

FINANCE FOOTNOTES

A Publication of WWU Financial Services

April 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 April 2015 Finance Footnotes and will also be posted on Accounting Service's website.

May 1st	<ul style="list-style-type: none"> ◇ 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 1 st .
June 19th	<ul style="list-style-type: none"> ◇ 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 30 th .
June 30th	<ul style="list-style-type: none"> ◇ 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 Services will be offering JV training on May13, 2015. If you are interested, sign up is available on the HR Training website –

<http://west.wvu.edu/training/classes/classdetail.aspx?id=28224>.

Below is the link to the JV instructions:

http://www.wvu.edu/fs/as/journalvoucher_brief.shtml

Is Your W-2 Address Correct?

School's almost out for summer! If you plan on leaving for the summer, make sure your W-2 address is correct. Now is the time to make any changes.

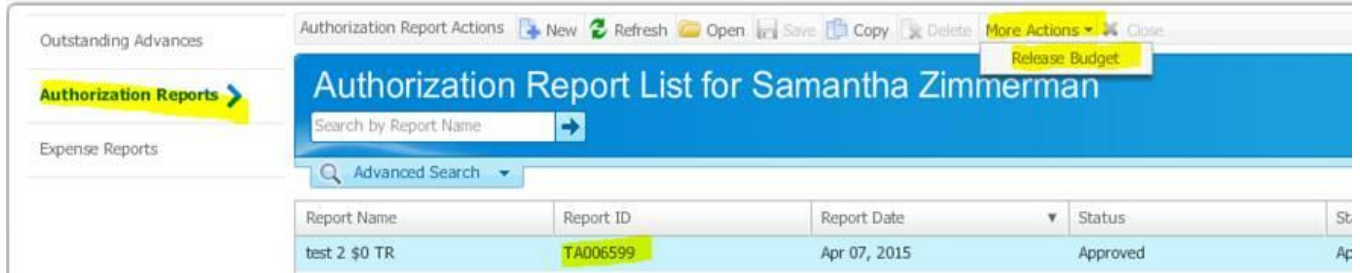
- Log on to Web4U (if you no longer have access to Web4U, call 360-650-3333)
- Click on "Personal Information"
- Click on "Addresses and Phones – View/Update"
- If W2/Employee Permanent address is incorrect, complete an Address Change Form

If you have any questions, email hr.payroll@wvu.edu.

Notes From The Travel Desk

Before Fiscal Year End, please review your documents in [Travel & Expense Management \(TEM\)](#). Please be sure to [generate your TR \(Travel Reimbursement\)](#) from your Travel Authorization for any trips you've completed as soon as possible. If your trip was canceled, please be sure to release encumbrances from your Travel Authorization (TA).

To release an encumbrance in TEM you can click on the "More Actions" button then "Release Budget" from the Authorization Report List:



The screenshot displays the 'Authorization Report List for Samantha Zimmerman' in the TEM system. The interface includes a search bar and an 'Advanced Search' dropdown. A table lists reports, with one entry highlighted: 'test 2 \$0 TR' with Report ID 'TA006599', Report Date 'Apr 07, 2015', and Status 'Approved'. A 'More Actions' dropdown menu is open, showing the 'Release Budget' option.

Report Name	Report ID	Report Date	Status	St
test 2 \$0 TR	TA006599	Apr 07, 2015	Approved	Ap

This will pop up "Are you sure?" and when you click "Yes" you will be given a system generated a JV number.

If the accounting period has been closed, TEM will give you an error message. In that case you can file an [Encumbrance Liquidation](#) Request webform. If you have any questions, please contact Samantha at x3341 or Samantha.Zimmerman@wwu.edu.

Payroll Tips

Time Sheet Deadlines

Web Time Entry Deadline

This is the due date and time for employees with time sheets set up as "Employee Time Entry" to complete their time sheet and submit it for approval. These dates can be found on the [Payroll Schedule](#).

Time Sheet Approval Deadline

This is the due date and time for Payroll Approvers to approve time sheets. These dates can be found on the [Payroll Schedule](#)

Time Entry Method

The time entry method of a time sheet indicates the type of time sheet each employee is set up with. Time sheets can be set up as "Employee Time Entry" or "Department Time Entry" based on the type of employee.

Employee Time Entry

When a time sheet is set up as "Employee Time Entry", the employee will have a time sheet in Web4U to complete. This time entry method is set up for most employees and allows employees to enter and submit their own time and leave.

Department Time Entry

When a time sheet is set up as "Department Time Entry", a representative from the department will enter the employee's leave and/or hours on their behalf. The employee will not see a time sheet in Web4U to complete. This time entry method is primarily set up for:

- Executive Officers (E5)
- Faculty – Temporary Hourly (F4)
- Librarians – Permanent Full-Time Salaried (L1)
- Employees with [Non-Uniform Positions](#)

Here's a helpful Banner screen you may not be aware of:

NTRRQUE – Default Approvers

This Banner screen will show who is set up as the Default Approver for an org code. See below screen shot for an example.

