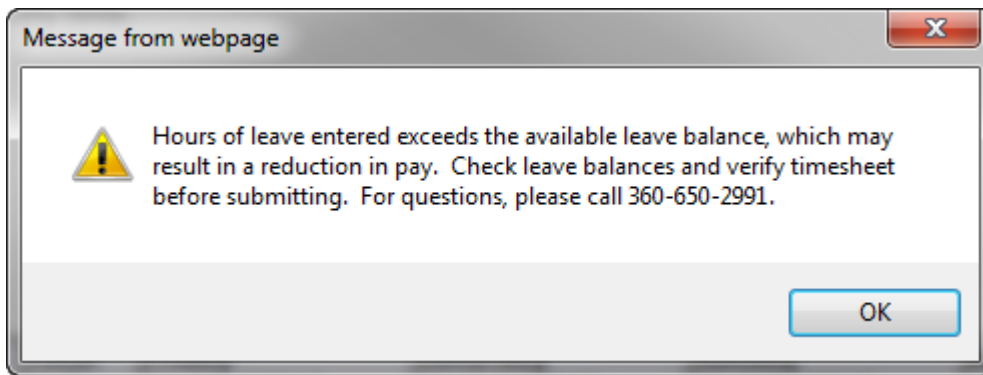




January 2015

## Announcing a New Feature on Web4U Electronic Timesheets

A warning message will now appear on Web4U timesheets when leave is entered that exceeds an employee's available balance. This message will prompt employees or supervisors to check leave balances and verify the timesheet before submitting, and thereby avoid a reduction in pay. Below is a sample of the message:



Please note: this feature is not available in Banner on PHATIME or PHADSUM.

If you have any questions, please contact Payroll at x2991.

## Millennium FAST Finance Reports

Enhancements were made to the FAST Finance Position Reports for both actual and budget by position. The pink highlighted (below) are the newly added columns to those two reports.

Home Applications Op Ledger Reports & Trans. Details Position Reports TEM Reports Look Up Balance Sheet Financial Statements Queries Help

Finance Reporting [Data as of 10-Feb-2015 06:15:47 AM]

Application Info Dashboard Pinned Reports

Please input your desired report parameters. You can click on the magnifying glass to lookup a field.

Chart(s):  1 - Western Washington University  2 - Western Foundation  3 - Alumni Association of WWU  4 - Western Crossing  8 - Statement RJE  9 - Memo Funds-WWU

Index: Fund: \_\_\_\_\_ Acct: \_\_\_\_\_ Prog: \_\_\_\_\_ Actv: \_\_\_\_\_ Locn: \_\_\_\_\_ Fund Fin Mgr: \_\_\_\_\_ Orgn Fin Mgr: \_\_\_\_\_ Fund Type: \_\_\_\_\_ Acct Type: \_\_\_\_\_ Fiscal Period: Feb-2015 (Open) Report: Operating Statement

Reset Parameters ENTER

If you prefer, you can also just leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts.

Note: You can enter multiple values in any field by separating them with a comma. You can also enter a range in any field by separating the two values with a colon. You can also use the % character as a wildcard.

Report Name	Fund	Orgn	Acct	Prog	Actv	Locn
Actual by Position	x	x	x	x	x	x
Budget by Position	x	x	x	x	x	x

## Welcome Bea!

I am pleased to announce Beata Tyler has accepted the Fiscal Analyst 2 position in Accounting Services effective February 9, 2015. Beata brings over 3 years of experience in financial and operational accounting, internal controls, and financial analysis. She holds a BA in Accounting from CUNY Baruch College, New York, New York.

Please join me in welcoming Beata to her new role in Accounting Services.

## New News from Business Services

**Have you called the Purchasing office lately and got an unfamiliar voice? That's because there's been some "big things a happening" in personnel over the past few months.**

Most recently:

- Monica Morrow has taken over as the Procurement and Supply Support Specialist for the group and handles much of the daily routine including processing orders and Banner management.

There are two new Buyers:

- Linda Swanson, a Procurement and Supply Specialist 3, came to Western via Idaho State University and adds her great attitude and extensive experience to the organization.
- Maureen Christman, a long-time resident of Bellingham and a Western alum, is our Procurement and Supply Specialist 2 and has worked in the private sector for many years and brings an upbeat and can-do approach to her new work responsibilities.

Had a travel related question lately? If so, chances are you've already had the pleasant and positive experience of dealing with either Samantha Zimmerman, a Program Specialist 2 or Sherri Nelson, Admin Assistant 3. These two ladies have done a herculean effort (along with Devlin) in moving the travel desk and TEM into the valuable resource it will soon become.

