



Important Year End Dates

June 24th	<ul style="list-style-type: none"> ◇ Recommended last day for online P-card purchases. Items must be received and charged prior to June 30th. ◇ Recommended last day for in-store P-card purchases. No further P-card use until July 1, 2019. ◇ Recommended last day to submit journal vouchers for July 2018 – May 2019 activity/corrections. ◇ Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements.
June 27th	<ul style="list-style-type: none"> ◇ Final Fiscal Year 2019 A/P check run.
June 28th	<ul style="list-style-type: none"> ◇ All cash/checks received must be deposited by 4 p.m. ◇ All petty cash and change funds must be verified. ◇ Final opportunity to process emergency checks. ◇ All goods/services must be received to be paid with Fiscal Year 2019 funds.

End of the Fiscal Year is Fast Approaching!

Believe it or not there is only 1 month remaining in Fiscal Year 2019! 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?
- Do you have any journal vouchers in an in-complete status?

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 Brenda Ancheta at x3561.

Travel Desk Updates

To prepare for the implementation of SAP Concur as the replacement Travel and Expense Management solution, please review your travel [approval lists](#). See types of Approvers defined [here](#).

To remove travelers who have left the university, please email travel.services@wwu.edu. To make changes for current employees, please complete a [TEM Delegate and Supervisory Approver Maintenance Form](#).

Plan ahead for summer break! If you will be out of the office you may assign a Proxy Approver to approve on your behalf. This can be set up as far in advance as you'd like.

Business Services News

Marketplace Review

We are still performing a system review of Marketplace and its vendors, to help us prepare for the next 12 months and maximum utilization of the tools we are going to send out a survey to all Marketplace Users. This data will be analyzed and help form our improvement plan within the tool. In procurement, we are currently driving toward increased number of non-Catalogue Vendors in Marketplace our Target is 500 vendors in 2020.

Procurement will also be reaching out to Departments who are top 5 spend on each Catalogue supplier to improve experience and spend with Catalogue vendors and conduct price checks against contracts.

Fiscal Year End

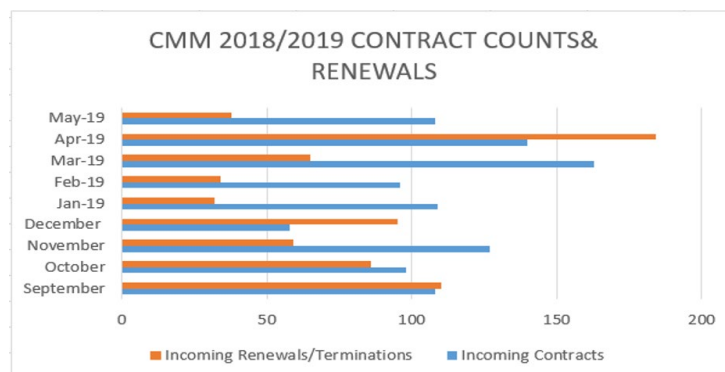
Please note - any orders placed in The Marketplace at the end of FY 2019 that have outstanding items will be rolled over to FY 2020.

Please remember to make a comment in The Marketplace PO's internal notes as to when items were physically received, i.e. June xx 2019 or July xx 2019. Accounts Payable requires this information so that the expense(s) can be recorded to the proper fiscal year.

For Renewal of Open/Blanket Order: Procurement will be sending out notifications via email this week on Orders that need action before Fiscal End. The new Eform for Open/One-time/ Standing/ Blanket/Renewals (aka the Swiss Army Knife of Order forms) will go live the week of June 10th. Paper forms are still accepted for this fiscal year end.

Contract Admin

We have 2948 Active contracts in CMM currently. See Attached Volume Count for New and Renewals

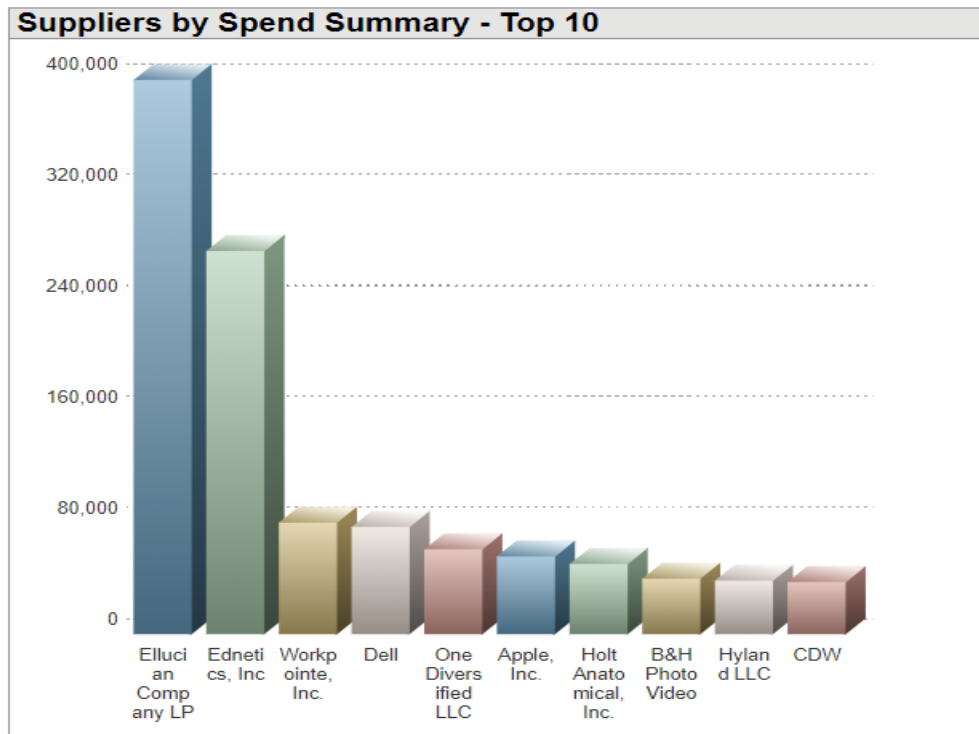


Fun Facts

Contracts are averaging 30 incoming new Contracts a week.

For May, The Marketplace Spend was \$1,452,546.00 with just under 400 POs. The majority of our orders were non-Catalogue and mainly Software.

Our top Spend Suppliers for May were:



Training

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

<http://training.wvu.edu/>

The next Marketplace drop in training is:

June 28th at 10:15 am in HU242 – there are spaces available

The next CMM Submitting Contracts training will be scheduled in August and some multi-system training: Dates to follow

We will also be scheduling some Marketplace Training for New Employees in the coming weeks.

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.

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/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

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. <i>For scheduled classes, see the HR training site.</i>	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. <i>For scheduled classes, see the HR training site.</i>	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.wvu.edu/training/>
Accounting Services training site: <https://wp.wvu.edu/acctsrvcs/2017/03/20/training-coa-changes/>