

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

September 2014

## Fiscal Year 2014 Financial Audit

The auditors have begun the FY 2014 financial statement audits of Western and the 4 auxiliary units (Housing & Dining, Recreation Center, Bookstore and Parking). You may be asked to provide backup documentation on transactions that were posted into Banner Finance. Please provide any requested information as soon as possible. If you have any problems or questions about the requested documentation, please contact Mike at extension 3675.

## Risk Management

### **Driving vehicles for Western**

Departments are reminded that the State of Washington requires all University drivers to complete the Basic Driver Safety Program at least one time during their driving responsibilities at Western. This includes faculty, staff, students and volunteers who may operate a vehicle on behalf of Western to accomplish departmental or program activities. In addition, University drivers who operate 12-passenger vans must also complete the Large Passenger Van Training every 2 years. Western prohibits the use of all 15-passenger vans for passenger transport. Please contact Paul Mueller at x3065 or paul.mueller@wwu.edu if you have any questions.

### **Insuring your academic field trip**

Individuals participating in a group or class field trip, or similar extra-curricular activity, which is sponsored and supervised by Western may register for field trip insurance. This accident insurance program offers limited medical expense benefits and accidental death and dismemberment coverage for student injuries arising out of the field trip. Registering is not mandatory, but the program provides an option for participants who may or may not have personal health insurance coverage. Also, a helpful Risk Management Considerations for Western Field Trips information sheet offers additional risk management tips for a successful field trip. Please contact Paul Mueller at x3065 or paul.mueller@wwu.edu if you have any questions.

## Card Services

### **USBank Corporate Travel Card**

We are pleased to announce that EMV chip cards are coming to our Corporate Travel card program, beginning in October 2014! "EMV" – commonly referred to as "chip" or "chip and PIN" – is a globally accepted card standard that uses an embedded microchip to protect your purchases from counterfeit fraud.

You will be receiving an EMV chip card when your Corporate Travel card is reissued or replaced due to loss or theft. The plastic will look like your current card, and the account number will remain the same, but you will experience a whole new level of card security.

EMV chip cards are easy to use. Your new card includes both the chip and a magnetic stripe, so you'll be able to use your card wherever [Visa/MasterCard] is accepted.

- If a merchant hasn't adopted EMV chip technology yet, your card will be processed just the same as it is today. It will be swiped, and you'll sign the receipt.
- If a merchant has adopted EMV chip technology, your card will be inserted ("dipped") into the terminal. You'll sign the receipt and be good to go!

The package with your new EMV chip card will also contain information about what you can expect and how to use the card. Please be sure to review this information carefully. Although EMV chip technology is recognized around the world, it is new to many U.S.-based cardholders and merchant locations. I'll be sharing information with you throughout the transition to help you learn everything you need to know about your new card.

### **USBank/Voyager Fuel Cards**

The new USBank/Voyager Fuel Cards are now in full swing! In August all existing Comdata Fuel Cards were replaced with the new USBank/Voyager Fuel Cards. The Comdata Fuel Cards are no longer active and the cards should be destroyed. For questions or concerns, contact Brenda Ancheta, Card Administrator at x3561.

### **Department Travel Cards**

Department Travel Cards are available and can be used for travel related expenses:

- Airfare, rental car, charter and rail
- Hotel/Lodging
- Registration Fees
- Vehicle Rental

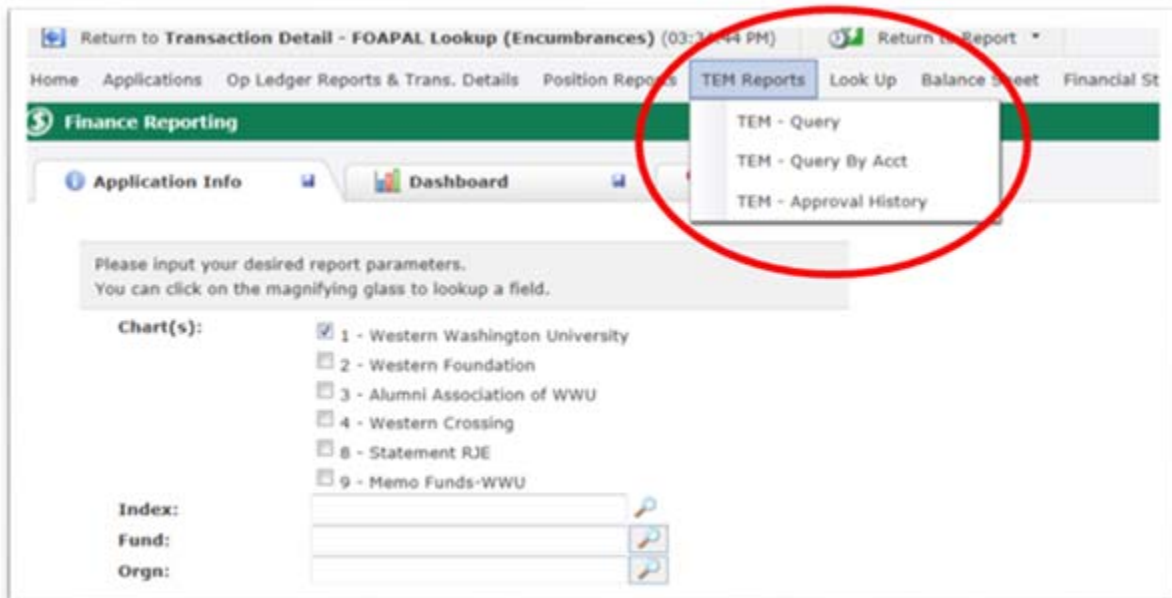
For making travel arrangements for an individual and/or group travel, i.e.

