

**March 2019**

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## End of the Fiscal Year is Fast Approaching!

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Believe it or not there are only 3 months remaining in Fiscal Year 2019! 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 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?
- Do you have any journal vouchers in an in-complete status?

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## New Travel System Update

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Travel Services kicked off their implementation project of SAP Concur as the replacement Travel and Expense Management solution. SAP Concur offers Western a best-in-class platform that connects travel, expense, and risk into one, simple to use solution. SAP Concur meets the needs of Western today, but also provides Western the ability to scale as needs change in the future.

### **What to Expect?**

Over the next few months, the project implementation team will be meeting with campus users, gathering requirements to ensure that Concur is configured to meet Western's needs. Feedback is highly encouraged throughout this process. If you have comments, concerns or feedback please direct them to the project manager [Heidi.Ling@wwu.edu](mailto:Heidi.Ling@wwu.edu) or communicate through your department. The core team was designed to have representation from approvers, travelers, delegates and budget authorities. All feedback is welcome. The team is hoping to have the first pilot rollout in late summer.

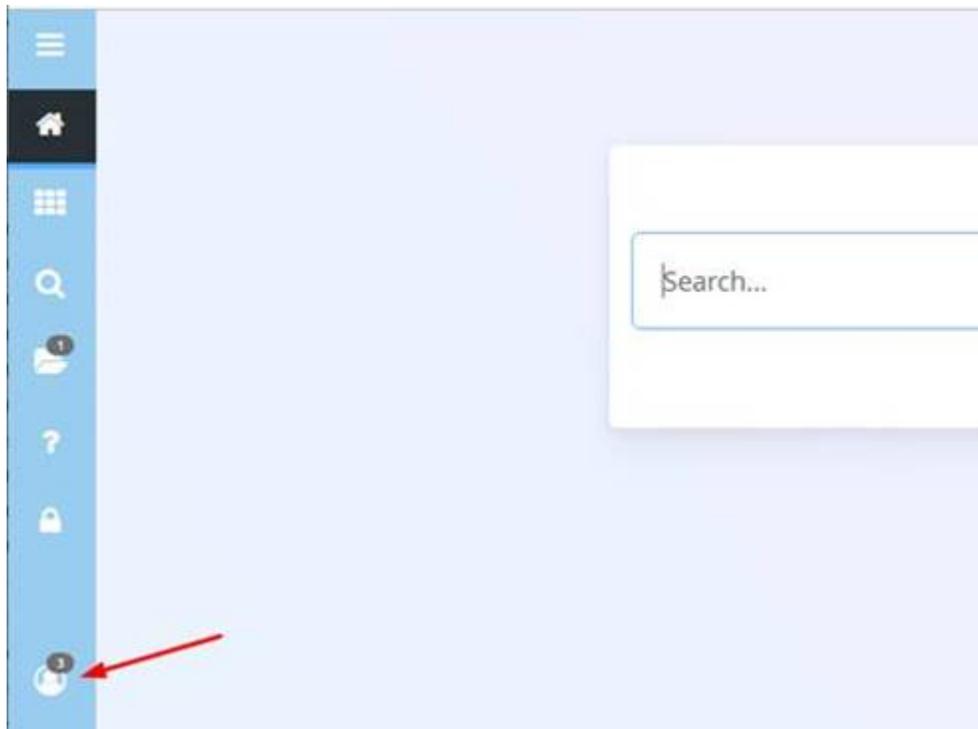
### **About SAP Concur:**

The SAP Concur platform helps connect travel, expense, and risk management solutions into a single platform that provides abundant insight into faculty, staff, student, athletics, and guest travel. The SAP Concur platform simplifies processes, adapts to how work is conducted, and delivers timely information to help manage spend while streamlining the overall end-to-end process, including risk mitigation of travelers (Duty of Care).

SAP Concur currently partners with more than 40,000 clients worldwide, including 400 institutions of higher education. As well, they've built their business for the past 24 years on the foundation around travel, expense management, invoicing, and risk management which includes a dedicated SAP Concur Higher Ed Team to service and support Western.

With SAP Concur's user-friendly configurable rules engine, Western will benefit from a best-in-class travel and expense solution designed to meet its unique and growing travel needs.

**Good news!** With the Banner upgrades last weekend, Ellucian restored the notification icon which shows messages (e.g. JV approval/disapproval) have been sent to you, and are waiting to be marked Complete. This icon appears in the panel on the left-hand side, and shows how many messages are waiting:



**Bad news!** Unfortunately, now that waiting messages are more visible, a GUAMESG defect is also now more visible. This defect can occur as you mark messages Complete, save the change, and then navigate to the next message. Two things may occur:

- At some point, the screen may hang: a “spinning wheel” will appear but not go away.
- The message count may not accurately reflect the number of messages remaining.

This is a known defect, and Ellucian will be fixing it in an upcoming patch. Meanwhile, **here is a workaround** from Ellucian that should help to prevent the problem with the screen hanging:

- **After marking the message Complete and saving, hit <F8>. Then navigate to the next record.**
- **Repeat the save/<F8>/navigate steps for each record you update.**

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## Business Services News

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**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 or by following the link below:

[https://esign.wvu.edu/admcs/forms/Business%20Services/\\_pay\\_req\\_vendor\\_non\\_emp\\_stipends\\_1.asp](https://esign.wvu.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.wvu.edu/admcs/forms/Purchasing/\\_emp\\_reimburse\\_req\\_1.aspx](https://esign.wvu.edu/admcs/forms/Purchasing/_emp_reimburse_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.

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

**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.

**Training Resources**

<b>Topic</b>		<b>Trainer</b>	<b>Phone</b>
<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>	Sharon Colman	3479
<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>	Sally Parsons	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.wwu.edu/training/">http://west.wwu.edu/training/</a>			
Accounting Services training site: <a href="https://wp.wwu.edu/acctsrvc/2017/03/20/training-coa-changes/">https://wp.wwu.edu/acctsrvc/2017/03/20/training-coa-changes/</a>			