



March 2014

Calendar of Important Dates – Fiscal Year 2014

Preliminary deadlines for May and June are listed below. A complete list of year end deadlines is included with the March 2014 Finance Footnotes and will also be posted on Accounting Service's website.

Apr 30th	◇ Purchase forms due for furniture for FY14 (to be received by June 30, 2014).
	◇ Due date for items under \$50,000.00 that need to be bid or quoted by Purchasing.
May 1st	◇ Purchase forms due for all computer orders for guaranteed delivery prior to June 30.
June 6th	◇ 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, 2014).
June 9th	◇ Last day to submit payroll redistributions for pay periods prior to May 1 st .
June 20th	◇ Recommended last day to submit journal vouchers for July 2013 – May 2014 activity/corrections.
	◇ Last day for online P-card purchases. Item must be received and charged prior to June 30 th .
June 24th	◇ Last day for in-store P-card purchases. No further P-card use until July 1, 2014.
June 27th	◇ Last date to submit orders to Central Stores for delivery by June 30 th .
June 30th	◇ Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements.
	◇ All cash/checks received must be deposited by 4 p.m.
	◇ All petty cash and change funds must be verified.
	◇ Final opportunity to process emergency checks.
	◇ Central Stores closed for inventory.
	◇ All goods/services must be received to be paid with fiscal 2014 funds.

EMarket Sites

Now available to the campus community, BFA is offering a no cost* tool, to safely and securely take online payments for goods, registrations, and much more!!

- 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?

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 your locked filing cabinet! Athletic sports camps, Guest Housing, VU AS groups, Risk Management, Alumni, and other departments have already taken advantage of this great tool. 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.

**Some vendors charge a fee to integrate with CASHNet.*

Change To Rule On Purchasing Food

In recognition that meetings during an interview process are a business activity, including those that take place during lunch or dinner time, the rule prohibiting use of state funds to pay for employee meals has been removed. A policy for purchasing food is underdevelopment as well as additional changes to the *Coffee and Light Refreshments* e-form. A campus review of the proposed policy is expected in late April or May.

Below is the new rule language that is being updated on the INSTRUCTIONS link on the *Coffee and Light Refreshments* e-form. This is effective immediately.

New rule:

Meals for employees may be paid for with state funds for the purpose of participating in an interview process for a prospective employee. The number of meals is limited to four people including the candidate.

NOTE: The state allows state funds to be used to pay for a prospective employee's meals **only for the following types of positions:**

- a) An academic position above the rank of instructor,
- b) A professional staff supervisory position, and
- c) Classified positions when the position is essential to carrying out critical work of an agency

Per Diem still applies and alcohol may not be purchased for these meals.

PLEASE ROUTE THIS UPDATE TO THOSE IN YOUR AREA WHO SHOULD BE AWARE OF THIS CHANGE.

Banner Initiatives – Update

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

CASHNet eMarket Site Implementation

The team implemented a site for the payments of receivables - departments who invoice customers can send them to this site to make their payments. The integration between Parking's T2 system and CASHNet is complete for daily permits and citations. Due to resource issues implementation of sites already in the queue was delayed. The team is exploring the payment integration between software packages already in use by Campus Rec and Equipment Surplus. A website explaining everything the campus needs to know about eMarkets is in the works and should be available soon. The eMarket payment tool ensures secured online collection of cash via all major credit cards that gets deposited immediately in your department fund. If you're planning to accept payments for any type of service or item, please contact Becky Kellow x3720 to discuss available options.

Campus Receivable Collections

As the team moves towards closing out the project, Perkin Loan payments hit an all-time high this month with \$147,812.44 with two-fifths of these payments using Western's new payment portal. This is a 25% increase from last year and we hope this trend line will continue throughout the rest of the year.

Facilities Information Management Project

The team has completed development of the Self Service model, which allows Students and Employees to submit repair requests electronically, as well as FAMIS credit card functionality. The FM team has finalized the corrections for updating FAMIS space information and is working coordination with Facilities Development for a long term solution that incorporates geographic information system for long term data integrity.

Parking T2/CASHNet/Banner Integration for Online Payment Project

This project is entering phase 2, implementing online quarterly, academic and annual permit application and purchase for the 14/15 year. Permits will be purchased in a two-step process to begin in June. Staff will be able to apply online during June and students will apply in August. Parking Services annual email notifications with further information will be coming soon. Citation payments and daily/weekly permit purchases have been available online since February and continues to fill the need for those who want an online payment option.

Banner Travel & Expense Management (TEM) Module

In order to meet the needs of our users we have rolled out FAST reporting for TEM travel documents. These reports provide our users with a means of searching for travel documents they have already approved, while allowing for a cleaner way of looking at travel expenses for any time frame after implementation.

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 Devlin Sweeney at x4550 (Devlin.Sweeney@wvu.edu).

Banner Fixed Assets Implementation

Project is moving forward and had the first of four external consultant visits at the beginning of March. The team is working to prepare the test environment for the second consultant visit schedule early May. In an effort to standardize campus location codes, used in both Fixed Assets and FAMIS, a meeting was held with FAMIS Project team to review building and room code format.

Procure to Pay Project

Divisional sub-teams were formed in February and starting meeting in March. Teams were introduced to the project, asked to provide information on their current purchasing processes and were encouraged to provide feedback on what types of features they would like to see in an eprocurement system. A Core team was formed which now meets weekly. Each Division is represented on the Core Team.

There will be Vendor demonstrations from 8 AM to 10 AM at Wilson Library 164F showcasing what an eprocurement solution might look like for a campus user. All campus personnel interested are invited to attend these demonstrations.

May 6, 8-10 AM SciQuest Wilson Library 164F

May 8, 8-10 ESM Solutions Wilson Library 164F

If you buy items using University or grant funds, please attend. We value your feedback and input.

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

Pcard CFO Access Role Application For PaymentNet

The CFO access role application is 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. A rule of thumb is if you purchased the item from a Washington State business, you should check the tax box. Washington State businesses are responsible for collecting and remitting sales tax. 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

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>	Devlin Sweeney	4550
HR training site: http://west.wvu.edu/training/			