- Students or Student Group Traveling on University Business
- For Faculty and Staff traveling on University Business
- Non-University employees (including Candidates for a position, speakers, guest lecturers and other individuals authorized by the University)

For more information about the Department Travel Card Program or any of the University Credit Card Programs contact Brenda Ancheta, Card Administrator at extension 3561

### **Millennium FAST Finance TEM Reports**

We now have three reports available to display information on TEM transactions (both travel authorization and travel expense transactions). If you have a question about these reports, please contact Devlin Sweeney at extension 4550 or Sharon Colman at extension 3479.



### **eMarket Site**

**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 Student Business 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. We can create sites that gather customer information or simply act as a checkout for your current system. The eMarket Team, Becky Kellow and Nancy Larson, are ready to help your department make the move to online payments. 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.*

## 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 10<sup>th</sup> 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:

- Interest will be applied to the total past due balance at a rate of 1% per annum, and
- 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 1<sup>st</sup> 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 11<sup>th</sup> 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 10<sup>th</sup> 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 15<sup>th</sup> 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 25<sup>th</sup> 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.

## **Banner Initiatives – Update**

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

### **CASHNet eMarket Site Implementation**

The eMarket team has been working fast and furious on implementing a number of sites, most recently we migrated ATUS's online printing servicer, PCounter vendor, from CyberSource to CASHNet. This move will provide ATUS with immediate credit to their fund and an easier reconciling process. The team is in discussions with other departments as well in an effort to make paying for things on campus safer and more efficient.

The eMarket team is being released from Banner Initiatives but this is not the end, only the beginning. For more information on how to get an eMarket site implemented please go to <http://www.wvu.edu/fs/ts/ecommerce/> or call Becky Kellow at x3720 to discuss available options.

### **Facilities Information Management Project**

The team continues to work on areas related to space synchronization. In August, the first synchronization for 8 of 10 key space fields from Banner to FAMIS was successfully conducted. The focus has now shifted to the synchronization of the final two key space fields which is planned to happen the beginning of next year. This will complete a major update and alignment of the official square footage for the entire campus which has been needed for many years. In addition, significant work is in progress to simplify FM accounting with the approach development and the test phase in progress with an implementation goal of July 1, 2015. In related work, several FM employees are working with the team to conduct a business process analysis of key FM processes. This work goes hand-in-hand with the current evaluation of a computerized maintenance management system (CMMS) for FM.

### **Parking T2/CASHNet/Banner Integration for Online Payment Project**

Parking Services reports that the first complete cycle of Parking's permit applications and purchase online processing is coming to a close. Another round of lot assigning will begin early-October for any Fall, Annual and Academic permit assignments that weren't purchased by October 3rd and are now expired. Expired assignments can be re-awarded based on seniority to those that remain on the waitlist. Those faculty, staff and students not receiving their first or second lot choice will have another chance for a parking assignment in those lots. Although there are a few lingering processes which the team is working to wrap up, we will soon evaluate the efficiencies gained with the new system from a post-implementation perspective. Parking Services appreciates your cooperation and patience during this time of change.

### **Banner Fixed Assets Implementation**

October 2014 is here and Phase II of this project, which will fully migrate all existing fixed assets from the custom application to Banner Fixed Assets module, will be complete. During the week of October 6th, SIG Corp consultant, Chris Anderson, will be on-site to assist in the data migration process.

Started July 1, 2014, all new fixed assets (land, buildings, library resources and equipment) purchases, including 'small and attractive' items are being automatically 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.

### **Procure to Pay Project**

Exciting News! A contract with ESM Solutions was signed effective September 30, 2014. We continue to work on the contract with Ellucian for the product that will handle the integration with Banner. We expect to have the Ellucian agreement completed by the end of October.

The preliminary plan (which could change in the next few weeks) is to implement Spend Analytics first. Spend Analytics will involve us providing raw purchasing, Pcard and Accounts payable data for normalizing and categorizing. This should provide us updated data to assist in making recommendations on catalogs and vendors to target for the initial system set-up. Just as we did in Phase I, the Project will involve all areas of campus and new teams of work groups and focus groups will need to be formed. If asked to serve on this project, please say yes!

If you have any questions regarding Banner Initiatives projects, please contact Wanna VanCuren at [Wanna.VanCuren@wwu.edu](mailto: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).

## 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](http://www.wwu.edu/fs/PCard/pc_mall.shtml)

For questions, please contact Brenda Ancheta, Pcard Administrator at ext. 3561.

## Training Resources

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Topic	Trainer	Phone
<b>Banner Finance</b>	Using Banner Finance screens, running budget reports. <i>For a training document on how to run reports, contact Sheryl x3040.</i>	Diane Fuller 4002
<b>Cashiering</b>	Cashiering, cash receipting.	Becky Kellow 3720
<b>JV approvals</b>	Approving JVs in Web4U.	Diane Fuller 4002
<b>JV data-entry</b>	Entering JVs in Banner, attachments in NoliJ.	Diane Fuller 4002
<b>Millennium FAST Finance</b>	Running data warehouse reports, queries. <i>For scheduled classes, see the HR training site.</i>	Wanna VanCuren 2992
<b>Pcard</b>	Use of the pcard, signing up for a pcard.	Brenda Ancheta 3561
<b>Purchasing</b>	Purchase orders, departmental orders, check requests, department's purchasing authority.	Susan Banton 2430
<b>TEM approvals</b>	For approvers and proxies: approving TEM travel documents. <i>For scheduled classes, see the HR training site.</i>	Sharon Colman 3479
<b>TEM data-entry</b>	For travelers & delegates: entering travel documents in TEM. <i>For scheduled classes, see the HR training site.</i>	Devlin Sweeney 4550
HR training site: <a href="http://west.wvu.edu/training/">http://west.wvu.edu/training/</a>		