**November 2014**

## Fiscal Year 2014 Audits

Both the accountability and financial statement audits are complete and the reports will be available in December. Western and its audited auxiliary units each received unmodified opinions, which is largely due to the campus' great work with monitoring its financial activities so that they are recorded appropriately in Banner. Western also received a clean accountability audit as no major issues were discovered during the audit process.

## Welcome Keith!

I am pleased to announce Keith Lyon has accepted the Senior Financial Analyst position in Accounting Services effective December 1, 2014.  Keith brings over 20 years of experience in accounting, budgets, analysis, and preparation and analysis of financial statements.  Keith holds an MBA from George Mason University and a Bachelor's Degree in Finance from Virginia Polytechnic Institute & State University.

Please join me in welcoming Keith to this new role in Accounting Services!

## Accounting JVs

Where oh where has the JV text gone?

Head's up to Journal Voucher originators: your JV explanation might not be showing up for your approvers! When entering the Document Text (the JV explanation), please be certain to tick the "print" box beside each line of text you type. If you do not tick the print boxes, the reviewers/approvers cannot read your explanation through the standard review process in Web4U. If the print box(es) were not checked, you can go into Banner, type "FOATEXT" then Ctrl Page Down. In the type field, enter "JV" and in the code field, type the JV number. Press Ctrl page down, tick the "Print" box(es) and then save. Please help approvers speed up the process by ticking those print boxes.
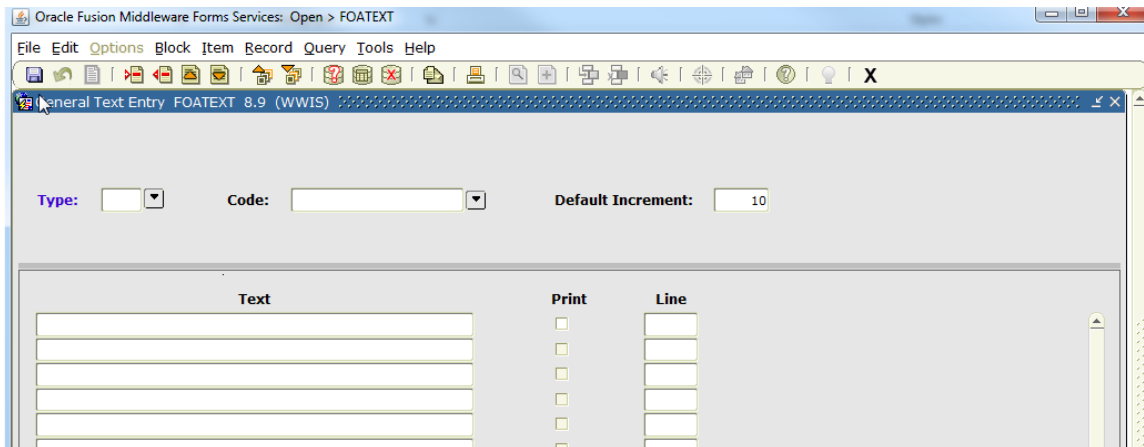


Thank you!
Debbi

## Policy Changes

Please ensure department personnel are advised on the following changes to policy, procedures and forms:

**Policy #:**       POL-U5352.03
**New Title:**      Adjusting Student and General Receivable Accounts and Refunding Credit Balances

**Replaces:**       POL-U5352.03   Applying Credits to Accounts
                    POL-U5352.04   Refund Policy
                    POL-U5352.05   Issuing Refunds for Credit Balances on Student or General
                                   Receivable Accounts

**Revisions:**

- Combines three policies into one policy.
- Information on assistance provided to students and families experiencing hardship was added.
- All requests for adjustments must be submitted via the appropriate e-sign form; no email requests will be accepted.
- Updates the process in which accounts with credit balances will be refunded
- Information on the student petition process was added.
- Procedures and forms have been updated to clarify required approvals and documentation.

