



**June 2018**

**Important Year End Dates**

<b>July 6<sup>th</sup></b>	<ul style="list-style-type: none"> <li>◇ Last day to submit bills/invoices to General Accounts Receivable for Fiscal Year 2018 amounts owed to WWU.*</li> <li>◇ All Fiscal Year 2018 unapproved journal vouchers will be disapproved by Accounting Services.</li> <li>◇ June closes and accrual period opens.</li> <li>◇ Last day to submit Fiscal Year 2018 encumbrance liquidations.</li> </ul>
<b>July 9<sup>th</sup></b>	<ul style="list-style-type: none"> <li>◇ Last day to submit May &amp; June payroll redistribution requests to Accounting Services.</li> <li>◇ Last day to submit Fiscal Year 2018 invoices to Accounts Payable.*</li> <li>◇ Year-end inventory counts due to Accounting Services.</li> </ul>
<b>July 13<sup>th</sup></b>	<ul style="list-style-type: none"> <li>◇ Revenue deferrals must be complete.</li> <li>◇ Last day to <b>submit</b> accrual period journal vouchers to Accounting Services.</li> </ul>
<b>July 17<sup>th</sup></b>	<ul style="list-style-type: none"> <li>◇ Last day to submit Fiscal Year 2018 travel expense vouchers.</li> </ul>
<b>July 18<sup>th</sup></b>	<ul style="list-style-type: none"> <li>◇ Encumbrance roll.*</li> </ul>
<b>July 20<sup>th</sup></b>	<ul style="list-style-type: none"> <li>◇ Final interagency receivable/payable entries to Accounting Services.</li> </ul>
<b>July 26<sup>th</sup></b>	<ul style="list-style-type: none"> <li>◇ Last day to submit accrual <u>uploads</u> to Accounting Services.</li> <li>◇ Last day to approve Fiscal Year 2018 travel expense vouchers.</li> <li>◇ Accrual period permissions are removed. No more JV or TEM entries by the campus.</li> </ul>
<b>July 27<sup>th</sup></b>	<ul style="list-style-type: none"> <li>◇ Accrual period closes. No additional entries will be keyed unless approved by Accounting Services.</li> <li>◇ Approvers must completely approve all travel reports by 3:00 PM.</li> </ul>

**End of the Fiscal Year is here!**

Please be sure to review budgets and make any needed adjustments. Some areas to review:

- Are there any salaries that need redistribution?
- Are there 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?
- **The accrual period closes July 27<sup>th</sup>. After July 27<sup>th</sup>, no further entries will be made without approval from Accounting Services.**

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## Travel Policy News

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The state updated the daytrip meal policy. Travelers are eligible for taxable day trip meal reimbursement if their travel status is at least 11 hours, with no exception for shorter shifts or weekends.

Reminders for All Travelers:

- All travelers should be researching and selecting the most economic method of travel. For example, a rental car may be much less expensive than mileage.
- Travelers are required to carpool when possible and should note passengers in their travel documents.
- 3<sup>rd</sup> party insurance covering personal expenses (such as medical services or lost baggage) cannot be reimbursed on state (chart 1) funding.
- Mixing business and personal travel requires a flight quote for the business trip obtained at the time of the flight purchase.

If you have questions or concerns please contact [Travel.Services@wwu.edu](mailto:Travel.Services@wwu.edu) or 360-650-3341.

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## Business Practice Improvement Initiatives (BPPI) – Update

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There are notable developments in several BFA Business Practice Improvement Initiative (BPPI) projects, including:

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

AiM, Facilities Management's new work management system went live on June 25, 2018 as planned. The goal of the FIMS project is to implement an enterprise-level system to manage facility and physical asset data including the inventory, occupation, life-cycles, total cost of ownership, and maintenance costs on both an aggregate and a detail level. The project included replacement of FAMIS, implementing mobile devices for FM trades, and deploying a customer-centric portal for submitting service requests. AiM is the 'workhorse,' the back-end work management system. ReADY is the new user-friendly portal for all facilities requests. Improvements or modifications to AiM and ReADY will happen during the stabilization phase, now underway. Many thanks to all AiM team members for their hard work and contribution on this project.

*Don't forget: FM is gradually moving all billing from FAMIS to AiM. Billing information will still come via Banner, PDFs or FAST. For questions regarding billing, contact Nancy McLaughlin at x7502. For general AiM project questions, please contact [aim@wwu.edu](mailto:aim@wwu.edu).*

If you have any questions regarding this project, please contact the Project Managers, Julie Larmore at [julie.larmore@wwu.edu](mailto:julie.larmore@wwu.edu), or Analysts, Devlin Sweeney at [devlin.sweeney@wwu.edu](mailto:devlin.sweeney@wwu.edu) and James Yates at [james.yates@wwu.edu](mailto:james.yates@wwu.edu).

