BFA Staff Changes

Brenda Ancheta to retire August 9th

Brenda Ancheta, the campus Card Administrator will be retiring effective August 9, 2019. Brenda's been with the University 30 years and has contributed to the development of the successful One-card program as well as many other procurement initiatives during her tenure. Her retirement announcement has been posted and her farewell party is scheduled for the 9th. All employees are encouraged to come visit and wish her luck on her newest adventure. With Brenda's retirement, her responsibilities are being shifted. Her administrative duties related to the One-Card (p-card) and other campus card programs is being moved to Becky Kellow in the Treasury office. Becky and her staff will be providing all needed services and support for these important programs. Additional announcements will follow and the website will be revised with updated contact information.   Brenda's other duties, including but not limited to new employee relocation and cell phone administration, will remain in Business Services. Please contact Business Services with any questions on these other responsibilities.

Becky Kellow has been recently been appointed Assistant Director, Treasury Services.

Becky will continue with many of her current duties, and will also assume responsibility for PCard administration upon Brenda Ancheta's retirement. Trina Evans in Treasury Services will be the immediate contact for PCard questions and issues, but feel free to reach out to either Becky (x3720) or Trina (x3136).

We appreciate your patience as we learn the details and scope of administering the card(s), and we will keep you informed with regard to any changes in program management.

Change to the Unemployment Insurance Expense

As a result of a review of Western's unemployment insurance (UI) balance, the UI rate charged to departments will be reduced from .27% to .11%. This change will take effect with the 7/16/2019 – 7/31/2019 payroll. This change will be noticed in account code F960.

Relocation Allowances for House Hunting

WWU Community:

The OneCard is NOT allowed to be used to make travel arrangements for a new hire to do "house hunting" in Bellingham. The costs of travel to Bellingham to search for housing may be provided by Western at its discretion however, these expenses are reported to the IRS as taxable income to the new employee. The One-Card does not provide this reporting requirement. The potential employee is responsible for any costs of traveling or moving expenses BEFORE being hired by Western. Once hired, the new employee may request a reimbursement for these expenses after the date of hire and upon

approval. The lodging portion of the per diem rate shall be reimbursed at the actual costs, as evidenced by a receipt, based on the allowable lodging rate at that time of travel.

If you have any questions, please contact Business Services at x6341.

Travel Desk Updates

To prepare for the implementation of SAP Concur as the replacement Travel and Expense Management solution, please review your department's travel approval lists. Types of Approvers are defined here.

