Finance Footnotes

A Publication of WWU Financial Services

March 2015

Calendar of Important Dates – Fiscal Year 2015

Preliminary deadlines for May and June are listed below. A complete list of the year end deadlines is included with the March 2015 Finance Footnotes and will also be posted on Accounting Service's website.

May 1st	◊ Purchase forms due for furniture for FY15 (to be received by June 30, 2015). ◊ Purchase forms due for all computer orders for guaranteed delivery prior to June 30. ◊ Due date for items over $50,000.00 that need to be bid or quoted by Purchasing (to be received by June 30th)
June 5th	◊ Last day to submit purchase forms for all items requiring a purchase order / Purchasing to place. (Items MUST be received by June 30, 2015).
June 9th	◊ Last day to submit payroll redistributions for pay periods prior to May 1st.
June 19th	◊ Last day for online P-card purchases. Item must be received and charged prior to June 30th. ◊ Recommended last day to submit journal vouchers for July 2014 – May 2015 activity/corrections.
June 24th	◊ Last day for in-store P-card purchases. No further P-card use until July 1, 2015.
June 26th	◊ Last date to submit orders to Central Stores for delivery by June 30th.
June 30th	◊ Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements. ◊ All cash/checks received must be deposited by 4 p.m. ◊ All petty cash and change funds must be verified. ◊ Final opportunity to process emergency checks. ◊ Central Stores closed for inventory. ◊ All goods/services must be received to be paid with fiscal 2015 funds.

Accounting JV Reminders

Please remember that all Accounting Journal Vouchers require Document Text and Back-up. The Document Text should be an explanation for why the JV is needed (not a repeating of what is happening in the JV). Example: Pcard charge posted to the wrong Account Code, items purchase were books not office supplies. NOTE: please remember to tick the print box beside each line of text.

Please remember to also attach the backup in Nolijweb. The backup should support what the JV is trying to accomplish. Budget reports showing the original charge, or emails confirming interdepartmental support make good back-up.

Accounting Services will be offering JV training on May13, 2015. If you are interested, sign up will be available on the HR Training website.

Below is the link to the JV instructions:
http://www.wwu.edu/fs/as/journalvoucher_brief.shtml

Payroll Tips

PWRTIME – Web Time Entry List
Payroll Approvers can run this report for a particular pay period and org code to see a list of employees who have timesheets along with the employee's termination date, funding information, position number, pay rate, Timesheet Transaction Status and more!

PWRETIM – Timesheet Status
Payroll Approvers can run this report multiple times using their org code to see what the Timesheet Transaction Status is for any given pay period. It will show if and when the timesheet was entered (started), submitted and approved and by whom. It will also show the hours and/or leave that was entered on each timesheet. *Note: this report will not show timesheets that have a transaction status of Not Started.*
To see a list of all Timesheet Transaction Statuses and what they mean, go to the Approving Timesheets in Web4U User Guide.

PWRROUT – Web Time Entry Routing
Payroll Approvers can run this report using their org code to see which employees have a timesheet assigned to the department, what the employee's position number is and who is set up as their Payroll Approver and Payroll Approver's Proxy. It will also show which Payroll Approvers are set up as a Superuser. The Default Approver for the department is listed at the top of each page. If the list appears to be inaccurate, you may complete a Request to Change Payroll Approver Esign form.

NWRAPPR
Payroll Approvers can run this report using their W# to see a list of who they are set up to approve timesheets for. It will also show the Time Entry Method of each employee's timesheet. If the list appears to be inaccurate, please complete a Request to Change Payroll Approver form.

If you have any questions, contact Payroll at hr.payroll@wwu.edu or x2991.

Banner Initiatives – Update

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

Facilities Information Management Project

In February, 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) –FM continues the work of analyzing the diagrammed processes as the group works to streamline, eliminate, and consolidate current processes. In February, this work was shifted to FM Operations.

Facilities Needs Assessment, with Resulting RFP – The RFP for a new Facilities Information Management System (FIMS) was released on March 4, 2015. Responses from vendors are due on April 22, 2015. At that time, the RFP evaluation committee will review responses with a goal to bring finalist vendors on-site in July.

Related Facilities Foundation Tasks – As the work related to Space and 1Workforce will require ongoing upkeep, the related tasks have been shifted to FM Operations. Final documents for space data field assignments are in edit mode, soon for release. Development of "Graphic Reports" using filtered space data on building floor plans continues on track. The team has approval to move forward with a project for a complete hazardous material data update by room for state funded facilities. The 1Workforce Project team has identified the tasks for goods and services transactions planning and have begun developing test scenarios. The Budget and Accounting offices continue to work with the team to clarify requirements for tracking and reporting labor which will provide parameters within for the labor transactions planning.

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.

Procure to Pay Project

The go live target date for easyQuote was met on March 2, 2015. There are three other types of sourcing events available in the easySourcing module. On March 17, the first event (i.e, quote) was published in easyProject. This easyProject module is used for sealed bid events. Additional training for easyBid is scheduled in the month of April 2015. Once training is completed, Purchasing personnel will utilize this additional feature for line item bids.

Campus personnel and the public now have access to the Sourcing event board. The link to current procurement events being posted on the sourcing event board is available here: http://www.wwu.edu/bservices/purchasing/index.shtml.

