## News from Accounting Services

Reminder: Journal Vouchers require an explanation and back-up

When keying an online accounting Journal Voucher (JV), after reviewing/updating the Transaction Date and entering the Document Total, before proceeding with the JV, you must add an explanation for why the JV is needed.

To do this, in the upper right of the screen, select Related then Document Text [FOATEXT].

Type text in as many lines as needed, using the down arrow key to add new lines. Beside each line you type, click the box in the Print column so that it is checked.
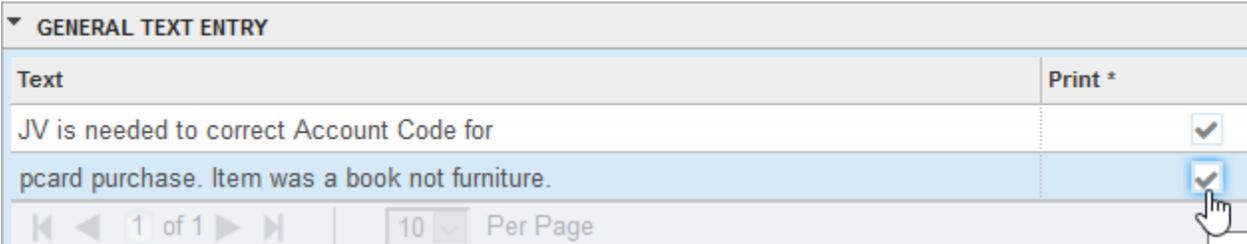
Save your entry by pressing F10 or clicking Save (in the bottom right of the screen). To leave the text and return to the JV, click the X in the upper left of the screen.

All online accounting JVs require back-up attached in Nolijweb. This process has not changed with the implementation of Banner 9.
Please attach back-up in Nolijweb either just prior to or just after you complete the JV.

JV approvals will be delayed if either of these items are missing.

Annual Financial Manager Confirmation is Under Way

The annual Financial Manager confirmation process is under way. Please remember to return the completed request to Debbi Baughn by March 2, 2019. If you have any questions, please contact Debbi Baughn at debbi.baughn@wwu.edu or x3568. Thanks for your help with completing this project.

Business Services News

A New Check Requisition E-Sign Form named *Payment Request for Vendors and Non-Employee Stipends* is available. This e-sign form will be used to process invoices and vendor payments that cannot be processed by Western Marketplace or a PCard. This new form will improve the traceability of payment requests, and can be found in the E-Sign form menu, following the link below:

https://esign.wwu.edu/admcs/forms/Business%20Services/_pay_req_vendor_non_emp_stipends_1.asp

Employee Reimbursement Forms
The 3-part paper Employee Reimbursement Forms will be phased out by December 31, 2018 and replaced with a new E-sign form (already in use) it can be found at:
https://esign.wwu.edu/admcs/forms/Purchasing/_emp_reimbuse_req_1.aspx
Please note that Non-Employee Reimbursements will continue to be processed on the paper form.

Additional Information
When submitting a contract for a new contractor, please do NOT upload the W-9 or any other document with personal identification numbers (such as a social security, etc.). Either submit this information via an e-sign "Vendor Record Creation Request", or send to Contract Administration through campus mail to MS-1420. A new Vendor Web Page for Vendor Registration is being explored with a potential rollout in early 2019, along with the ESM (eProcurement) Supplier Management Module potentially available to campus summer 2019.

Fun Facts
Contracts is averaging 26 new contracts a week!
Marketplace processed approximately 423 orders in January with a spend of $350,000.00.

Western Marketplace Receiving Reminder

<u>Unless you have different procedures for your division, department or college</u>:

1) When goods are received, verify the quantity received is what was ordered and that everything received is in good condition. If there is any doubt about the condition of the goods, call the supplier's Customer Service (see Vendor Return Guidelines on the Marketplace opening web page). It is also recommended that you keep the packaging for a few days after delivery in case you discover the need to return an item later.

2) Log into Marketplace, find your order, the appropriate line item, and enter the quantity received. If you only received part of the order, enter the quantity received and when the rest of the order arrives, enter the additional quantity.

3) *Optional:* If desired, or required by your division, department or college, scan and upload the packing slip to the header or top level of the Marketplace order.

4) If you are not completing Step 3, file the packing slip and any supporting documentation in your department files using a method where you can easily retrieve this information should Accounts Payable need to review them or they become subject to an audit.

If no packing list came with the order, make a note for your file of the date received, the vendor name, the PO number, and the quantity received with the notation that no packing list was received.

The Quick Reference Tools and videos are available on the Marketplace website for your reference as well.

If you have any questions, please contact Hal Verrell at x3068, or Susan Banton at x2430.

Pcard and OneCard 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 downloaded to Banner with account codes E399 and E999 will require the cardholder to prepare a Journal Voucher (JV) to correct.

Users with multiple roles
As of March 23 2017, an enhancement to PaymentNet caused users with multiple roles to experience separate views for each 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 or 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

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.

PaymentNet (Pcard) Information

PaymentNet will be introducing a new Reporting module that allows users to customize the contents and layout of reports and manage the reports they have created. This module will be made available to clients in a phased rollout during the month of March. More information will be provided as we get closer to the rollout.

New Quick Reference Cards will be available on the PaymentNet Resources in page for cardholders. The Reporting interface has been redesigned, but your standard and custom reports will still be available. A redesigned Report List screen, shown in Figure 1, will provide summary information and can be expanded to show a description of the report, list of the included fields, the output format, and the name of the report owner.

Figure 1: Report List Screen
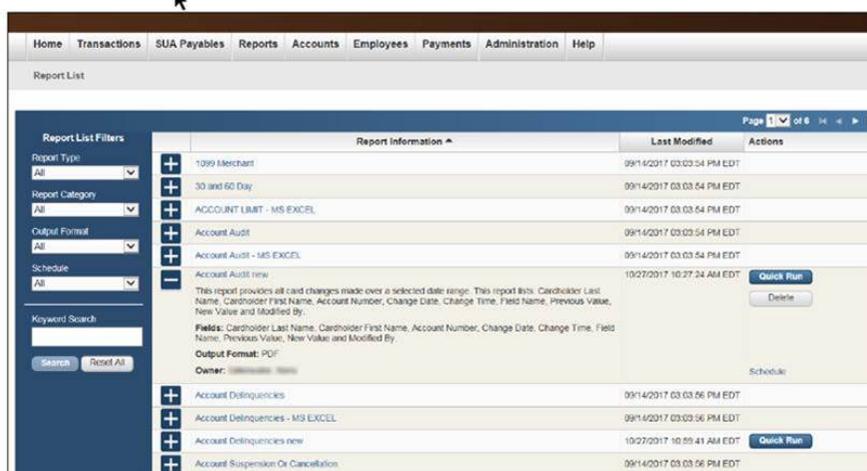
Please contact Brenda Ancheta at x3561 if you have any questions or concerns.

Training Resources

Topic		Trainer	Phone
Banner Finance	Using Banner Finance screens, running budget reports.	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. *For scheduled classes, see the HR training site.*	Sharon Colman	3479
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. *For scheduled classes, see the HR training site.*	Samantha Zimmerman	3441
Budget Transfers	How to process Budget Transfers using Millennium Fast Budget Module	Carrie Thurman	3029
Budget Authority On-line Training	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: http://west.wwu.edu/training/ Accounting Services training site: https://wp.wwu.edu/acctsrvcs/2017/03/20/training-coa-changes/			