



August 2016

Purchases/Payments to other WWU Departments

A reminder that purchases/payments between WWU departments are **not allowed with a Pcard or One Card. A Journal voucher must be used** as the form of payment between departments. Examples of internal departments are Parking Services and the Bookstore.

Enterprise Rental

Due to recent changes with [Enterprise Rental](#) Billing, we wanted to provide tips for successful booking and billing for rental cars.

- [Online](#) reservations are preferred.
- If making arrangements by phone or in person, departments will need to provide their billing information and follow up to ensure accurate billing.

Please determine how you will pay before you make your reservation:

OneCard or Department Travel Card (Preferred):

WWU Account Number: XZ45WWU (Already entered for you [Online](#))

Billing Number:* Set up through an [Enterprise Profile Form for Department Travel or OneCard](#)

**Enterprise sent updated Billing Numbers for card holders this Spring. If you are not sure what your Billing Number is, please contact Samantha.Zimmerman@wwu.edu.*

Purchase Form:

Account Number XZ45WWU (Already entered for you [Online](#))

Billing Number 17087510

For questions or concerns about Enterprise Rentals, please contact:

- Enterprise account set up – Brenda Ancheta at brenda.ancheta@wwu.edu or x3561
- Billing and TA questions – Samantha Zimmerman at samantha.zimmerman@wwu.edu or x3341

A Message from Accounting Services

Accounting Services would like to inform the campus that beginning September 26, 2016, our auditors will be on site performing the annual financial statements audits for the following entities: Western, Housing & Dining, Recreation Center and the Bookstore as well as an accountability audit.

If the auditors require any additional information, they may be contacting the departments directly but should inform Accounting Services of who they will be contacting. If you are contacted by one of the auditors and have any questions, please feel free to contact Keith Lyon (x2924).

Western Marketplace Receiving Reminder

Please remember to go online and receive your items. The packing list is then attached at the header level. If you do not have a packing list make an internal note that there was no packing list. AP will then come into the Marketplace, attach the Invoice and close the order. For help with receiving, please contact Susan Banton at susan.banton@wwu.edu or extension 2430.

Remember:

- Receive the items in the Marketplace
- Attach any packing slips
- Do not close the PO – AP will close the PO after the invoice has been processed

Reminder from Treasury Services

Per policy, any department wishing to collect payment for anything on campus must be pre-approved to do so. This includes any Foundation related events or functions. If you wait too long to obtain approval, you run the risk of not being able to collect payments at the event. There is a new system that allows campus to take payments electronically to and eliminates the need for the manual receipt process. Please contact Becky Kellow at x3720 if you have any questions.

Business Practice Improvement Initiatives – Update

Facilities Information Management System

The Facilities Information Management System (FIMS) project kickoff occurred on August 15th with the vendor, AssetWorks. Conceptual training with the Core project team and Space Management sub-team has been completed and functional sub-teams have been formed related to Space Management, Reporting, and Integration.

The next step is for the vendor to conduct an onsite Business Process Analysis (BPA) to identify the ground work needed for implementing the Property and Space Management modules. The project team anticipates the approval of the project schedule related to these modules in the following weeks. Upon implementation, AssetWorks' AiM Enterprise solution will replace Facilities Management's current system "FAMIS."

To track this project and learn more, visit the [Facilities Information Management project website](#). 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, or Analyst, Devlin Sweeney at Devlin.Sweeney@wwu.edu.

FDCB – Public Works Software

The contract with e-Builder for a new Public Works project management software solution was executed at the beginning of August. Once implemented this software tool will serve as the primary platform for Public Works construction projects. The Core project team has been assembled and onsite meetings with the vendor are scheduled for early October. During the initial onsite meetings, the project team and vendor will participate in project kickoff and discovery sessions.

To track this project and learn more, visit the [FDCB project website](#). If you have any questions regarding this project, please contact Project Managers, Deanna Reynolds at Deanna.Reynolds@wwu.edu and Ed Simpson at Ed.Simpson@wwu.edu, or Analyst, Devlin Sweeney at Devlin.Sweeney@wwu.edu.

