



October 2015

Bad Debt Allowance Calculation

Generally accepted accounting principles require that Western make a determination between receivables deemed to be collectible and those considered not collectible. This determination is done on a quarterly basis. During FY 2015, Accounting Services reviewed the allowance method by comparing the calculated uncollectible amount to the actual uncollectible amount. This analysis showed that the calculated allowance was too aggressive and that an adjustment to the method was necessary. Beginning with the 1st quarter allowance calculation, Accounting Services will be using a reduced rate. Departments with receivable balances should see a one-time reduction to the allowance.

Staffing Changes in Accounting Services

I am pleased to announce Diane Hack will be joining the Accounting Services team as Fiscal Analyst 3 on Monday, November 9, 2015. Diane brings with her many years of experience working in a public accounting firm where she gained extensive experience working with a broad array of industries and clients. She has a Bachelor's Degree in Business Administration with an Accounting emphasis from the University of Alaska, Southeast, and has held a CPA since 2009.

Please join me in welcoming Diane to my team and Western Washington University.

Sheryl Sparling has moved to the Bookstore. For any questions pertaining to student refunding and general refunding, please contact Matt Yoakum at matt.yoakum@wwu.edu or extension 2765. For all other questions, please contact Debbi Baughn at debbi.baughn@wwu.edu or accounting.services@wwu.edu. We wish Sheryl all the best with her new assignment.

"H" or "K" Account Code Use

Part of the Banner Initiative Chart of Accounts Project was to review the use of "K" transfer account codes versus "H" Internal Revenue account codes and to provide guidance on when to use one or the other. Since determining what account code to use in what circumstance depends on what is trying to be accomplished, it was decided to prepare a visual diagram. Attached are two diagrams to assist when making a determination on which type of account code to use. Both documents contain the same information. The only difference is the way the information is presented. If you should have any questions, please contact Debbi Baughn at x3568 or debbi.baughn@wwu.edu.

Banner Initiatives – Update

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

The FM RFP Evaluation Committee has completed evaluations of the onsite demonstrations held in August for the three (3) short listed vendors. The team is completing detailed comparison analysis working towards making a recommendation on a finalist to the Banner Initiatives Steering Committee at an upcoming meeting.

Concurrent with the detailed evaluations, 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 December to support advance planning for the new Facilities Information Management System (FIMS).

In August FM's efforts shifted to completing BPA analysis for all of FM's core work processes which is also now completed. The current phase of analysis is a joint study with FDCB on shared processes looking for overall efficiencies which may affect the final vendor selection.

The One Workforce (OWF) foundation project is completed.

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

Budget Tool

The Banner Initiatives Sponsors are pleased to announce the go live of the Millennium FAST Budget Module for the University Budget Office on November 2, 2015. This new module alleviates manual processing, duplicate efforts, inconsistencies, data entry errors, and delays in the position control and budget load processes.

The Budget Office can now record both recurring and non-recurring changes to salary positions at any time. End users can see their changes immediately, which will significantly improve the reconciliation process. The built-in audit trail allows users to see who made budget changes. In addition, this module eliminates the work-around of recording salary budget changes in two separate locations in Banner.

Within the next few months the team will work closely with division budget offices in rolling out this module.

We would like to thank the entire team: Linda Teater, Carrie Thurman, Kirk England, James Schade, Vic Kiel, David Weiss, Sharon Colman, Steve Weinberg, Jeff Packer and Wanna VanCuren.

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

The Western Marketplace continues to grow. The project team will be bringing on new catalog vendors: B and H Photo and Commercial Office Interiors (COI) by mid-November. Dell is planned by year-end with Grainger following. At the end of October, there were over 130 registered

campus-wide users and the project team is continuing to train and rollout this eProcurement marketplace to additional campus users. If your department wishes to be on the roll-out schedule, please contact Wanna VanCuren, Susan Banton or Pete Heilgeist. You may also contact your Division Procure-to-Pay Team liaison (Mark Okinaka, Debby Short, Mary Seaton, Lori McNeil or Tom Jones).

If you have suggestions for catalog vendors to be placed on the Western Marketplace, please contact Pete Heilgeist via email at pete.heilgeist@wwu.edu or phone at x3127.

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

Banner Chart of Accounts Review Project

In September, the project owners presented the project team's recommendations to the Banner Initiatives Steering Committee. This presentation wrapped up Phase 1 of the project. Teresa Hart thanked all of the project team members. A lot of the project team recommendations have to do with how the different elements of the Chart of Accounts are structured, like the accounts, expense codes and hierarchies. Accounting Services has already begun working on the recommendations and planning for Phase 2 of this project is underway.

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

Over the past couple of months, the FDCB evaluation committee has narrowed the finalists down to two (from the original three submittals). The evaluation committee believes both systems offer benefits to the University in terms of increasing the transparency into project costs and moving much of the paper-based project documentation to electronic. Before making a final recommendation, FDCB is conducting additional business process analysis for the Capital Budget office and is working closely with FM as that group nears a final recommendation, as well.