## Talent Management

For the month of June the Recruiting and Onboarding team continued to work with ABA to transition all Faculty searches from NOVUS to PageUp. Approval processes and Faculty specific guides have been updated and continue to be worked on by the project team.

On June 14<sup>th</sup>, the Learning Management Module of PageUp went live! The project team began training course trainers on how to use the new PageUp system and sent out a campus wide email to invite all employees to explore the new module and sign up for courses. Data migration of training history from multiple departments was postponed to after go-live and is one of the next major tasks the project team is currently focusing on.

More information and project updates can be viewed at the [BFS Talent Management project website](#).

If you have any questions on the Recruiting and Onboarding contact Lea Aune at [Lea.Aune@wwu.edu](mailto:Lea.Aune@wwu.edu) or the BFS Analyst, Joshua Sakagawa at [Joshua.Sakagawa@wwu.edu](mailto:Joshua.Sakagawa@wwu.edu). For Learning Management contact Ron Marks at [Ron.Marks@wwu.edu](mailto:Ron.Marks@wwu.edu) or the BFS Analyst David Weiss at [David.Weiss@wwu.edu](mailto:David.Weiss@wwu.edu).

## PROCURE TO PAY PROJECTS

### ***Contract Management Module (CMM)***

Western's Contract Management Module (CMM) is now live! All new and existing contracts will now be processed using this system. The groups who volunteered to be the first to try it out as contract submitters are Wilson Library, Extended Education and Global Learning. For all other areas, please continue to use the eSign [Contract Routing Request](#) form to initiate contract requests and Contract Administration (CA) will transfer the information into the CMM. CA will offer training to subsequent users late July through November, training sessions will be posted on the new class scheduling system [Learning Library](#), look for Submitting Contracts Online. You can add your name to a waitlist by going to this link.

Although your department may not be submitting new contracts, renewal reminders for existing contracts and approval emails for new contracts will start going out on July 2. Contract owners and approvers will receive email notifications which provide an opportunity to see a snapshot of the contract and take action by clicking links in the email. If you receive one of these emails and have questions, an Approver's Guide is available [here](#).

Please help us to make this a smooth transition by submitting all new contract requests on the eSign form. With the demands of getting the new system launched it is difficult to respond to new contract requests via phone or email.

If you want to be certain you receive the latest news as this system rolls out, you are invited to join our email group titled Contract Management Module (CMM) Users. [Click here to join the group](#). This group email will be used to provide information on training opportunities, system tips or system maintenance.

### ***Western Marketplace***

FY 18 has been a record year for use of the Marketplace, we exceed last year's total dollar volume by \$1.8 million through 4421 orders processed! There are now 23 catalog vendors active, and a total of 221 registered non-catalog vendors. We will be adding Airgas as a new catalog vendor later in July once testing is complete. The feedback we are hearing is very positive, campus shoppers are able to find the products needed at competitive prices. Please contact Karen McKinnon in Purchasing if you have feedback, suggestions for additions or want training on the extended features of this shopping portal.

	Fiscal Year 17 Total	Fiscal Year 18 Total
Total Orders Processed	4177	4421
Total Order Amount	\$5,170,912	\$6,901,855
Unique Items Ordered	6477	10,612

We will be introducing a new checkout screen on August 13 which we are certain shoppers will find to be an improvement. It is much easier to edit your budget string, select an alternate delivery location and see

the elements of your order while in the checkout process. The first familiarization session will be held on Wednesday, August 8 from 8:30 to 11:00 in HU242 on a drop-in basis. Additional sessions will be available in the new [Learning Library](#) system.

### ***Commodity Codes***

A new library of [commodity codes](#) was uploaded to the Marketplace on July 2. A more comprehensive list is required since more non-catalog orders are being placed, the scope of items being purchased has increased. In the Marketplace, when you are in the Commodity Code field, you can type a key word for your purchase and a selection of possible codes will come up.

This same list is being incorporated in Banner and the new AIM system in Facilities. Another reason for creating a new list of codes was to be able to be coordinated with state reporting requirements which now uses a coding system based on the Institute for Public Procurement (NIGP).