Parking Automation Project

The Parking Automation project team is in the beginning stages of the implementation of T2 online appeals. This additional module will provide an online appeal process for our customers and will also replace the current manual entry of appeal forms to the system. In addition, this online appeal system will allow our customers to monitor their appeal status and result decision directly without needing to call parking customer service.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu or Assistant Project Manager, Julia Gassman at julia.gassman@wwu.edu.

Procure to Pay Project

Non-Catalog Order Tips:

When reviewing non-catalog orders, Approvers in the Marketplace need to ensure they are checking **order type, the supplier's name, and the dollar amount** on the order.

1. As a general rule, if a company has a logo on the front landing page of the Marketplace, the order is considered a catalog order. If there is no logo on the front page an order is considered a non-catalog order. If a campus user chooses the incorrect order type, an approver should return (reject) the order asking the campus user to change the order type and resubmit the order. Work flows are calculated when the requestor originates or updates the order and requests approval.

When done correctly non-catalog orders route to purchasing first for review and/or completion.

2. **A completed order for approval should never be zero dollars (\$0).** Approver should return (reject) the order and check with the campus user whether they want a quote or a non-catalog order but not have all the product detail yet.

"Add Supplier to the Marketplace"

When a campus user wants to place a non-catalog order with a particular vendor and the vendor's name does not come up during the non-catalog process, the campus user should select **"Add Supplier to the Marketplace"**. Campus users should then provide information on the vendor in the internal note area. Western's Purchasing Department will initiate the process for adding the vendor onto Marketplace. Approvers should never approve an order with the supplier named "Add Supplier to the Marketplace." If unsure on what to do with the order, contact Susan Banton at x2430.

Any questions on non-catalog orders, please contact Susan Banton x2430 or Purchasing at x3340.

Updated training videos are coming soon on the Gateway to eProcurement page in Business Services.

New Vendor coming in September

- Hardware Sales will be live in the Marketplace early September. They will deliver to campus on Tuesdays and Thursdays. **A PO must be received by Hardware Sales by 3PM the day before to make the delivery truck.**
- Ace Hardware, a local women's owned business is also now available on Marketplace.

If there are items you want to add to these two catalogs, please contact Debbie.Kirkpatrick@wwu.edu or call her at x3426.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at Wanna.VanCuren@wwu.edu or Susan Banton at Susan.Banton@wwu.edu and Pete Heilgeist at Pete.Heilgeist@wwu.edu. You may also contact your Division Procure-to-Pay team liaison: Mark Okinaka, Debby Short, Mary Seaton, Lori McNeil, or Tom Jones.

Talent Management

The implementation of Phase I, Applicant Tracking System (recruiting) and On-boarding modules is underway with an estimated go live date of February 2017.

Western's implementation team has begun a series of iteration meetings in collaboration with the PageUp team to configure the system for Western's use. This includes the job description and job requisition forms along with the appropriate approval queue.

In addition, Western's Web team is working on the design and development of the new jobs site. The Tech team is working towards the integration of Banner and PageUp and in some cases a bi-directional flow of data to and from Banner and PageUp.

More information and project updates can be viewed at the [BFS Talent Management project website](#). 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 BFA Business Practice Improvement Initiatives, please contact Wanna VanCuren at Wanna.VanCuren@wwu.edu.

Changes to Airfare Release Process with Local Travel Agencies

As part of an effort to streamline processes and ensure efficient and accurate billing of airfare, Travel Services will no longer release and bill tickets through our local travel agencies effective April 1st, 2016. Departments will provide a Department Travel Card or One Card to local travel agencies to purchase tickets. Travelers may still make arrangements directly with the agents. Travelers will be responsible for ensuring that appropriate authorizations for travelers are approved before requesting tickets. Departments may begin using the new process immediately.

For questions about travel please contact Samantha Zimmerman at Travel.Services@wwu.edu or x 3341.

FAQ's :

Why are we doing this?

- Our travel agencies are limited to certain airlines because we are currently using a ghostcard. In some cases a Purchase Order is needed to reimburse agencies for purchases they bill to their company cards for international flights. Physical cards will have more flexibility for billing.
- Travel Services is currently assigning budgets based on information provided in forms and using three or four systems to do this. When departments enter the budget directly it reduces the potential for error.
- Processes for airfare purchases are currently inconsistent. Travelers using a One Card or personal card do not currently require ticket releases from Travel Services. Ensuring that processes are consistent regardless of purchase method will reduce confusion and anxiety for travelers.

