FINANCE FOOTNOTES

A Publication of WWU Financial Services

May 2014

Calendar of Important Dates – Fiscal Year 2014

Preliminary deadlines for June listed below. A complete list of year end deadlines is 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.

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.
July 3rd	◊	All travel for FY 14 must be reconciled.

Financial Manager and Budget Authority Information

The Budget Authority Authorization Form and Financial Manager Maintenance Form have been revised. They are available on the University Web Forms website. The old forms are not in compliance with the revised *Authorizing and Defining Financial Responsibilities* policy (POL-U5320.03); therefore use of the old forms will not be accepted.

Financial Management Training is now required for all new budget authorities and financial managers. Authorization will not be granted until the training is complete. Employees will be notified of and directed to the training after the form is routed to Accounting Services. Please contact Nicole Goodman, Internal Controls Coordinator, if you have any questions (x2477).

TEM/Travel Support Announcement

As you all know, Fiscal year (FY) 14 is coming to a close and in order for us to transition into FY 15 smoothly, we need to begin (or at least begin thinking about) reconciling all travel for FY 14. With that said, all travel for FY 14 must be reconciled by **July 3, 2014.** That means, if you have travel that ended or will end on or before June 30, 2014, you must request reimbursement for expenses related to those trips by **July 3, 2014.**

What If I Return From a Trip at the End of June? How Can I Reconcile My Expenses by July 3rd?
If you believe you need an extension for one reason or another, PLEASE contact us as soon as you know you will need more time. We will be granting extensions on a CASE BY CASE basis.

Travel expenses need to be claimed in the fiscal year in which they occurred, so expenses against June itinerary dates need to be posted in FY 14, and expenses against July itinerary dates need to be posted in FY 15.

When a traveler returns from a trip that began in FY 14 and ends in FY 15, the month of June will probably be closed. So, the department should key the Travel Reimbursement with a July date in the TEM "Report Date" field (on the first TEM page). This makes all the expenses post to the new fiscal year… which of course will be wrong for expenses against June travel dates.

However, Accounting Services has a report which shows them June travel day expenses that posted to a July date, and they pass a JV to move just those June expenses back to FY 14, as a FY 14 accrual period entry. That causes the department's travel expenses to appear in the correct FY.

Who can I contact with questions about this announcement?

If you have any other questions or concerns related to this announcement, or regarding TEM in general, please don't hesitate to contact Cole or Devlin at:

Cole Whited | Travel Services

x3341 |MS-1420 | Travel.Services@wwu.edu

Devlin Sweeney | Financial Systems

x4550|MS-1440 Devlin.sweeney@wwu.edu

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

The eMarket team implemented its first inventory site in early May with the Society of Economic Geologist Club. This site utilizes eMarket functionalities including inventory tracking, fulfillment and shipping of merchandise. In addition, the eCommerce website (www.wwu.edu/fs/ts/ecommerce/) went live on May 30. This website has a wealth of information about eCommerce at Western and how departments can start the process of creating an eMarket site.

The eMarket payment tool ensures secured online collection of cash via all major credit cards that is deposited immediately into your department fund. If you're planning to accept payment for any type of service or item, please contact Becky Kellow x3720 to discuss available options.

Facilities Information Management Project

The team successfully rolled out the simplified web based Self-Service module on 5-19-14. The next step for improving the Self-Service module is to simplify "service selections" and their routings. In addition, the Operation sub team continues in development and mapping of space information which includes working with Facilities Development and Huxley's Spatial Analysis Lab to improve data integrity on room numbers and square footage. This group also working with other campus owners in defining one central storage for all campus master site maps and floor plans.

After initial investigation, the team decided to delay implementation of the FAMIS Utility Module due to lack of efficiency savings and the complexity of the setup of the system. This delay will have no impact on utility charges to campus. Additionally, we are on path to simplify internal Facilities Management accounting and the monthly capital billing process. This ground work forms the foundation for improved budget tracking, clarification of FM's rate structure and Service Level Agreements with FM's major customers.

Parking T2/CASHNet/Banner Integration for Online Payment Project

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. Faculty and staff were able to apply for their permits via the new online parking permit application starting June 2. Student permits application will be available in August 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. We are exploring what other business needs our TEM users have that we can address with FAST reporting. Have a question about TEM? Go to our 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 is on site June early June to review system setup and working through test scenarios with the team. Project continues to be on schedule and target a "soft" go live on 7/2/2014. In July, Fixed Assets record will be created automatically within Banner once the invoice related to the piece of asset is being paid. However, the migration of existing assets will happen in October once the accrual period is over. This is to capture all the invoices related to these assets being finalized and paid in order to create the correct balances for these existing assets.

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 spent the balance of the day with the vendors ensuring that the team understood the products and functionality. The Core Team will be 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/			