**Procedures:**
PRO-U5352.03A          Requesting an Adjustment to a Student or General Receivable Account
PRO-U5352.03B          Refunding Credit Balances on Student Accounts Via Automatic Banner
                       Chain Process
PRO-U5348.03C          Reviewing a Refund Exclusion Report
PRO-U5348.03D          Petitioning a Registration Adjustment

**Forms:**
FRM-U5352.03A          Credit/Debit Memo – Student Accounts
FRM-U5352.03B          Credit/Debit Memo – General Receivables

## Banner Initiatives – Update

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

**Facilities Information Management Project**
The RFP Development Team has completed a recommendation for the project sponsors on the list of minimum requirements a new software system must meet in order to be considered as a replacement for FAMIS 8iR2. Additionally, initial testing for the 1Workforce P&L by shop model is complete with unpredicted results. The team will reconvene in December to work through new testing scenarios. Related to Space, one third of the major academic building gross square footage (GSF) has been validated. The team is noticing a varying degree of change from previous GSF numbers and is working to determine the root of the discrepancies. FM BPA work continues with the second of four sets of diagrams nearing completion and the team is slated to begin work on the third of four groups of diagrams on schedule.

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 November, the team worked through the first round of permit renewals in the new system opening up online permit renewal opportunities for approximately 1,500 students, faculty and staff. The team continues to work on defining new processes.
If you have any questions regarding this project, please contact Deanna Reynolds deanna.reynolds@wwu.edu or Leslie Pinkston leslie.pinkston@wwu.edu.

**Procure to Pay Project**
The Spend Analytics implementation is on schedule.  Implementation analysts have submitted the preliminary AP/purchasing (including Pcard) data to Spikes Cavell. Spikes will create a fitness check and Western will validate the submitted data once Spikes completed their test.  This task is scheduled to be completed by mid-December.   Within four to six weeks of Western approving the fitness check, the data should be published and available for the analysts to run queries.  Spend

Analytics data will allow the project team to make informed decisions on how our Procurement and Payables processes could be improved. The results of this spend analysis process will provide needed direction when implementing the new system, both in terms of configuring the system as well as identifying the departments and people at Western whose adoption and use of the new system will help generate an ROI on the project as quickly as possible.

A firm date was set for the easySourcing kickoff.  ESM Solutions will be onsite December 9-11.

Team forming for easyPurchase, which is still on schedule to start mid-February, is in the final stages.  Each Division liaison is confirming their last submissions.  Team members should be receiving information from the Project Manager in early January.  Project Manager will provide more information as to the expectations and involvement needed in this exciting project at that time.

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

**Chart of Accounts**
A new Banner Initiative project is underway to review the Western's current chart of accounts and provide recommendations for changes so to:
- Accurately and efficiently group financial data for external reporting:
- Eliminate or minimize manipulation of financial data on worksheets for internal reporting and decision making purposes:
- Provide consistency in use of FOAPAL strings across campus.

To tackle the tasks efficiently, four teams have been created and include members from all different university divisions.
- **Team A will review the following:**

  - FOAPAL elements:
    - Review account codes for redundancy and provide recommendation for consolidation or elimination
    - Evaluate whether account codes are adequately defined for input to fixed asset module and project management and provide recommendation
    - Determine appropriate use of H (intra-agency) and K (transfer) codes and provide standard and guideline
    - Review account codes for consistency with Foundation chart and provide recommendation
    - Review program codes for redundancy with other Chart of Accounts elements and provide recommendation
    - Evaluate how program codes could be enhanced for analyzing cost and reporting business activities and provide recommendation
    - Review organization codes for hierarchy and consistency with Millennium and provide recommendation
    - Define criteria for approval of new codes and provide guideline
    - Provide procedures for COA structure in re-organization of departments or divisions
    - Determine impact on FAST indexes if any chart elements change, including impact on all other applications/forms/programs and provide recommendation
  - Compare Chart 1, Chart 2 and Chart 3 structure, recommend possibility and plan for standardization of all charts
  - Understand and document management (internal) report needs by division:
    - Outcome desired
    - Current pain points including extensive use of other database tool (Access, Excel) to extract or massage data and retrieve reports; Provide recommendation
    - Identify discrepancies between Banner and Millennium reports and provide recommendation
- **Team B will review the following:**

  - Document external reports produced, including IPEDS (Integrated Postsecondary Educational Data System) , Financial Statements, State Reporting; Provide recommendation to achieve external reports in a consistent and accurate manner
- **Team C will review the following:**

- o Review the consolidated 14xxx – 10200 funds – Document how it helps (or does not help) Western in efficiency and effectiveness; provide recommendation to separate the state funds or keep as is.
- **Team D will review the following:**

  - o Investigate Banner NSF function and provide pros, cons and recommendation
  - o Investigate Banner Fund-Org security function and provide pros, cons and recommendation

