travel Expense Module (TEM) is being implemented. Cole is a recent Western graduate (June 2013) and started working with Erica on June 25th. Cole's hours are full time through the end of December. Cole can be reached by phone (360) 650-2314 or email Cole.Whited@wwu.edu.

Travel Services webpage: http://www.wwu.edu/bs/travel/index.shtml

Accounting JV and TEM approvers

With so many employees on campus now doing accounting JVs and TEM approvals, staff moving from one department to another has the potential to cause authority "gaps" at each end of the move. The department that the employee is leaving may suddenly no longer have a valid budget authority, JV approver or TEM approver and conversely that employee will not yet be set up to perform those same activities for their new department. The result is there is either no approver or the approvals are sent to the wrong individual. Please remember that it is important to contact Accounting Services to get the paperwork going to arrange for transfer of the approval responsibilities prior to a staff move. For Banner access to create/approve JVs, use web form Banner/Finance & Millennium Data Warehouse Access Request. For spending authority to approve TEM/JVs, use web form Budget Authority Authorization. For assistance, please contact Debbi Baughn at x3568.

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

Ellucian recently renamed their Campus Loan Manager (CLM) software to Campus Receivables Collector (CRC); this project will now reference the new name. The team recently completed an initial round of system training with a consultant, and the team is preparing for a second round of training occurring in July. The team has also completed the future business process for the collection of non-student accounts receivable. The go-live date for general receivables for the Loans & Collection department is early August 2013 follows by Perkins Loan process by end of August 2013.

CASHNet eMarket Site Implementation

The team has recently implemented eMarket sites for Fairhaven College and Western Outdoor Orientation Training (WOOT!) and Employee Wellness Program. The team is currently working on site Communications, Western Front, Career Services, CRC, and Risk Management. This eMarket payment tool ensures secured online collection of cash via all major credit cards.

Facilities Information Management Project – Phase II

The Project Task Force has begun the second phase of the Facilities Information Management Project. This phase will focus on addressing cross-functional issues and business process analysis. The first project, Space Definitions and Standardization, headed by Frances Halle had their first meeting on July 1, 2013. The team has a quick overview on the current space related systems and discussed on the existing hierarchies within EMS, Banner and FAMIS. The team also discussed on the current two letter building codes.

Parking T2/CASHNet/Banner Integration for Online Payment Project

The project team has completed all the as-is business process analyses. The review and finalization of these processes is set for the second week of July. The team continues to work with Contract Administration to complete the contract for T2/Flex Online eBusiness. The team is targeting having a workable test environment by mid-August. Since T2/Flex is a cloud-based software, there may be scheduling conflicts with other T2/Flex client for the mid-August date. The team continues to work with their account executives on meeting this deadline. 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 fourth rollout group to get them ready for their go-live during the week of July 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.wwu.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. **Please note that the TEM rollout only affects Employee and Student Employee travel at this time.** You can also find more information about TEM on Travel Service's TEM website (http://www.wwu.edu/bs/travel/tem/) or by contacting Travel Services at x3341 (Travel.Services@wwu.edu) or Emmett Folk at x4550 (Emmett.Folk@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.

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/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.wwu.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. *For a training document on how to run reports, contact Sheryl x3040.*	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. *For scheduled classes, see the HR training site.*	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. *For scheduled classes, see the HR training site.*	Sharon Colman	3479
TEM data-entry	For travelers & delegates: entering travel documents in TEM. *For scheduled classes, see the HR training site.*	Emmett Folk	4550
HR training site: http://west.wwu.edu/training/			