SAP Concur limits supervisory approvers to 2 per traveler, while TEM currently allows up to 4. Supervisory approvers are specific to the traveler and are different than Budget Approvers (called Cost Object Approvers in SAP Concur). If your department requires more than 2 supervisory approvers per traveler, the replacement system allows ad hoc approvals: approvers may be added to the queue as needed.
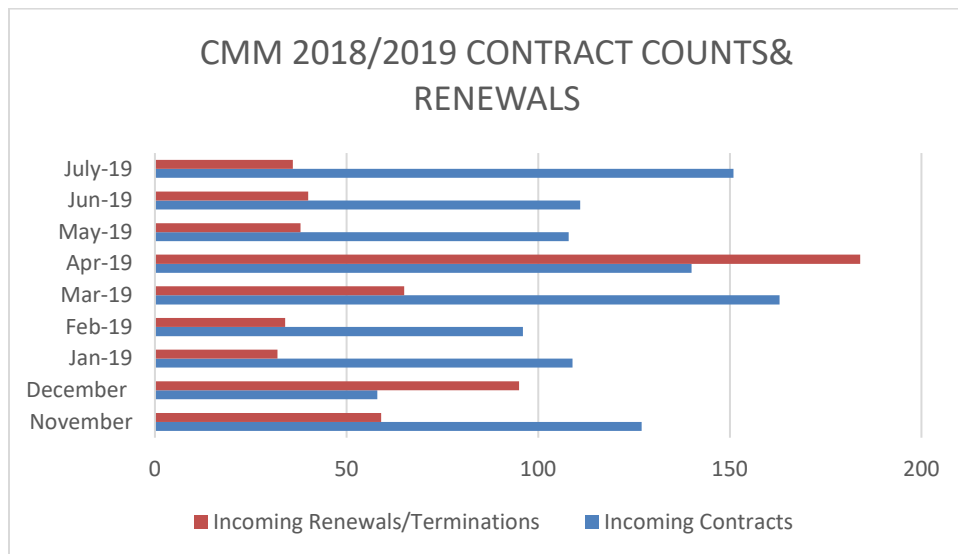
To remove travelers who have left the university, please email travel.services@wwu.edu. To make changes for current travelers, please complete a TEM Delegate and Supervisory Approver Maintenance Form
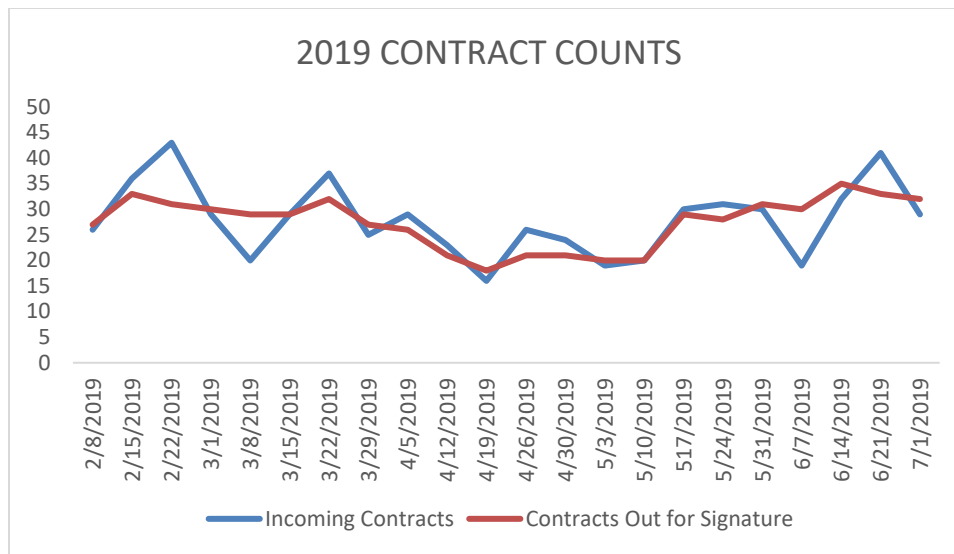
Business Services News

Contracts Admin

CMM has officially been live for 12 months. Our contract volumes have consistently broken historical month records with our two business months so far being March 2019 with 168 new contracts that month and July 2019 with 151 new incoming contracts.

Coming Soon – Contracts and Procurement will have an updated website by end of August 2019. Check often for fun facts and information.

CMM 2018/2019 CONTRACT COUNTS& RENEWALS

2019 CONTRACT COUNTS

Chart showing Incoming Contracts and Contracts Out for Signature from 2/8/2019 to 7/1/2019, with values ranging from 0 to 50. X-axis dates: 2/8/2019, 2/15/2019, 2/22/2019, 3/1/2019, 3/8/2019, 3/15/2019, 3/22/2019, 3/29/2019, 4/5/2019, 4/12/2019, 4/19/2019, 4/26/2019, 4/30/2019, 5/3/2019, 5/10/2019, 517/2019, 5/24/2019, 5/31/2019, 6/7/2019, 6/14/2019, 6/21/2019, 7/1/2019.

Legend: Incoming Contracts, Contracts Out for Signature

Fun Facts

Contracts is averaging 30 incoming new Contracts a week.

For July, Marketplace Spend was $1.4M with just under 400 PO's.

Training

If you are interested in training either in Marketplace or CMM please use the WWU training Portal Link

http://training.wwu.edu/

The next marketplace drop in training for new users is:

 September 19th 10:00 am in HU242 – there are spaces available

The next CMM Submitting Contracts training is:

 August 19th 10:00am in HU242 – there are spaces available.

New Training Initiative – Multi System Training for CMM, Marketplace and TEM – this will be a drop in training for all three systems where support and training will be available based on your questions / needs.

September 13th 10:00am to 12:00pm HU242

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 or E999 will require the cardholder to prepare a Journal Voucher (JV) to correct.

<u>Backup Approver</u>
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.

<u>Western is not sales tax exempt.</u>
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.

<u>PaymentNet System – Western specific 'how to' training videos</u>
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 Trina Evans at extension 3136.

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.*	Meredith Stott	4515
Pcard	Use of the pcard, signing up for a pcard.	Becky Kellow / Trina Evans	3720 / 3136
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.*	Sally Parsons	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/			