Scroll down to the big yellow button, Current bids. Campus personnel can also use this tool to track their requests if Purchasing personnel posted their requests to the vendors through this portal.

ESM Consultants were on site in March for the kickoff for easyPurchase. A pilot group of users has been selected by the Core Team for a target go live date of August 2, 2015. Additionally, the first five vendor catalogs for easyPurchase have been chosen. Business Services is negotiating with these vendors for catalog participation in easyPurchase. The initial five for go live are: Office Depot, Keeneys, VWR, Fisher and GovConnection.

If you have questions or comments about the easyPurchase (Procure to Pay) project, please be sure to contact your divisional liaisons. They will reflect all feedback to the Core Team for discussion and consideration. Divisional liaisons are Mark Okinaka from Academic Affairs, Tom Jones from University Advancement & Foundation, Debby Short from Enrollment and Student Services, Lori McNeil from University Relation and Community Development and Mary Seaton from Business & Financial Affairs.

A naming contest for the ESM Marketplace will be coming soon! Watch Western Today and Yammer for information on the contest. There will be great prizes!

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

The team continues to focus on redundancy and usage of "expense code", "revenue code" and "detail code". The team agreed that they have to eliminate redundancy in the Chart of Accounts (CoA). The team also reached out to the Procure to Pay team to look into reports from easyPurchase. CoA process owners Teresa Hart and Michael Ulrich met with ESM consultants and they have provided a few report samples. Teresa and Mike will work with CoA team to further determine whether these reports are good options.

The team also encountered difficulty in distinguishing internal vs external expenses and decided that they will have to review the J-code also. Additionally, the team agreed that a crosswalk/matrix should be prepared to document the minimum state requirements and how the current E-codes fit into those requirements.

Due to year-end activities and vacation conflicts, the CoA team has made a change request to move the recommendation date from June to August 2015. The request has been approved by the Banner Initiatives sponsors and Steering Committee.

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

FDCB – Public Works Software

In March, the project team completed a final draft RFP and the documentation of technical requirements for a possible Public Works Project Management Software solution. The team viewed additional on-line software demonstrations and is continuing the analysis of business processes with a goal to complete in early-April. The team continues to identify areas were there may be opportunity to gain efficiencies such as determining the extent to which digital signatures can be used and copy requirements for contracts and change orders and will make recommendations to streamline current processes.

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.

Talent Management

Module sub-teams have been established and are currently involved in refining the needs for each module (Applicant Tracking System/Recruiting, Learning Management and Performance Management). The team is evaluating the needs and identifying each as required or desired. The expected completion date of this assessment is May 29th. The completed list of needs will be used to develop an RFP.

If you have any questions regarding this project, please contact the Project Manager, Vic Kiel at vic.kiel@wwu.edu.

Budget Tool

Feedback obtained from the Vice Presidents refocused the team to concentrate solely on assessing a budget tool (as opposed to a full spectrum business intelligence tool). Progress is being made to update to the most current version of the Millennium Budget and Forecasting software in our test environment, with testing to begin in early May (after the next refresh of our PPRD environment). Testing is expected to run concurrent with the FY16 budget build in Banner to provide a realistic view and evaluation of the Millennium product in action.
If you have any questions regarding this project, please contact the Project Manager, Linda Teater at linda.teater@wwu.edu.
If you have any questions regarding Banner Initiatives projects, please contact Wanna VanCuren at Wanna.VanCuren@wwu.edu.

Department Travel Card Reminder

PaymentNet transactions must be reviewed by the Cardholder and approved by the Approver and reconciled prior to the monthly download schedule. The Account Code "E399" must be changed to reflect the appropriate account code for the transaction type. Any transactions after the download with account codes E399 will require submission of a Journal Voucher to correct.

For more information about the Department Travel Card program visit:
http://www.wwu.edu/bservices/travel/depttravelcard.shtml

For questions or concerns, please contact Brenda Ancheta, Card Administrator at extension 3561.

Pcard and Department Travel Card/PaymentNet Updates

J.P. Morgan PaymentNet® Enhancements Release
Enhancements to PaymentNet and Commercial Card Online will be available Monday, March 23.

- Users with multiple roles will now experience separate views for role. The change will tighten controls and ensure users take appropriate actions when acting is a specific role.
- Update to Adobe PDF Reports, the number of Order By fields a user can apply to reports in Adobe PDF form will be reduced from twenty fields to five fields.

For more information about the changes, visit
http://www.wwu.edu/bservices/pcard/pnEnhancementRelease032315.shtml

J.P. Morgan Cardholder phone support menu updates
Effective April 15, the menu options for cardholder phone support will be updated to include an additional security prompt. Cardholders will be asked to provide card verification value (CVV), a three-digit number that is found on the back of the card.

If you have any questions or concerns, please contact Brenda Ancheta, Card Administrator at extension 3561.

US Bank Fleet Commander Online Password Reset Process Change

Effective March 8, 2015, the process for password resets will change, providing more security to our end users. Once a password change reset is submitted, the user will receive an email including a temporary password (no longer will a password be provided over the phone). The next log in will require the use of the temporary password; system will then prompt the user to change his/her password

If you have any questions or concerns, please contact Brenda Ancheta, Card Administrator at extension 3561.

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.

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/bservices/cards/mall/index.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. *For a training document on how to run reports, contact Sheryl x3040.*	Diane Fuller	4002
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.	Susan Banton	2430
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/			