If you have any questions regarding this project, please contact Project Manager, Deanna Reynolds at deanna.reynolds@wwu.edu or Ed Simpson at ed.simpson@wwu.edu.

Parking Automation Project

The parking staff have been working with the vendor, T2, to review current operations and make suggestions on how the Parking Office can improve operations, especially by implementing additional T2 modules and products from partner vendors. License Plate Recognition (LPR) is probably the most important component that is being looked at. LPR technology will allow parking enforcement officers to drive through the parking lots with cameras mounted on the vehicles. The camera system will read license plates and automatically detect any vehicles without a proper permit.

If you have any questions regarding this project, please contact the Project Manager, Bob Schneider at bob.schneider@wwu.edu.

Talent Management

The Talent Management project had four (4) vendors respond to RFP. The project team is inviting Ellucian, NeoGov, and PageUp to come to WWU and give demonstrations of their applications. Demonstrations will be open to anyone that would like to attend. Dates and times

are to be determined. Once dates and times are available, the project team will communicate the schedules to campus. We encourage all those that are interested to attend.

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.

Pcard and Department Travel Card/PaymentNet Updates

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

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.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.

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

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.

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.wvu.edu/bservices/travel/depttravelcard.shtml>

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.

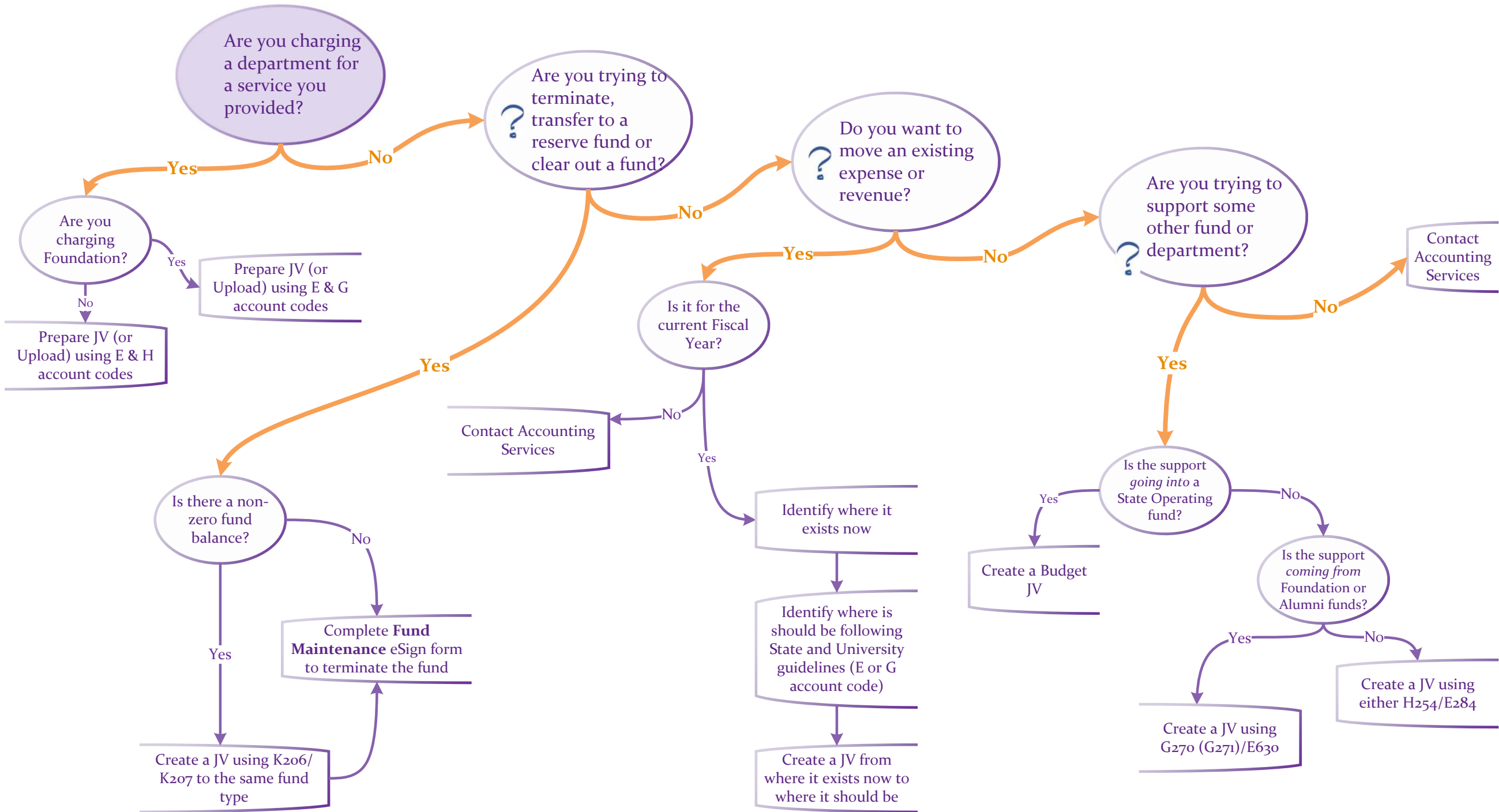
Visit our new “Pcard Mall” that provides a list of Contracted Vendors you may go directly to and make your purchase without having to go through Purchasing, now available on the Pcard website. <http://www.wvu.edu/bservices/cards/mall/index.shtml>