Lastly, Janet Godsoe, a Secretary Senior 2, is managing the front desk and keeps a watchful eye out over the operation of the entire group.

The Purchasing office with all these new faces has a new vitality and energy that we're hoping to spread across the campus. With the focus on process review and our commitment to E-procurement, the purchasing office and all its staff are rising to meet the challenges and provide the ultimate value to Western and its community."

### **It's time to think about purchases that are required before June 30!**

Some furniture manufacturers will begin raising their prices by mid-April. Please keep this in mind when ordering furniture for this fiscal year. To insure receipt of furniture by June 30, 2015, departments should have purchase forms to Business Services by April 30, 2015

Purchase forms due for all computer orders for guaranteed delivery prior to June 30 are due by May 1, 2015

Please contact Barbara Lewis at extension 3068 or [Barbara Lewis](#)

## Policy Changes

The following policies have been revised and approved by the President's Cabinet effective December 13, 2014:

### **POL-U5352.08 Collecting on Accounts and Writing off Debts Owed to the University**

Major changes:

- Combines the following three policies into one:
  - ✓ POL-U5352.06 Generating and Sending Monthly Statements
  - ✓ POL-U5252.10 Writing Off Uncollectible Accounts
  - ✓ POL-U5352.12 Establishing Allowances for Bad Debt
- Requirement added for additional monitoring of receivable aging reports, determine when accounts are uncollectable, and to have all written off accounts reviewed by the Director of Financial Services, the AVP of BFA and the University's Assistant Attorney General.

### **POL-U5352.09 Collecting Long Term Student Loans**

- No material changes.
- Provides more detail to students on what the process is for collecting long term loans so they are better informed.
- Provides information on where to submit complaints.

Questions about either of these policies can be addressed by Bot Putich, Manager, Student Business Office (650-2866).

## **Banner Initiatives – Update**

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

### **Facilities Information Management Project**

In January, 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)** - The Business Process Analysis (BPA) work is nearing completion for diagramming ~40 as-is FM processes. The initial work is scheduled to be complete in mid-February. At that point, analysis of the diagrammed processes will be conducted as the team works to streamline current processes.

**Facilities Needs Assessment, with Resulting RFP** - The RFP Development is closing in on completing an RFP for release the first week of March. To date, minimum requirements and evaluation criteria for nearly all scored modules have been finalized and Purchasing is making final edits to the document. In February, this RFP will be presented to the Project Sponsors along with a recommendation for next steps.

**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 Progress continues as we approach 50% of academic floor plans finalized. Draft swim lanes are in progress to verify all steps are clear with the responsibilities. Once complete, the project team will finalize the process with stakeholders.

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

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

The team is wrapping up procedures on new processes related to the implementation of both online permits and citation payments. This work is expected to be completed in February 2015 and is on track to meet the deadline.

If you have any questions regarding this project, please contact the Project Manager, Deanna Reynolds at [deanna.reynolds@wwu.edu](mailto:deanna.reynolds@wwu.edu).

### **Procure to Pay Project**

Western's Spend Analysis module information, hosted by Spikes Cavell, is up and running ahead of the scheduled mid-February date. Western's data is available for the Purchasing office and project team management to provide insight and analyze opportunities in managing our contracts and vendors.

Training and testing continues for easyQuote for the buyers through February. As part of the March 1<sup>st</sup> go-live goal for easyQuote only, just under three hundred vendors will be sent letters inviting them to register for notice of future bid opportunities. When vendors are registered they will be able to respond online to the buyer's requests for quotes. The easySourcing module automates the entire bidding process from preparation through publishing and awarding of bids

ESM/Banner integration continues throughout the month of January. ESM will be integrating with Banner for purchase order creation and invoice payment process.

EasyPurchase Team meetings will start first week of March. There will be a naming contest for the Western new marketplace by mid-April when team members have a chance to work on easyPurchase (ESM Solutions) for purchase online.

If you have any questions regarding this project, please contact the Project Manager Wanna VanCuren at [wanna.vancuren@wwu.edu](mailto:wanna.vancuren@wwu.edu) and/or Pete Heilgeist at [pete.heilgeist@wwu.edu](mailto:pete.heilgeist@wwu.edu).

### **Banner Chart of Accounts Review Project**

**Team A** – For the month of January, Lead Carrie Thurman met with Extended Education and discussed the use of activity codes in their area. Since the scope for Team A encompasses most of the tasks that are currently working on by other teams, they have decided that they will not make any recommendations until the other teams report back with their recommendations. All Team A meetings are now focusing on information sharing and ensure all team members are familiar with the aspects of the chart and how they are being used by different departments.