Approver Sequence	Mandatory Approver	Approver Position	Current Incumbent	Approver Action
1	<input checked="" type="checkbox"/>	998737 Asst Vice President - HR	Ms. Chyerl Gaye Wolfe-L	Approve

Banner Initiatives – Update

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

Facilities Information Management Project

Responses to the RFP for a new Facilities Information Management System (FIMS) were received on April 22, 2015. The RFP evaluation committee is currently reviewing these responses with a goal to bring finalist vendors on-site in July.

If you have any questions regarding this project, please contact the Project Manager, Deanna Reynolds at deanna.reynolds@wwu.edu.

Procure to Pay Project

For the past two months since our kick-off meeting, the team has been busy creating our Western test marketplace. Our Test environment is now almost completed and Susan Banton, Sharon Colman and some other team members are busy conducting unit and integration testing (simple testing of the system functions). Pete Heilgeist and ESM consultants are working with our five selected pilot vendors (Office Depot, Keeneys, VWR, Fisher Scientific and GovConnect) in putting their catalogs onto our marketplace. Pilot groups for a controlled go live on 8/3/2015 were also selected by core team members and divisional representatives. Many meetings have been conducted with team members, stakeholders, policy officer and consultants in planning our future purchasing procedures on commodity codes, vendors set up, mail stops (ship-to addresses), restricted items, fixed assets, small & attractive items etc. Lastly, naming contest of our eProcurement marketplace is also underway!

A lot of our ground work is completed and soon we will be ready to open the test system to our pilot groups. Our plan is to have some "informal" sessions for our pilot groups from each division to play around in our "sandbox". The objective of these individual session is for our pilot campus buyers to "get familiar" with the "look and feel" of the system. In the same session, our core team members will work directly with each divisional shopper(s) in understanding their internal processes - current approval routings or any other exceptions that they may have. Based on the discoveries, the core team will configure the system accordingly. Our plan is to schedule 4-hour sessions with each divisional pilot group on June 4th, 5th, 8th and 9th. After these informal sessions, Susan Banton will coordinate with the pilot shopper(s) in coming up with the scripted test cases that are customized to the divisional requirements.

The actual user acceptance testing/training/fine tuning for the pilot groups will be on July 21st, 22nd and 23rd. We will use the test cases developed in these sessions. ESM Consultants will also be on site for these days. All selected pilot groups and divisional representatives will receive separate invitations to the sandboxing sessions in June and the formal training in July.

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 completed a recommendation for expense codes in April with the focus on streamlining. Over the last month, Team A has begun formulating recommendations that will be presented to the project's cross functional team. To date, in addition to the expense code streamlining recommendation, Team A has prepared recommendations on communication of the proper use of H & K codes and updating Chart 2 to match Chart 1, where appropriate. The team has also had preliminary discussions related to the use of Program of Activity codes for certain expense categories, such as Recruitment and Professional Development.

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

FDCB – Public Works Software

In April, an RFP was released for a Public Works Project Management Software solution. Responses to this RFP are scheduled to be submitted by May 26, 2015. At that time, the team will begin evaluating proposals with a goal to bring finalist vendors on-site in July.

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

In April, the sub-teams met and are working on refining the needs for each module (Applicant Tracking System/Recruiting, Learning Management and Performance Management). The sub-teams are about 85% complete. The needs assessment from each team will then be reviewed by the Cross Functional team for a final review prior to being submitted for the development of the RFP. If you have any questions regarding this project, please contact the Project Manager, Vic Kiel at vic.kiel@wwu.edu.

Budget Tool

Business process analysis meetings have been scheduled for June 2nd and 3rd, in preparation of testing in the Millennium Budget and Forecasting software. The budget office staff will meet with the Millennium consultant on June 2nd to review the processes leading to the annual budget build and maintaining the budget throughout the year. The budget office staff will be joined by the divisional budget officers on June 3rd to map the decentralized processes during the budget build and add additional perspective to the mapping completed the prior day. Testing in Millennium FAST 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 as 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.wvu.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.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.

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/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. <i>For a training document on how to run reports, contact Sheryl x3040.</i>	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. <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.	Barbara Lewis or Linda Swanson	3068 / 2553
TEM approvals	For approvers and proxies: approving TEM travel documents. <i>For scheduled classes, see the HR training site.</i>	Devlin Sweeney	4550
TEM data-entry	For travelers & delegates: entering travel documents in TEM. <i>For scheduled classes, see the HR training site.</i>	Devlin Sweeney & Samantha Zimmerman	4550 / 3441
Budget Authority On-line Training	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: http://west.wvu.edu/training/			