### ***Purchase Requisition Forms End Jan 1, 2019***

With the University's E-procurement/Marketplace program's continued growth and acceptance on campus and our desire to make the procurement process as paperless as possible, as of January 1, 2019, Purchasing will no longer be accepting any 3-part hard copy Purchase Requisition forms for "Purchasing to Place" Purchase Order requests. These types of purchase requests will be required to be submitted through the e-procurement system. Thusly, it is important for all users to be familiar with this method of requesting an order prior to that date – again, training is available

### ***Software Purchases***

The range of software purchased at Western ranges from the large enterprise applications like Banner, to site licenses for desktop applications like Microsoft Office and Adobe to mobile phone apps. Most of these products have some sort of terms and conditions or end user license agreements (EULA) they ask us to accept. Purchasing, in conjunction with Academic Technology and User Services is trying to develop a more consistent process of evaluating and processing requests to purchase software. It is extremely helpful if requesters complete the [Software Application Service Questionnaire](#) and include it with your request to approve software on a Pcard, or attach to your Marketplace order when submitting for approval. We have many duplicate purchases of software where a site license may be more cost effective, or there may already be a software package available for your needs. ATUS maintains a [list of software](#) and it is always good to start your software quest with ATUS - [Software.services@wwu.edu](mailto:Software.services@wwu.edu)

### **TEM**

All of the survey results from the vendor demonstrations have been evaluated and compiled. The recommendations are being documented to complete a formal recommendation to the BPII Steering committee. A vendor selection is expected early July. If you have any questions regarding this project, please contact the Project Manager, Kay Siefken [kay.siefken@wwu.edu](mailto:kay.siefken@wwu.edu), or Pete Heilgeist at [pete.heilgeist@wwu.edu](mailto:pete.heilgeist@wwu.edu).

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### **Payment to Foreign Nationals**

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A reminder that website <http://www.wwu.edu/pfn> has been created on the Accounts Payable's page to assist departments who would like to bring a foreign guest to campus. This website contains information as to what forms are needed, types of payments that can be made and templates to use for any correspondence.

If you have any questions about this site or need help with paying a foreign guest, please contact Donna Foley at x6815.

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## Western Marketplace Receiving Reminder

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### Unless you have different procedures for your division, department or college:

- 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.

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## Pcard and OneCard Reconciliation PaymentNet Reminders

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### 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.wvu.edu/b services/p card/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.

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## PaymentNet (Pcard) Reporting Module

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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

Report information	Last Modified	Actions
1099 Merchant	09/14/2017 03:03:54 PM EDT	
30 and 60 Day	09/14/2017 03:03:54 PM EDT	
ACCOUNT LIMIT - MS EXCEL	09/14/2017 03:03:54 PM EDT	
Account Audit	09/14/2017 03:03:54 PM EDT	
Account Audit - MS EXCEL	09/14/2017 03:03:54 PM EDT	
Account Audit new	10/27/2017 10:27:24 AM EDT	Quick Run Delete
This report provides all card changes made over a selected date range. This report lists: Cardholder Last Name, Cardholder First Name, Account Number, Change Date, Change Time, Field Name, Previous Value, New Value and Modified By.		
Fields: Cardholder Last Name, Cardholder First Name, Account Number, Change Date, Change Time, Field Name, Previous Value, New Value and Modified By.		
Output Format: PDF		
Owner: [Name]		
Account Delinquencies	09/14/2017 03:03:56 PM EDT	
Account Delinquencies - MS EXCEL	09/14/2017 03:03:56 PM EDT	
Account Delinquencies new	10/27/2017 10:59:41 AM EDT	Quick Run
Account Suspension Or Cancellation	09/14/2017 03:03:56 PM EDT	

Please contact Brenda Ancheta at x3561 if you have any questions or concerns.

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Training Resources

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Topic		Trainer	Phone
<b>Banner Finance</b>	Using Banner Finance screens, running budget reports.	Diane Fuller or Debbi Baughn	4002 / 3568
<b>Cashiering</b>	Cashiering, cash receipting.	Becky Kellow	3720
<b>JV approvals</b>	Approving JVs in Web4U.	Debbi Baughn	3568
<b>JV data-entry</b>	Entering JVs in Banner, attachments in Nolij.	Debbi Baughn	3568
<b>Millennium FAST Finance</b>	Running data warehouse reports, queries. <i>For scheduled classes, see the HR training site.</i>	Wanna VanCuren	2992
<b>Pcard</b>	Use of the pcard, signing up for a pcard.	Brenda Ancheta	3561
<b>Purchasing</b>	Purchase orders, departmental orders, check requests, department's purchasing authority.	Pete Heilgeist	3127
<b>TEM data-entry</b>	For travelers & delegates: entering travel documents in TEM. <i>For scheduled classes, see the HR training site.</i>	Samantha Zimmerman	3441
<b>Budget Transfers</b>	How to process Budget Transfers using Millennium Fast Budget Module	Carrie Thurman	3029
<b>Budget Authority On-line Training</b>	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: <a href="http://west.wvu.edu/training/">http://west.wvu.edu/training/</a> Accounting Services training site: <a href="https://wp.wvu.edu/acctsvcs/2017/03/20/training-coa-changes/">https://wp.wvu.edu/acctsvcs/2017/03/20/training-coa-changes/</a>			