**Team B** – In December, Lead Mike Ulrich and his team members completed the 1<sup>st</sup> listing of all external reports. Throughout the month of January, the team continued in working on identifying all the “pain points” based on how difficult it is currently to generate these reports. This team will report the pain points and some solutions to Team A by March.

**Team C** – Team C is tasked to review the consolidated funds of 10200 and 14xxx few years ago and whether the consolidation fits the business practice in Western. Although after many discussion sessions and research on other University’s practice, the team is leaning towards a preliminary recommendation of “splitting” 10200 and 14xxx, separating the state appropriated funds from the tuition revenue, the team needs to wait for results/recommendations from other teams, particular team A before a final recommendation will be presented.

**Team D** – Based on Team D’s research and discussion on pros and cons regarding set up Banner NSF feature as “hard error” and turn on Banner fund/org security, they are currently drafting a preliminary recommendation and will present to Team A and Cross Functional Team once it is finalized. The preliminary recommendation is to keep Western’s current practice of NSF “warning only” and no fund/org security across the board.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at [wanna.vancuren@wwu.edu](mailto:wanna.vancuren@wwu.edu), [Teresa.hart@wwu.edu](mailto:Teresa.hart@wwu.edu) or [Michael.Ulrich@wwu.edu](mailto:Michael.Ulrich@wwu.edu)

### **FDCB – Public Works Software**

The project team has met several times and is starting to review RFP technical requirements. Several on-line demonstrations have been held to familiarize the project team with different system capabilities. In January, three (3) team members visited Portland Community College and Oregon Health & Sciences University. While there, they met with budget and project managers to learn how they are using construction project management software at their institutions. Upcoming activities include completing the RFP technical requirements, completing business process analysis diagrams, and creating an updated estimate for this project.

If you have any questions regarding this project, please contact the Project Manager, [deanna.reynolds@wwu.edu](mailto:deanna.reynolds@wwu.edu) or Ed Simpson at [ed.simpson@wwu.edu](mailto:ed.simpson@wwu.edu).

### **Talent Management**

As this project kicked off, a draft budget request has been created. The Budget Proposal Narrative template and the Budget Template for 2015-16 and 2016-17 Budget Process were available in late January and the team is now reformatting the data to comply with the template requirements. This draft will be reviewed by the core project team and any revisions made, if necessary, are scheduled to be finalized before the end of February.

## **Budget Tool**

January was an active month for Phase 1 of this project. Several vendors were invited to demonstrate their budget tools in order to educate the project team on the range of functionalities available for budgeting. Additionally, an educational presentation is scheduled for February 6<sup>th</sup> with a consultant to demo how other institutions are using Banner Salary Planner and Budget Development. This is intended to educate the project team as to whether current processes can be modified for improvement versus replacing Banner budget software.

Additionally, there have been three meetings to develop the campus needs assessment plan, two solely with the Budget Office staff, and one with the entire project team. Several other meetings are being scheduled to continue this needs assessment. On February 5<sup>th</sup>, the Budget Office will meet with Financial Services and Human Resources (as campus partners in budgeting); the plan will be shared at an upcoming BMAC (Budget Management Advisory Council) meeting with opportunity for feedback; and two more project team meetings are anticipated before the end of February to develop recommendations to the Banner Initiative Steering Committee to close out the project Phase 1.

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

## **Changes to Equipment Tagging**

Part of the outcome of the Banner Initiative Fixed Assets Implementation changed where the equipment tags are issued. 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](mailto:Keith.Lyon@wwu.edu).

## **A Reminder to Departments about Services Reimbursement Form**

If you are completing a Services Reimbursement Form to pay for services provided to Western, please remember to complete Section IV – the start date and end date. That information is needed before the form can be processed for payment. As a state agency, Western is not able to pay for services before they are performed. Having the start and end date will provide that information to Accounts Payable. If you have any questions about this, please contact Donna Foley as ext 6815 or email [Donna.Foley@wwu.edu](mailto:Donna.Foley@wwu.edu).

## **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

## **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.**

## **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 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.wvu.edu/b services/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.wvu.edu/b services/cards/mall/index.shtml>

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

## Training Resources

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 or Debbi Baughn	4002 3568
<b>Cashiering</b>	Cashiering, cash receipting.	Becky Kellow	3720
<b>JV approvals</b>	Approving JVs in Web4U.	Debbi Baughn	3568
<b>JV data-entry</b>	Entering JVs in Banner, attachments in Nolij.	Debbi Baughn	3568
<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.	Barbara Lewis	3068
<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
<b>Budget Authority On-line Training</b>	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477



HR training site: <http://west.wvu.edu/training/>