State fund 10200 is closing

Beginning March 16th, 2017, the state fund 10200 will be closed. No further entries will be allowed, such as JVs, uploads, payroll activity, invoices, etc. The single 10200 operating fund has been replaced by individual department operating funds. Divisional budget officers should be contacted with any questions regarding the funds to use in place of 10200.

End of the Fiscal Year is Fast Approaching!

Believe it or not there are only 4 months remaining in Fiscal Year 2017! Now would be a good time to review budgets and make any needed adjustments. Some areas to review:

- Are there any salaries that need redistribution?
- Are the any unreconciled Pcard or Travel card items i.e. E399 and/or E999?
- Are there any encumbrances that should be liquidated?
- Are there any budget transfers that need to be done?
- Have you identified all expenses and confirmed their accuracy?

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 department to take payments electronically and eliminates the need for the manual receipt process. Please contact Becky Kellow at x3720 if you have any questions.

Western Marketplace Receiving Reminder

For items ordered from the Marketplace, please remember to go online and receive your items and attach the packing list 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
There are notable developments in several BFA Business Practice Improvement Initiative (BPII) projects, including:

**AiM Implementation (Facilities Information Management System)**

February was a very busy month for the AiM Implementation project team. On February 13th, Facilities Management and Space Administration began using the AiM Property & Space modules in line with newly documented Standard Operating Procedures (SOPs) to track Western property data. As work continues to implement the remaining AiM system modules, these groups will run both FAMIS and AiM in parallel until a full cutover to the new work management system can be completed.

February also marked the official Kick Off for Phase 2. During this next phase, the project team will work to implement several modules related to managing Facilities Management’s operations and maintenance. This is projected to be the longest phase of this three-phase project. The team is working now to determine a timeline for major milestones and a target Go Live date for both Phase 2 and Phase 3: Key & Access Control.

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.

**e-Builder Implementation (FDCB Construction Management Software)**

Conceptual testing for using Banner Grants to track project funds was completed in February. This completion of initial testing gave the project team needed information to begin designing new business processes that would allow the use of Banner Grants, without customization, by FDCB. Concurrently, the project team continues to make progress with the implementation of the e-Builder system to track FDCB projects. However, the project team encountered some challenges including the change of two (2) key vendor assigned team members: the lead Business Analyst and the Project Manager. Though the project work for these areas continues, this vendor team member change has created the need to develop a new project plan.

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 implementation of the new Event Request system has begun and is scheduled to go live on April 17, 2017.

This additional module, is also the last phase of the entire parking automation project. It will replace the current event request web form and will also eliminate the current duplicate data entry effort. This new event system provides a much more user friendly interface with our users and is fully integrated with the parking system.
For departments who host events, a “shared” departmental email is required to access the new Event system. Please contact ATUS by email ATUS.Accounts@wwu.edu, or by calling 360-650-4444 if you do not currently have a shared email, or need to add additional user permission to your current shared email.

If you have any questions regarding this project, please contact Wanna VanCuren at wanna.vancuren@wwu.edu.

Talent Management

For the month of February, the Talent Management core team members continue to configure the system for Applicant Tracking (recruiting) and On-boarding. In addition, Western’s Web team is working with PageUp consultants in designing the future internal and external job websites. These two sites are the front end for applicants to apply for our jobs in the future. Our technical team continues to work on the two-way integration between Banner & PageUp.

At this time, the team is planning on a limited pilot rollout in mid-May 2017, our AVP of Human Resources Chyerl Wolfe-Lee extended invitations to departments within BFA and Academic Affairs for all hires. The reason for our limited pilot rollout is to ensure sufficient resources from the HR/implementation team are available to work closely with the pilot departments, minimizing impacts on staff and students alike.

If you have any questions regarding this project, please contact the interim Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu or Analyst, Joshua Sakagawa at Joshua.Sakagawa@wwu.edu.

Procure to Pay Project

The Western Marketplace capability for “non-catalog orders” has been officially launched and the Project Team has held three open-house style demonstration events! This functionality will enable users to replace their use of the Purchase Requisition with a much simpler, and easy to track, electronic process. If you have a large PO with 6 or more line items, Purchasing will enter the detail lines for you and then send it back for the budget authority review. If your department is ready to throw away those three-part forms, the team is willing to work with small groups of users and provide focused training. Contact any member of the team, listed below, to schedule a training session.

Catalog vendors on the Marketplace:

- Workpointe, a furniture supplier for adjustable tables, bookcases, keyboard trays, lamps, foot rests and a few chairs has just been added as a catalog vendor on the Marketplace. And remember that Tristen Graybill in Facilities is available should you have questions about space or layout in your area.
- Fastenal was also added earlier this year and they have an extensive range of fasteners, tools, safety, plumbing, electrical and other service items available. Be sure to check out their catalog.
- Coastwide Laboratories-soon you will see the name of this vendor change to Staples due to an acquisition, but the product offering will be the same.
- New suppliers we are working on getting added-Bay City Supply, a local vendor for cleaning and janitorial supplies, and Waxie, who is a national distributor of that same type of product.

User Tip – If you want to search all of the catalog vendors, you can use the Search box near the top of the Marketplace page, and it will return entries from multiple catalog suppliers. For some the price will not show, but you will see a “Connect” button that will take you to their catalog. Some catalog vendors will not appear, but the Search box will give you a start at looking to see who has what you need.
If you have a question or concern about a Marketplace vendor, deliveries, or the products available in the Marketplace, please contact Hal Verrell ext 3068. Hal has recently re-joined Business Services and is the Co-Project Manager on the Marketplace.

The team is reviewing options to simplify the Receiving process in the Marketplace in response to user concerns. Going into the system and doing the Receive function is important to close the loop and allowing the supplier to get paid. We will have an announcement on this very soon!

If you have any questions regarding this project, please contact co-Project Managers, Wanna VanCuren at Wanna.VanCuren@wwu.edu or Hal Verrell at Hal.Verrell@wwu.edu. 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 any questions regarding BFA Business Practice Improvement Initiatives (BPII), 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.wwu.edu/bservices/cards/index.shtml](http://www.wwu.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](http://www.wwu.edu/bservices/cards/index.shtml). 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@wwu.edu or x3561.

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**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.

**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. Any 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.wwu.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

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<td>Using Banner Finance screens, running budget reports. <em>For a training document on how to run reports, contact Debbi @ x3568.</em></td>
<td>Diane Fuller or Debbi Baughn 4002 / 3568</td>
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<td>Cashiering</td>
<td>Cashiering, cash receipting.</td>
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<td><strong>Millennium FAST Finance</strong></td>
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<td>Wanna VanCuren 2992</td>
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<td>Samantha Zimmerman 3441</td>
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<td><strong>Budget Authority</strong></td>
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<td>Nicole Goodman 2477</td>
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