If you have any questions regarding this project, please contact Wanna VanCuren wanna.vancuren@wwu.edu, Teresa Hart teresa.hart@wwu.edu or Mike Ulrich Michael.ulrich@wwu.edu

### FDCB – Public Works Software

Facilities Development & Capital Budget (FDCB) received approval in November from the Banner Initiatives Steering Committee to begin a project that will look into software solutions for managing Public Works projects from design through construction. The plan is to begin the selection process and have a software solution in place early next fiscal year. The team will conduct current business process analysis including the life cycle of a construction project from consultant selection, design, bidding, construction to project closeout. Additionally, the team will conduct research, identify Western's needs, analyze the gaps and pain points from the BPAs to compile a requirements paper. At the conclusion of this effort, the team will provide a recommendation on the selection of the best-fit software to the Banner Initiatives Steering Committee.

If you have any questions regarding this project, please contact Deanna Reynolds deanna.reynolds@wwu.edu or Ed Simpson ed.simpson@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
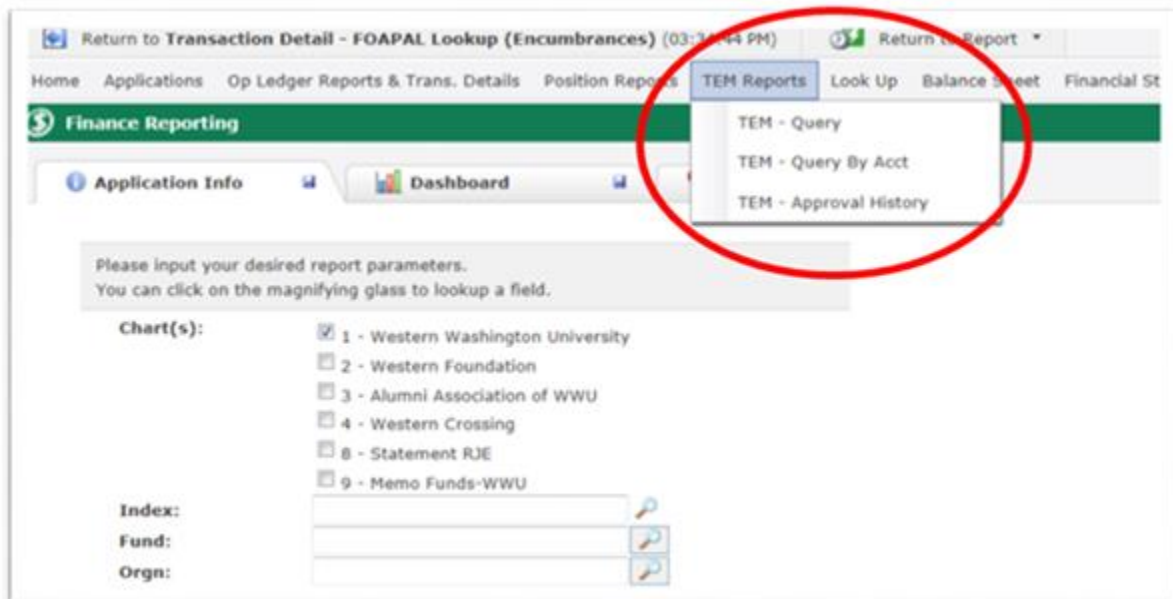- Registration Fees
- Vehicle Rental

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 of the month 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.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 on receipt" 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 Update

The Pcard Website has been updated for convenience and ease to all participants of the Pcard program. For complete information about the Pcard Program visit the pcard website. http://www.wwu.edu/bservices/cards/index.shtml

Visit our "Pcard Mall" that provides a list of Contracted Vendors you may go directly to and make your purchases under $3,000 without having to obtain approval by Purchasing, now available on the Pcard website. http://www.wwu.edu/bservices/cards/mall/index.shtml

For questions, please contact Brenda Ancheta, Card 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 or Debbi Baughn | 4002 3568 |
| **Cashiering** | Cashiering, cash receipting. | Becky Kellow | 3720 |
| **JV approvals** | Approving JVs in Web4U. | Debbi Baughn | 3568 |
| **JV data-entry** | Entering JVs in Banner, attachments in Nolij. | Debbi Baughn | 3568 |
| **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. | Barbara Lewis | 3068 |
| **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/ | | | |