How does this affect interview candidates or guest bookings?

Interview candidates or guests can still make arrangements directly with the agencies. Departments may provide travel agencies with a list of expected travelers to bill to their card. In addition, departments will receive the itineraries and invoices for these bookings directly.

How do I know which card I need? What's the difference between a OneCard and a Department Travel Card?

What's happening with the Corporate Travel Cards?

Either a Department Travel Card or a One Card will cover your airfare ticket at the Travel Agencies. OneCards can be used to purchase goods/services and travel. Department Travel Cards are limited to travel only. Both are reconciled in JPMorgan's PaymentNet.

US Bank Corporate Travel Card cardholders are responsible for paying the card bill every month and must request reimbursement for purchases placed on the card. Current Corporate Travel Cardholders are encouraged to consider replacing it with a OneCard.

To Obtain a Western OneCard (Or to Convert an Existing P-Card to a One-Card):

To obtain a Western OneCard, there are steps to follow: (1) Training, (2) Quiz and (3) Application process.

1. Cardholders and Approvers of the OneCard Program are required to participate in the mandatory online training.
2. After the training, the system will direct applicants to a quiz. Applicants must pass the quiz with a score of 100%. Students must self-enroll to take the training in canvas
3. Complete the e-sign form "Western Procurement Card Application" in its entirety and route the application as instructed on the form.

For more information about the OneCard Program visit:

<http://www.wvu.edu/bservices/cards/index.shtml>

Click on "get started" to start the process in obtaining your OneCard.

Department Travel Card

The Department Travel card is to be used for travel related expenses and is issued in the name of a University staff member in a department or area who will become the Department Travel Liaison.

The Department Travel Cardholder/Travel Liaison will be responsible for making travel arrangements for individual and/or group travel for:

- Students or student groups traveling on university business
- For faculty and staff traveling on university business
- Non-university employees (including candidates for a position, speakers, guest lecturers and other individuals authorized by the university)

For more information about the Department Travel Card Program please visit [Card Services](#)

Click on "get started" to start the process in obtaining your Department Travel Card.

For questions about obtaining a One Card or Department Travel Card, please contact Brenda Ancheta at Brenda.Ancheta@wvu.edu or x3561.

Pcard Reconciliation PaymentNet Reminders

Default Account Codes E399 and E999 – Unreconciled Expenditures

PaymentNet transactions must be reviewed by the Cardholder and approved by the Approver and reconciled prior to the monthly download. All transactions coded with the default account codes "E399" and "E999" must be changed to reflect the appropriate account code for the transaction type, prior to the monthly download. Any transactions download to Banner with account codes E399 and E999, the cardholder will be required to prepare a Journal Voucher (JV) to correct.

P-Card Account Code Default – Unreconciled Expenditures

Effective January 1, 2016, all P-Card accounts will be updated to reflect expenditure code E999 – Unreconciled PCARD Transactions. Cardholders must reconcile the E999 account code to its appropriate transaction expenditure code prior to the monthly download. For transactions downloaded to Banner with an expenditure code of E999, the cardholder will be required to prepare a Journal Voucher (JV) to correct.

The purpose of this change is to more closely adhere to current procedures and to capture accurate expenditures made through the P-Card program, based upon a recommendation from the Banner

Initiative Chart of Accounts Review project. We will begin the update starting in mid-December to meet the January 1st deadline.

Users with multiple roles

Effective March 23, Enhancement to PaymentNet, 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.

Backup Approver

For 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. Any transaction(s) marked unapproved in PaymentNet will require the manual approval process.

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 Payment net 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.

PaymentNet System – Western specific how to training videos

Available for your convenience are a series of self-directed training videos.

<http://www.wvu.edu/bservices/pcard/pntraining.shtml>

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

Please share this information with individuals involved in the P-Card program. If you have any questions or concerns, please contact Brenda Ancheta extension 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 Debbi @ x3568.</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.	Pete Heilgeist	3127
TEM data-entry	For travelers & delegates: entering travel documents in TEM. <i>For scheduled classes, see the HR training site.</i>	Samantha Zimmerman	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/			