Travel Desk Updates

We are pleased to announce SAP Concur, a cloud-based enterprise wide travel and expense management solution, will go-live on Monday, December 9, 2019 for a select group of pilot users and early adopters. Phased roll out and training to campus users begins in January 2020.

- ✓ One solution for:
  - Travelers to request trip authorization, book flights and hotel, store itineraries/receipts, and create expense reports
  - Receipt and other travel document management and reporting
  - Approvers to review, audit and approve travel requests and reimbursements

- ✓ Mobile technology allows:
  - Travelers to manage trips and expenses on the go
  - Users to take pictures of receipts and add to expense reports
  - Approvers to remotely review and approve requests and reports

- ✓ Built-in tools and guides help travelers get documents approved with fewer returns for correction.
- ✓ Transparent view of document status and approval routing; ad hoc approvers as needed.
- ✓ Locate functionality to identify and contact travelers in case of an incident, including risk level notifications and real-time messaging.
- ✓ Questions? Please contact Heidi Ling ext. 4220 or Sally Parsons ext. 3341

Payment Cards (One Card)

Dear Campus Community,

As of August 2019, the payment cards have moved from Business Services to Treasury Services. Brenda Ancheta, the longtime card administrator retired then as well. Trina and I are excited to be taking on this program to see what two new sets of eyes can bring to it! There has been a steep learning curve and we are still learning. Primary focus has been on the largest card program on campus – what is commonly referred to as the One Card. We also manage and support the Fleet card program and the Corporate Travel card. This means that we have 3 separate systems to learn. We are thankful that we work with a lot of people who are understanding and patient!!

We've had the opportunity to meet with a few groups around campus and welcome the chance to meet with any of you that would like a more intimate introduction and discussion. Our first priority is to learn the systems and the current policies and procedures so that we can better serve you. Our ultimate goal is to provide you with an efficient system that allows you to make the purchases you need to make when you need to make them and at the same time safeguard the University's assets.

One of the things we've learned is that there is a misconception on how approvers, backup approvers, and reviewers are set up in the system. Bottom line is that there is NOT a direct connection between an approver and a cardholder. *People are not assigned to people*. Each person and card is assigned to a

hierarchy which in PaymentNet is actually the primary ORG code for the individual. This is complicated and VERY difficult to explain in a few sentences. So, I am going to leave things at that until we can figure out a way to explain this more thoroughly so that everyone can understand!

As you can imagine after so many years with the same systems there is a lot of clean up that needs to happen. We have lots of ideas on how to make this program more efficient and as easy to use as possible but are limited in what we can do until we get another person added to our group. We are working on that! Most of the clean-up will happen with minimal impact to you. Any changes that we think may need to be made will not happen without fully understanding the impact on the users. With the exception of security related changes we will be sure to reach out for your input.

Please share this information with individuals involved in the Payment Card program. If you have any questions or concerns, please contact Trina Evans at ext. 3136 or evanst20@wwu.edu or Becky Kellow at ext. 3720 or kellowr@wwu.edu .

Thank you for your time!

Becky Kellow
Assistant Director, Treasury Services

## Business Services Information

Marketplace Review

Marketplace has been busy; we have the following new Catalog Suppliers coming on board for 2020:
- Staples – for Office Supplies
- Graybar –for Electrical, communications and data networking products
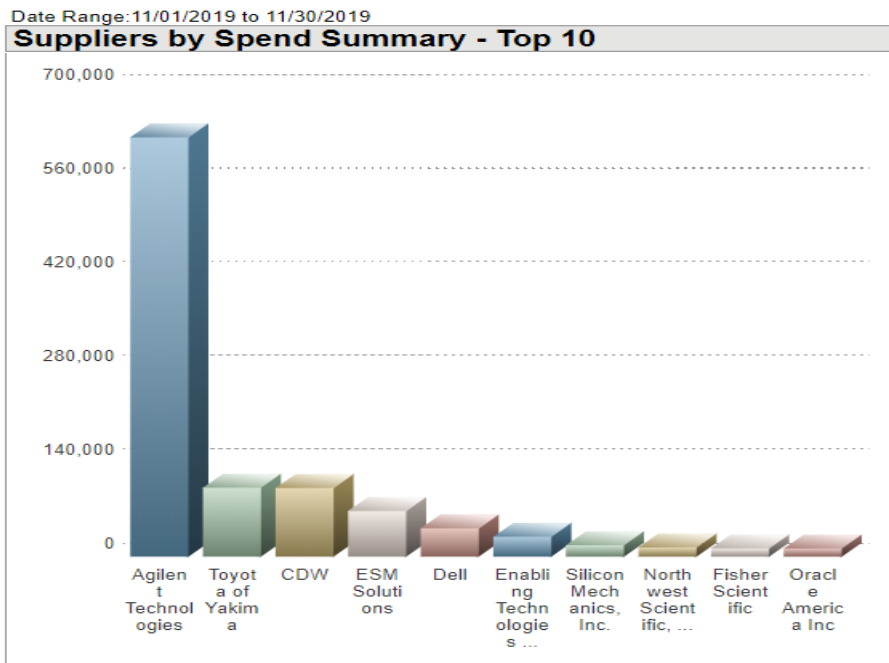- Blackburn – Local Furniture Vendor
- Amazon Business

Big things are happening in Marketplace 2020. There will be a product relaunch and rebrand first quarter 2020. New functionality and search capabilities to come.