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

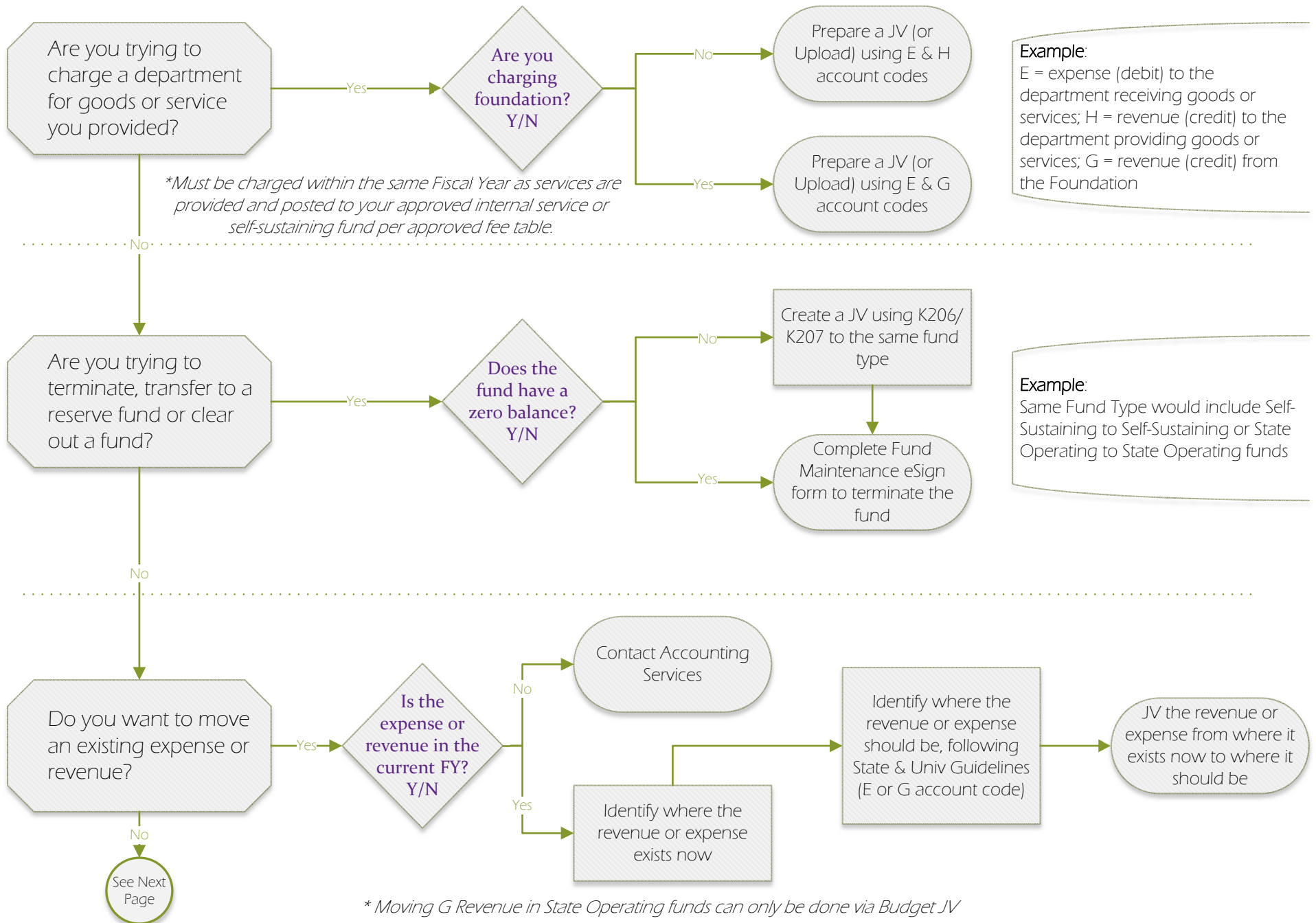
Training Resources

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/			

Accounting Services Decision Tree - Overview



Accounting Services Decision Tree



** Moving G Revenue in State Operating funds can only be done via Budget JV*

Accounting Services Decision Tree

