



May 2015

Calendar of Important Dates – Fiscal Year 2015

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

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	◇ Last day for online P-card purchases. Item must be received and charged prior to June 30 th . ◇ 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	◇ 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 is asking the campus to assist with the Fiscal Year End process by indicating on their A/P payment forms in the right hand corner either "NY"-for FY 16 New Year or "OY"- for FY 15 Old Year to help A/P staff with expediting OY invoices before the end of June.

The last check run for FY 15 will be Monday 6/29/15. There will not be a check run on Friday 6/26/15.

For assistance, please contact Donna Foley at ext 6815 or via email Donna.Foley

Fiscal Year End Pcard Reminder

Getting the transactions posted to the correct Fiscal Year are not affected/modified through PCard upload deadlines. Pcard transactions are at the mercy of the provider’s process. The dates in PaymentNet are what drive the FY for Banner. This means it is a moving target. There are two dates in PaymentNet that affect when the transaction records in Banner.

Using those two dates, there are three scenarios for FY15 PCard transactions:

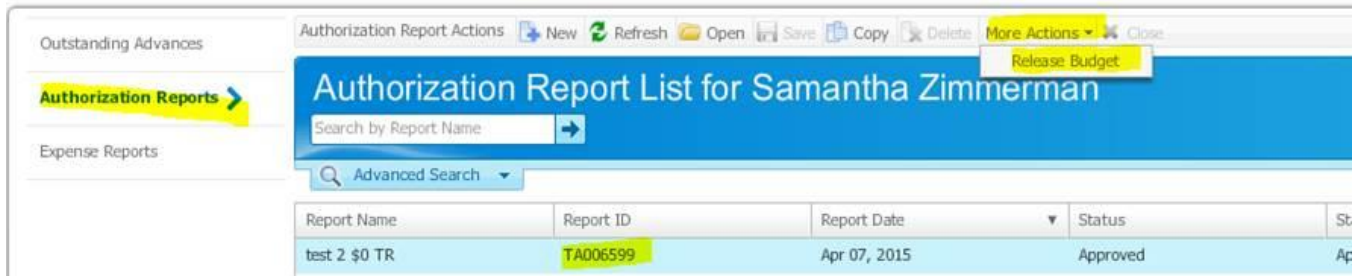
- If the Transaction Date and Post Date are 6/30 or prior, you need take no action – the transaction will be recorded in FY15
- If the Transaction Date is 6/30 or prior but the Post Date is 7/1 or later, you need take no action – Accounting Services will reverse the expense out of FY16 and post it to FY15 via FY correcting upload
- If the Transaction Date and Post Date are 7/1 or later, and you know the transaction to be a FY15 expense (goods/services received prior to 6/30), email me with transaction number, dollar amount, and merchant, requesting that I add that transaction to the next FY correcting upload

If you need assistance with proper Pcard financial recording, please contact Debbi Baugh at ext 3568 or via email Debbi.Baugh.

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:



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

How Do I Correct a Time Sheet After the Deadline?

If you have a correction that needs to be made to a time sheet after the [Time Sheet Approval Deadline](#), you have until 3:00 p.m. on the Time Sheet Approval Deadline day to complete a [Time Sheet Adjustment Request \(TAR\)](#) form. **The form must be approved by the employee's supervisor.** Payroll will then make the necessary corrections for the current pay period.

Any adjustment requests received after 3:00 p.m. will need to be adjusted either by Payroll on the following pay period or by the employee on their next available time sheet. You'll know the corrections have been made when you receive the locked Esign form back from Payroll. **It is the supervisor's responsibility to ensure that the employee signs the completed form indicating that they approve the adjustments made to their time sheet.**

Note: this form is NOT to be used to adjust positive time reporting (Total Hours Worked Each Day) for salaried employees (C1 & C2) since these hours are for reporting purposes only and do not affect the employee's pay. If hours worked are not reported correctly when time sheet is submitted, please do one of the following:

- Print a copy of the time sheet from Web4U, write in the correct number of hours worked and have the employee and supervisor sign, OR
- Fill out a [Time and Attendance Record Sheet](#) with the correct hours and have the employee and supervisor sign.

These forms are kept in your department for auditing purposes and do not need to be sent to Payroll (see [Guide for Maintaining Payroll Documentation](#)).

Proxies

A Proxy is an employee who is set up by the Payroll Approver to approve time sheets on the Payroll Approver's behalf.

