



October 2014

Fiscal Year 2014 Accountability Audit

The auditors have begun the FY 2014 accountability audit for Western. 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.

Known salary budget discrepancies between Budget by Position and Operating Statement

You may sometimes see a discrepancy in the adjusted budget figures for salary between Budget by Position report and your Operating Statement. This is because sometimes salary budgets are posted directly to the salary expense account codes through the finance side using a JV upload, rather than being posted to the position budget. One example of such a JV posting is the temporary budget allocation for classified staff supplemental pay.

Banner Initiatives – Update

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

Facilities Information Management Project

The month of October netted several large steps forward as the team began to lay the foundation for the project work that will culminate in the implementation of a new Facilities Information Management System. Updated project teams within Facilities have formed and additional cross-functional teams that include representatives from across campus will continue to form. These teams will offer the team feedback from a large body of campus representatives.

The major update and alignment of the official square footage for the entire campus is on track to complete early next year and initial testing to simplify FM accounting continues to be on track with testing. FM's Business Process Analysis (BPA) work is moving forward with planned completion in Spring 2015. The results are on track and will assist in the development of a needs assessment for and the evaluation of a new Facilities Information Management system for FM. The team is targeting March 2015 for releasing an RFP for a new system.

If you have any questions regarding this project, please contact Deanna Reynolds deanna.reynolds@wwu.edu or Bill Managan william.managan@wwu.edu.

Parking T2/CASHNet/Banner Integration for Online Payment Project

In October, the team began the initial stages of wrapping up this project. The team anticipates the project work will continue into early next year, though at a greatly reduced level, before everything is fully transitioned over to Parking Services Operations. In November, Parking Services is ramping up for their first round of permit renewals in their new system. Planning for this effort began in October and will continue into November. The team continues to work on defining new processes. Parking Services appreciates your cooperation and patience during this time of change.

If you have any questions regarding this project, please contact Deanna Reynolds deanna.reynolds@wwu.edu or Leslie Pinkston leslie.pinkston@wwu.edu.

Banner Fixed Assets Implementation

The Banner Initiatives Sponsors are pleased to announce the successful completion of the Banner Fixed Assets Module Implementation. Earlier this month, the team successfully completed the migration of all existing assets from the Western custom database to the Banner Fixed Assets Module. The total amount of the migrated fixed assets balanced with the General Ledger with no discrepancies. In addition to capturing fixed assets directly, this new process automates depreciation and simplifies the monthly assets to general ledger reconciliation process. The elimination of the current equipment database results in a more transparent fixed assets recording process. Segregation of duties between Accounting and Equipment Control have also been identified and established accordingly.

Procure to Pay Project

The timeline for the entire "Procure to Pay" project is still being refined with our vendor ESM Solutions. However, a small team was formed (Susan Banton, Sharon Colman, Lynda Baker, Pete Heilgeist) early November for the implementation of our first module, Spend Analytics. This team is currently working on gathering our Banner purchasing, accounts payable and Pcard expenditures data for the last fiscal year. The plan is to have this information submitted to Spikes Cavell in mid-December. Spikes Cavell will further work on the normalization of this data and the result will be Western's purchasing and accounts payable patterns. The plan is that this analytical data will be available for purchasing process owners by mid-January.

Next on the timeline is the eSourcing module. This part of the solution automates the bidding process and manages suppliers, bids and quotes in one place. ESM Solutions will be onsite in early December to review this module with the buyers and the possibilities of how this could be configured and set-up for use at Western.

With Spend Analytics being complete for the year, and eSourcing underway as of January, our plan is to start easyPurchase by mid-February. easyPurchase is the intuitive online ordering module that automates eProcurement activities from beginning to end. Team forming for this project is happening now with the divisional liaisons.

If you have any questions regarding this project, please contact Wanna VanCuren wanna.vancuren@wwu.edu or Susan Banton susan.banton@wwu.edu.

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

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

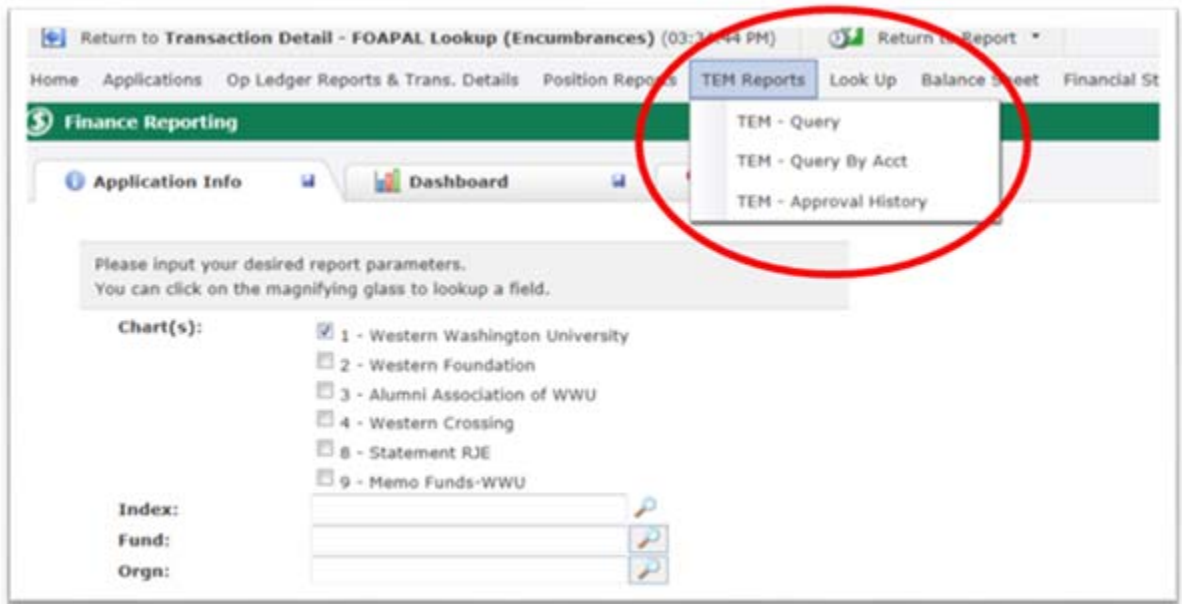
For making travel arrangements for an individual and/or group travel, i.e.

- 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.*

****WWU Pcard is not allowed to be used when making a purchase on an eMarket site. Please contact Brenda Ancheta if there are any questions.***

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:

- 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 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.

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.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/			