Finance Footnotes

A Publication of WWU Financial Services

December 2014

Shipping Rates to Increase in 2015

Federal Express and UPS will be expanding dimensional rating to small packages in 2015. Previously, Fed Ex and UPS Ground service packages were only subject to dimensional rating if they were 3 cubic feet or larger.

DIM weight pricing (dimensional weight), which is based on the cubic size or dimension of the mail-piece and is designed to account for packages with a large size –to-weight ratio (in other words, big packages that don't weigh much in relation to their size).

As previously stated, Fed Ex Ground will apply dimensional weight pricing to all shipments, effective January 1, 2015, and UPS will use dimensional weight to calculate the billable weight of a shipment on all UPS Ground services and UPS Standard to Canada packages beginning December 29, 2014.

It is estimated that 85% of all ground shipments will be affected by this DIM weight rating change. Some industry experts are estimating double digit cost hikes when you factor in annual increases. Use the correct packaging to save.

If you have any questions, please contact Judy Magnuson at extension 3770 or email Judith.Magnus@wwu.edu.

Changes to Equipment Tagging

Part of the outcome of the Banner Initiative Fixed Assets Implementation changed where the equipment tags are issued from. Accounting Services is now responsible for the issuance of any tags, including the tagging letter and any follow. If you have any questions about equipment tags, please contact Keith Lyon at extension 2924 or email Keith.Lyon@wwu.edu.

Policy Changes

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

Revised - Paying Moving Expenses Policy (POL-U5348.15)
The section on eligible positions has been revised. All permanent professional staff positions are now eligible for moving assistance. Previously, only professional staff in supervisory positions were eligible.

Banner Initiatives – Update

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

Facilities Information Management Project

In December, the project team made progress in all three related sub-projects: BPA, RFP and Foundation Tasks.

Progress for each sub-project:

Facilities Business Process Analysis (BPA) - Business Process Analysis (BPA) work began in mid-August. Since that time, the team has completed diagramming 75% of the previously identified key business processes as they currently stand and are working their way towards reaching 100% completion in January 2015. Additionally, meetings with FM management will begin in January to discuss short-term opportunities for improvement.

Facilities Needs Assessment, with Resulting RFP - The RFP Development team is working on writing minimum requirements and evaluation criteria for a new system to replace FAMIS 8iR2. This week, the teams expects to finish writing the minimum requirements for a new system. With that work complete, the team will switch their focus to defining system evaluation criteria which is expected to continue throughout January.

Related Facilities Foundation Tasks – Work continues on updating the AutoCAD campus building floor plans for the entire campus and the GIS main campus site map to link through space square footage with FAMIS. Expected to complete state funded academic space in March 2015. Mixed use (Academic & Auxiliary in the same building) and auxiliary space is expected to be completed in June 2015. As floor plans and building are tested and completed the square footage and room IDs will be updated in FAMIS production. A process for formalize space data field responsibilities along with a process and structure for quarterly manual links of 10 space fields from Banner to FAMIS and/or FAMIS to Banner, as needed, is on track to complete in July 2015. The work related to a restructuring and simplification of FM accounting for all services provided is currently on hold and will be revisited by the project team in February 2015.

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

Parking T2/CASHNet/Banner Integration for Online Payment Project

In December, the team continued work on diagramming the new processes for Parking as they relate to the T2 system. This work is expected to be completed in February 2015.
If you have any questions regarding this project, please contact the Project Manager, Deanna Reynolds at deanna.reynolds@wwu.edu.

Procure to Pay Project

In November, FY 13/14 payment information and PCard information was sent to Spikes Cavell for compilation of Western spend analysis. This analysis is scheduled to be available to Western by early February 2015. In addition, Western also has access to spend analysis from other colleges and universities that have ESM as their procurement solution. This analysis provides insight and opportunity for the Purchasing Department in our contract and pricing management.

ESM consultants were on-site in early December. Training for Easy Quote within the easySourcing module was conducted with our buyers. There will be additional training for this module in January 2015. The easySourcing module automates the entire bidding process from preparation through publishing and awarding of bids. Process owner, Pete Heilgeist, is currently working with his team in finalizing decisions so our consultant can set-up the system for further testing in January 2015. The timeline for an easySourcing soft go-live will be at end of February 2015. ESM consultants also worked with the team to review some of our current purchasing practices. Further planning sessions for easyPurchase are set for early March 2015.

In addition, our Technical team is working with Ellucian (Banner) for ESM/Banner Integration. ESM will be integrating with Banner for purchase order creation and invoice payment process.

If you have any questions regarding this project, please contact the Project Manager Wanna VanCuren at Wanna.Vancuren@wwu.edu and/or Pete Heilgeist at Pete.Heilgeist@wwu.edu.

Banner Chart of Accounts Review Project

To better understand Banner FOAPAL, fund/org security and NSF features, two separate training sessions were conducted by a Banner consultant in December. These two sessions provided team members knowledge in how FOAPALs should be used in Banner. Other university practices on fund/org security and NSF features were also discussed. In addition, Mike Ulrich from Accounting Services conducted a training session in Fund Accounting.