- Every Payroll Approver should set up at least one proxy in the event they are not available to approve time sheets by the Time Sheet Approval Deadline
- Only Payroll Approvers can set up or remove their own proxy
- The proxy will log in as themselves in Web4U and select the Payroll Approver's name they are acting as a proxy for
- The proxy will have the same permissions as the Payroll Approver (including Superuser permissions)
- The PWRROUT report in Banner can be run for a specific org code to see who the designated proxies are for each Payroll Approver

For instructions on how to add or remove a proxy, see the [Approving Timesheets in Web4U User Guide](#).

Time Sheet Transaction Statuses

All time sheets have a transaction status depending on where the time sheet is in the process. The following explains what each transaction status means.

Pending

A time sheet with a transaction status of "Pending" has been submitted and is ready to be approved.

Approved

A time sheet with a transaction status of "Approved" has been approved and sent to Payroll; no further action is required.

Error

A time sheet with a transaction status of "Error" has an error. Click here for a list of [Error Messages & Troubleshooting Tips](#). The most common time sheet error message is "**Special Rate Required**". These time sheets must be approved through **PHATIME in Banner, not Web4U**.

Returned for Correction

A time sheet with a transaction status of "Returned for Correction" has been returned to the employee for correction.

In Progress

A time sheet with a transaction status of "In Progress" has been opened but not yet submitted for approval.

Not Started

A time sheet with a transaction status of "Not Started" has not yet been opened or submitted for approval.

Completed

A time sheet with a transaction status of "Completed" has been approved and sent to Payroll. It's now past the Time Sheet Approval Deadline, so no changes can be made unless a Time Sheet Adjustment Request form is completed.

Banner Initiatives – Update

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

Facilities Information Management Project

The FM RFP Evaluation Committee continues to review vendor proposals. This review will continue through June with an adjusted goal to bring finalist vendors on-site in August/September 2015.

FM continues to work on implementing the new 1Workforce model. The new account structure has been loaded into Banner PPRD. Test scenarios have been developed and FAMIS configurations changes are being made in the test environment. 1Workforce testing will begin the first week of June. HR and the Budget Office have been brought in to develop a plan for changing payroll information in Banner once the account structure changes are live in Banner Production.

If you have any questions regarding this project, please contact the Project Managers, Deanna Reynolds at deanna.reynolds@wwu.edu or Greg Hough at greg.hough@wwu.edu.

Procure to Pay Project

The naming contest for "Western's Yet to Be Officially Named Fancy New Online Shopping Experience" is in Phase 2. Over 70 names were submitted. Duplicates were consolidated and if a duplicate entry is selected, the time of submission will determine the prize winner. The Core Team is narrowing down the list to their top 3 or 5. These will undergo a trademark/copyright search and the winner will then be selected by the project sponsors (Brian Sullivan, John Lawson and Pete Heilgeist.) Thanks to all who submitted potential names.

Sandbox play dates (playing in the test system) for the pilot group has been set for early June. At these sessions there will be preliminary discussions about Division approval routings. If you have input into this topic, contact your divisional liaison. AA is Mark Okinawa, ESS is Debby Short, BFA is Mary Seaton, Advancement is Tom Jones and URCD is Lori McNeil. These are preliminary discussions but your input to this via your Divisional liaison is welcome and would be helpful.

At these same sessions, the pilot group and Divisional Liaisons will be asked to develop test case scenarios. Again, your input to your Divisional Liaison would be helpful. If you have a scenario you would like to have tested, submit the broad outline to your representative. We can then test it during the formal training to be held July 21, 22nd and 23rd.

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

Over the last month, Team A continued work on formulating recommendations that will be presented to the project's cross functional team. The team has held additional discussions related to the use of the Program codes for certain expense categories and have come to a recommendation to make all roll up codes for all FOAPAL elements non-dataentryable. This will help with Millennium reporting. Team A has completed a review of internal reporting needs and identified a few items that will require a more in-depth review. Team A has also completed the review of organization codes for hierarchy and consistency with Millennium and a recommendation has been documented.

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 May, vendor proposals for a Public Works Project Management Software solution were received. At this time, the evaluation team will evaluate proposals. It is the team's goal to bring finalist vendors on-site in July for demonstrations.

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 May, the project sub-teams continued to work on refining the needs for each module (Applicant Tracking System/Recruiting, Learning Management and Performance Management). The sub-teams are about 98% 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 in June.

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/			