FINANCE FOOTNOTES

A Publication of WWU Financial Services

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 April 2014 Finance Footnotes and will also be posted on Accounting Service's website. As a reminder, now is a good time to review your financial reports and make any corrections such as payroll redistributions. Please contact Sheryl Sparling at X3040 if you need any assistance with payroll distributions.

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 1st.
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 30th.
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 30th.
June 30th	◊	Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements.
June 30th	◊	All cash/checks received must be deposited by 4 p.m.
June 30th	◊	All petty cash and change funds must be verified.
June 30th	◊	Final opportunity to process emergency checks.
June 30th	◊	Central Stores closed for inventory.
June 30th	◊	All goods/services must be received to be paid with fiscal 2014 funds.

Summer Would be a GREAT Time to Create Your eMarket Site!

- Do you have handle event registrations and payments?
- Do you sell something?
- Do you have a PayPal or WePay Account that you use for university business?
- Tired of walking to the Cashier's Office with your payments?
- Would you like your payments deposited DIRECTLY INTO your department fund account?

If you answered "yes" to any of these questions, then we have the tool for you! CASHNet eMarket can accept payments and collect customer data securely (100% PCI compliant), accurately and dependably. Athletic sports camps, Guest Housing, VU AS groups, Risk Management, Alumni, and several other departments have already taken advantage of this great tool. We're ready to help your department make the move to online payments. We can create personalized sites that gather customer information or simply act as a checkout. For more information, please contact Becky Kellow 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.

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
Since early April, the team has developed many sites including Equipment Surplus, Center for East Asian Studies, and Western Front. At the same time, the eMarket team is considering the use of eMarket sites for clubs and departments for face-to-face sales. A website detailing how eMarket tool works will be available end of May. The eMarket payment tool ensures secured online collection of cash via all major credit cards that gets deposited immediately in the 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
The team is configuring the collection settings to allow for multiple address, email and phone numbers to be imported from banner as well as improve the selection and categorizing capabilities for former student collections. These improvements will be tested throughout the month of May. The team will close out this project by June 2014.

Facilities Information Management Project
The team has completed development and implementing a simplification to the Self Service model, which will improve Students and Employees usability when submitting repair requests electronically. In addition, the team also implemented "Credit Card" Process within FAMIS system for all credit card inventory purchases, saving time in entering those purchases into the system.

The FM team also finalized the corrections of FAMIS space information by comparing FAMIS space data with Banner. To ensure long term data integrity, the team continues to work and with Facilities Development group that will incorporate room numbers and room square footage into FAMIS.

A sub-team led by Greg Hough is currently implementing FAMIS Utility Module which will host campus utility costs. This Utility module will integrate with other modules – Assets Management, Job Costing and Billing within the FAMIS system.

Parking T2/CASHNet/Banner Integration for Online Payment Project
The second phase of this project will go live in June 2014 when employees will be able to apply for their annual permit online. The team is currently testing all system configuration and functionalities. All employees will be able to apply online in June and students will apply in August. Citation payments and daily/weekly permit purchases have been available online since February 2014.

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. The team continues to work with departments for their reporting needs. Have a question about TEM? Go to the website (http://www.wwu.edu/bs/travel/tem/) or by contact Travel Services at x3341 (Travel.Services@wwu.edu) or Devlin Sweeney at x4550 (Devlin.Sweeney@wwu.edu).

Banner Fixed Assets Implementation
Project consultant will be on site May 5th -8th for the second of 4 schedule visits, reviewing system setup and working through test scenarios with the team. Team has been working to complete system setup since the consultant's last visit in March. Project continues to be on schedule and will be go live in October 2014.

Procure to Pay Project
Vendor demonstrations were held on campus May 6 and May 8. After the campus demonstrations the Procure to Pay Core Team will spend the remaining of the day with the vendors to ensure that the team understood the products and functionality. The Core Team is also meeting every Thursday in May working on a recommendation that is to be presented to the Banner Initiatives Steering Committee in June.

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

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.wwu.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.wwu.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. *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.*	Devlin Sweeney	4550
HR training site: http://west.wwu.edu/training/			