Progress from Workgroups:

Team A – Team lead, Carrie Thurman, worked with process owners and organized all of the topics that they will be working on for the next few meetings:

- Determine standard purpose of Activity code in Western and provide preliminary recommendations
- Review how program codes are currently being used in Western, in particular with Extended Ed, RSP Office and Facilities Management. This team will evaluate how program codes could be enhanced for cost analysis and business activities reporting.

Team B – In December, this team led by Mike Ulrich, has completed the 1st listing of all external reports. The team will identify the top 5-10 most difficult to compile reports in January. They will analyze the pain points and provide feedback to Team A so as to incorporate into their FOAPAL analysis and recommendations.

Team C – Team Lead, Ichi Kwon, worked with her group and has evaluated the pros and cons of Western's current consolidated 10200 and 14xxx funds situation. The team is leaning towards a preliminary recommendation of "splitting" 10200 and 14xxx, separating the state appropriated funds from the tuition revenue. There will still be many discussions within this group and others, particularly Team A before a final recommendation will be presented.

Team D – Lead Nicole Goodman is working with her team on whether Western should implement fund/org security and put NSF (non-sufficient fund checking) as a "hard" error. This team is planning on providing a preliminary recommendation by mid-January 2015.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu.

FDCB – Public Works Software

In December, initial planning work was completed as the project team was assigned. The project team for the FDCB Public Works Software project will hold a project kick-off meeting in January 2015. At that time, business process analysis will take place and vendor demos will be scheduled for team education on processes and potential software solutions.
If you have any questions regarding this project, please contact the Project Manager, deanna.reynolds@wwu.edu or Ed Simpson at ed.simpson@wwu.edu.
If you have any questions regarding Banner Initiatives projects, please contact Wanna VanCuren at Wanna.VanCuren@wwu.edu.

Upcoming Projects

In December, the Banner Initiatives Steering Committee approved two (2) new projects:

- Talent Management: The purpose of this project is to evaluate the needs and current overhead costs related to recruiting/applicant tracking, learning and performance management. This will be done through current business process analysis combined with team research that will include vendor demonstrations and feedback from other institutions and/or agencies. The initiative goal is to clarify processes, evaluate existing needs, research options and recommend alternatives that leverage technology to facilitate employee learning, provide tracking for compliance training and employee development, reduce learning costs and proactively address workforce planning.
- Budget Tool: The purpose of this project is to evaluate existing budgeting tools and processes based on need requirements within the Campus Community. The initiative goal is to clarify processes, evaluate existing tools, research options and recommend alternatives that will maximize efficiency by alleviating manual processing, duplication of effort, inconsistencies, data entry errors, and delays in the position control and budget load processes.

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.

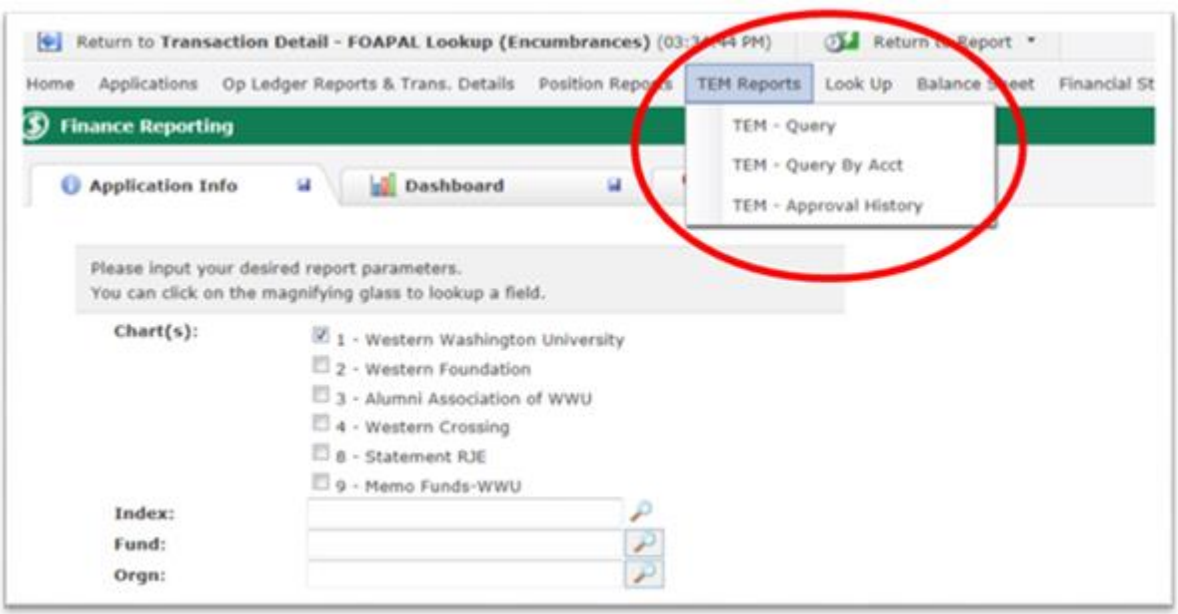
USBank/Voyager Fuel Cards
The new USBank/Voyager Fuel Cards are now in full swing! In August all existing Comdata Fuel Cards were replaced with the new USBank/Voyager Fuel Cards. The Comdata Fuel Cards are no longer active and the cards should be destroyed. For questions or concerns, contact Brenda Ancheta, 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
Budget Authority On-line Training	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: http://west.wwu.edu/training/			