July 2014

Fiscal Year 2014 Closing

The accrual period for FY 14 is now closed and the year-end reports have been distributed. Accounting Services is in the process of compiling the financial data in order to prepare the FY 14 financial statements. Auditors will be on site starting September 22nd 2014 to begin the financial audit of the university and auxiliary units (Housing & Dining, Recreation Center, Bookstore and Parking Services). If you have any questions about the audit, please contact Mike at extension 3675.

Risk Management

Fee Increases for Student Medical Malpractice Insurance
The Student Medical Malpractice Insurance Program fee increased from $18 to $19 per student for internship or field experience work occurring on or after July 1, 2014. The fee pays for 12 months of coverage from the date of purchase. This program insures the professional liability (and general liability) of Western students who furnish mental and physical healthcare-related professional services during internship or field experience work as required under a related degree curriculum. *Students must be enrolled and engaged in an internship or field experience course, or any of the student's related degree curriculum courses, at the time of internship or field experience work.* Easy online enrollment is available. Contact Paul Mueller at x3065 or e-mail paul.mueller@wwu.edu for more information.

Prior Approval Required for Aircraft Use on Behalf of Western
Use of charter, rental or privately-owned airplanes and helicopters on behalf of Western requires prior written authorization is required from Western's Risk Manager. Risk Management will evaluate the risk and, if acceptable, consider potential risk mitigation arrangements such as certificates of liability insurance from aircraft owners/operators and contractual or hold-harmless agreements. The university procedure Requesting Use of Non-Owned Aircraft outlines the steps for submitting a request for approval. The use of commercial airlines on scheduled service is not subject to this procedure. Contact Paul Mueller at x3065 or e-mail paul.mueller@wwu.edu for more information.

Collecting Past Due Travel Advances Procedures Effective 7/1/14

The *Collecting Past Due Travel Advance* procedures (PRO-U5348.10D) have been developed in response to an internal audit that indicated the University was not in compliance with state rules. Per state law and Western's policy, reconciliation of an advance and any balance owed to the University is due by the 10th day following the return date of travel. (Example: If the return date from a trip is on 2/25/14, the deadline is 3/10/14). The procedures became effective July 1, 2014.

The rules regarding past due advances, as you will see, are very strict so it is important for you to read and understand the procedures to avoid the following required adverse action:

- o Interest will be applied to the total past due balance at a rate of 1% per annum, and
- o The balance will be recovered via payroll deductions until the balance is paid in full. The total amount to be deducted per paycheck will not exceed 25% of the employee's bi-monthly disposable income.

Summary of Procedures:

- On the 1st of each month, Travel Services will identify "outstanding" travel advances and send the Traveler a reminder via email of the deadline. "Outstanding" advances are when a traveler has returned and has not reconciled the advance, but still has time to do so before the deadline.

- The reminder email will also state that if the Traveler anticipates not being able to meet the deadline, he/she must request an extension from his/her supervisor (and the budget authority if not the same person).

- On the 11th of the month, Travel Services will identify "past due" travel advances. A "past due" advance is where the Traveler has not reconciled and/or paid back a balance due by the 10th of the month.

- For those Travelers with a past due advance and who have not obtained an approved extension, Travel Services will send a *Notice of Adverse Action* via email to the employee (cc to Supervisor, Budget Authority, Division head designee, Director of Procurement and Business Services, TEM Data Entry Delegate, and the AVP for Human Resources). The adverse action (applied interest and payroll deduction) will take place on the 15th of the month.

- Following the payroll deduction, the employee will have until the last day of the month to complete the required action before another deduction occurs. Interest will continue to apply and is not refundable.

- Travel services will also monitor past due advances for each of the approved extensions and follow the same procedures which will take place on the 25th of the month.

- If repayment to the employee is necessary, a request will be made by Travel Services after all required action by the Traveler has been completed.

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

- Do you have an event that you take registration 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 see our webpage at, wwu.edu/fs/ts/ecommerce/ or 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.

Banner Initiatives – Update

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

CASHNet eMarket Site Implementation

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. Please feel free to visit this site and provide feedback to Becky Kellow.

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 is on track to Go Live with a new monthly capital billing process on August 1, 2014. In recent months, Accruent, our FAMIS vendor, has announced that enhancements to and support for our current version of FAMIS XiR2 will cease in 2017. This announcement gives us the opportunity to fully evaluate the benefits of upgrading to FAMIS 4 (a cloud-based solution) versus switching to another product currently on the market. While we evaluate these options, we have scaled down the focus of the current project to those key areas that will benefit the organization regardless of the solution we implement. The team will continue to work on areas related to space synchronization for eight keys fields from Banner to FAMIS. The synchronization is scheduled to run on August 5, 2014. The team also continues to work with different campus owners in developing a University standard for room naming and numbering. Additionally, this team will continue to work with other campus owners to finalize one, central storage for all master site maps and floor plans.

From Accounting front, the team went live on the new Capital Billing process on August 1. This new process streamlines the capital billing process. As VP Rich Van Den Hul said "This is an important step that will save much time and eliminate duplication as well as set us up for future success on the project."

Parking T2/CASHNet/Banner Integration for Online Payment Project

Student Permit application went live on August 1. While the team encountered some technical issues, they are resolved and many students have successfully applied their permit online. The changes to the student interface is rather minor; the back-end process is entirely automated. This newly automated process replaces the current time-consuming and cumbersome parking lot assignment previously accomplished through manual data entry, Excel worksheets, and an Access database. Student information, including seniority, is now provided by Housing and uploaded directly to the T2 system. This is in addition to the completion of Phase 1, paying citations and applying for daily permits on-line implemented in February 2014, and Phase 2 automation of on-line employee parking permits and award process implemented in June 2014.

Banner Fixed Assets Implementation

Banner Fixed Assets went live on July 1, 2014. This project includes two phases. Phase 1 focused on Banner capturing new assets at the start of the 2014-15 fiscal year. Phase II will be the migration of the current assets from our custom application to the Banner Fixed Assets module.

Starting July 1, 2014, all new fixed assets (land, buildings, library resources and equipment) purchases, including 'small and attractive' items, will automatically be captured from Banner purchase orders/payables into the Banner Fixed Assets module. In addition to capturing fixed assets directly, this new process automates depreciation and simplifies the monthly assets to general ledger reconciliation process. Additionally, the team eliminated the current equipment database, resulting in a more transparent fixed assets recording process. Segregation of duties between accounting and equipment control have also been addressed.
In October 2014, Phase II of this project will fully migrate all existing fixed assets from the custom application to Banner after the current year-end is finalized and all asset balances are accounted for.

Procure to Pay Project

The Core Team recommendations were presented to the Banner Initiatives Steering Committee in late June and were well received. The committee was asked to consider and then affirm the recommendation on the selection of ESM Solutions as the contractor for this project. A formal funding request was presented to the VP of BFA as the preliminary step in solidifying funding. At the request of the BFA executive Team, Process Owner and Project Manager are preparing an executive briefing to be provided to President's Cabinet.

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

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).

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.

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/			