

FINANCE FOOTNOTES

A Publication of WWU Financial Services

July 2015

Fiscal Year 2015 Closing

The accrual period for FY 15 is now closed and the year-end reports have been distributed. Accounting Services is in the process of compiling the financial data in order to prepare the FY 15 financial statements. Auditors will be on site starting September 21st 2015 to begin the financial audit of the university and auxiliary units (Housing & Dining, Recreation Center, Bookstore and Parking Services). If you have any questions about the audit, please contact Keith at extension 2924.

Pcard Audits

Accounting Services will be performing monthly pcard audits starting in August auditing July's pcard purchases activity. Transactions will be randomly selected based upon each pcard approver. If selected, an email will be sent to the pcard approver with a listing of the requested transactions. The pcard approver will be required to send the transaction(s) backup to Accounting Services for review. If you have any questions, please contact Mike at x3675.

Banner Initiatives – Update

Facilities Information Management Project

The FM RFP Evaluation Committee has narrowed the possible vendor list down to three (3) and has scheduled onsite demonstrations for the project team and campus stakeholders in August. The team is working towards making a recommendation on the finalist to the Banner Initiatives Steering Committee at the October meeting.

Facilities Management continues to spearhead improved spatial data integration for campus. Building asset data in the current FAMIS system is being validated and coordinated against Banner spatial data on a floor-by-floor basis. FM is also busy pre-validating other data in the existing FAMIS system and analyzing current business processes for Operational improvements. Completion is planned for November to support advance planning for the new Facilities Information Management System (FIMS).

The One Workforce (OWF) foundation project work is nearing completion. FAMIS open and standing work orders have been updated to reflect new funding strings. FAMIS equipment records have also been updated with new funding strings which will generate on future Preventive Maintenance work orders. Default funding strings have been updated on PCards, Open PO's and TEM. Internal service charges are being identified and updated as well. First billing pass from FAMIS with new accounting structure will happen on July 31. Accounts will be reviewed after the pass and remaining issues will be rectified as they are identified.

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.

Budget Tool

In July, the project owners worked on compiling the decisions from the work of the project team into one final recommendation document with the goal of presenting the project recommendations during the August Banner Initiatives Steering Committee meeting.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu, or Director, Budget Office, Linda Teater at linda.teater@wwu.edu.

Procure to Pay Project

Congratulations to following eProcurement Marketplace Contest Winners:

1st Place Kate Stevenson for Western Marketplace. This
will be the official name of our eProcurement
site starting 8/3/2015!

2nd Place Jeff Bates for WesternBuys

3rd Place Susan Banton for Western eGalleria



We are pleased to inform you the pilot go-live for **Western Marketplace** (eProcurement) went live Monday, August 3, 2015.

Western Marketplace is an intuitive and user-friendly cloud-based solution allowing campus buyers to “shop”, “cart” and “order” goods and services with only a few clicks. Through contracted catalogs and pricing, this new platform will connect campus buyers with preferred suppliers, minimize maverick spending, and provide a best-in-class spend management tool for Western. In addition, system workflow automates our business process from purchase order creation, order approval, and order submission to vendors for fulfillment. This new procurement system fully integrates with Banner for encumbrances and posting of financial transactions.

To minimize impact to Western’s operation, pilot groups were selected for the initial go-live. This methodology allows our implementation team to focus on individual department purchasing procedures ensuring the new system, business processes, approval routing, and purchasing policies are in sync. The implementation team will work closely with the pilot groups during initial rollout to handle any issues that might surface. This forms a strong foundation for the team to continue rollout to the rest of the campus soon after.

We would like to thank everyone for their hard work. Through dedication and collaboration amongst all divisions, we are able to go-live within four months!

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu, Director, Business Services, Pete Heilgeist at pete.heilgeist@wwu.edu, or eProcurement Analyst, Susan Banton at susan.banton@wwu.edu.

Banner Chart of Accounts Review Project

In July, the project owners worked on compiling the decisions from the work of each team into one final recommendation document with the goal of presenting the project recommendations during the October Banner Initiatives Steering Committee meeting.

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 July, the FDCB evaluation committee and interested stakeholders participated in on-site demonstrations conducted by the two (2) finalist vendors. The team is working towards making a recommendation on the finalist to the Banner Initiatives Steering Committee at the August meeting.

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

The project team completed all the need assessments in June. The Purchasing office is now working on the development of the RFP. The team is planning to release the RFP in early August and begin RFP evaluations in September.

If you have any questions regarding this project, please contact the Project Manager, Vic Kiel at vic.kiel@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 in 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/b services/pcard/pnEnhancementRelease032315.shtml>

US Bank Fleet Commander Online Password Reset Process Change

Effective March 8, 2015, the process for password resets changed, 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 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 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 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.

For complete information about the Pcard Program visit the pcard website.

<http://www.wvu.edu/b services/cards/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>	Debbi Baughn	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 Chromey	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 or Samantha Zimmerman	4550
Budget Authority On-line Training	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: http://west.wvu.edu/training/			