Marketplace Spend
We had a record month in Marketplace with $1,148,201.96 spend bringing our fiscal Year Spend to over $4m.

Western Marketplace Total Monthly Spend Year/Year
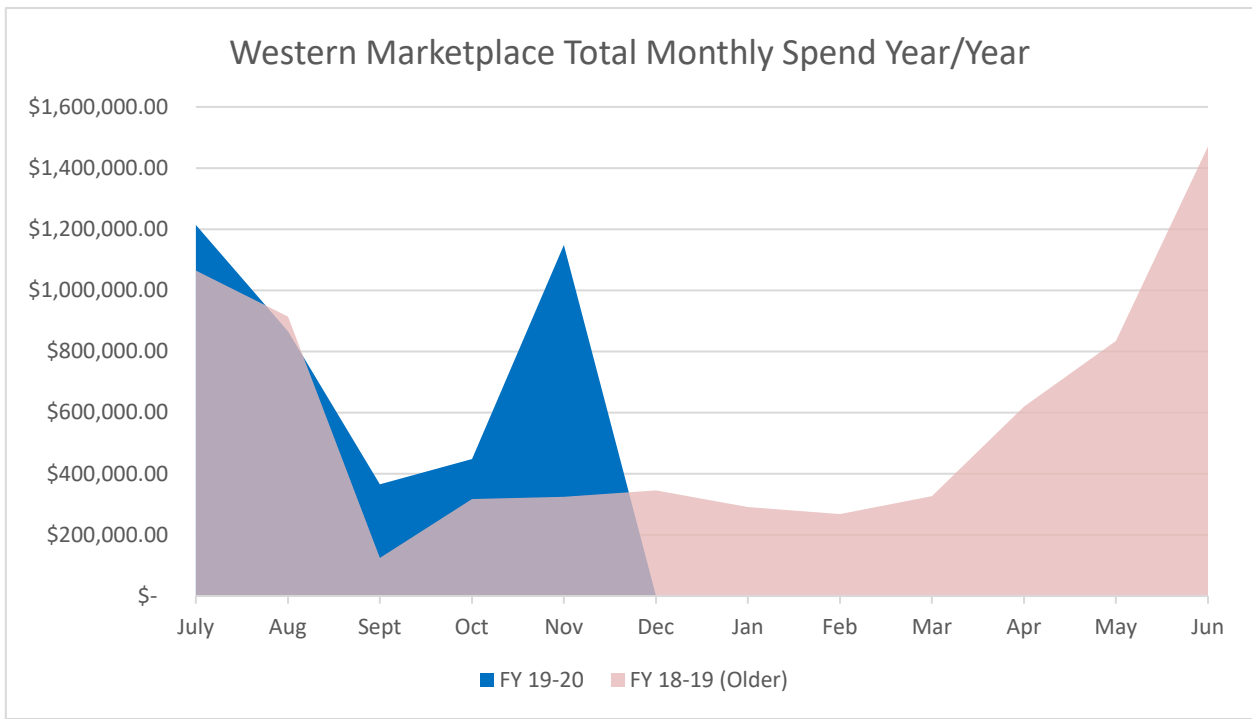
Top 10 Suppliers for November

Date Range:11/01/2019 to 11/30/2019

Suppliers by Spend Summary - Top 10

Contract Admin

Contract Admin has seen a steady flow of new contracts averaging 25-30 a week. Winter is typically one of our busiest periods due to internships. We also have just over 100 contracts coming up for renewal or termination in December.
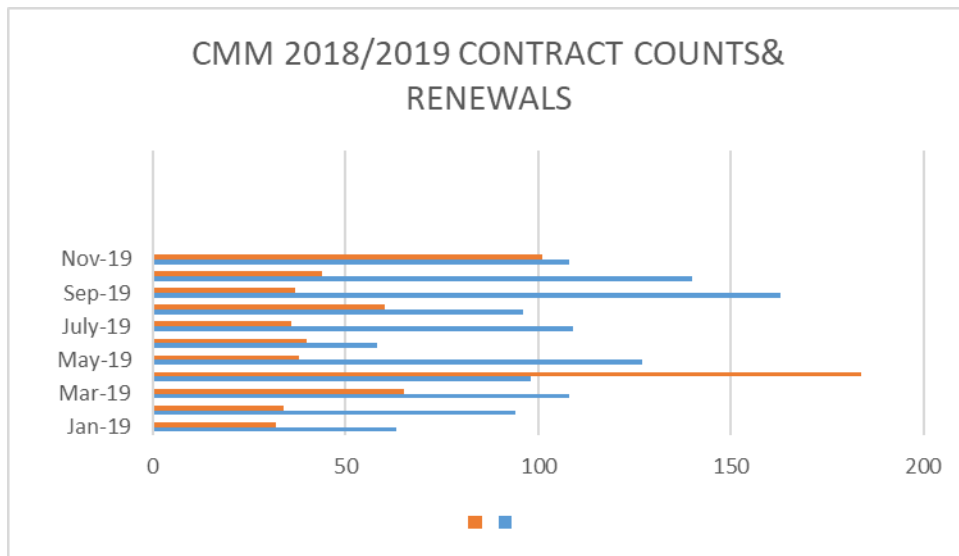

Blue is new Contracts and orange is renewals.

CMM is coming up for its 18-month review, Contracts has put together an enhancement list to improve features in the system. Updates will be provided early 2020 on these changes.

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

Amazon Business
Our Spend for November was $29,569.71
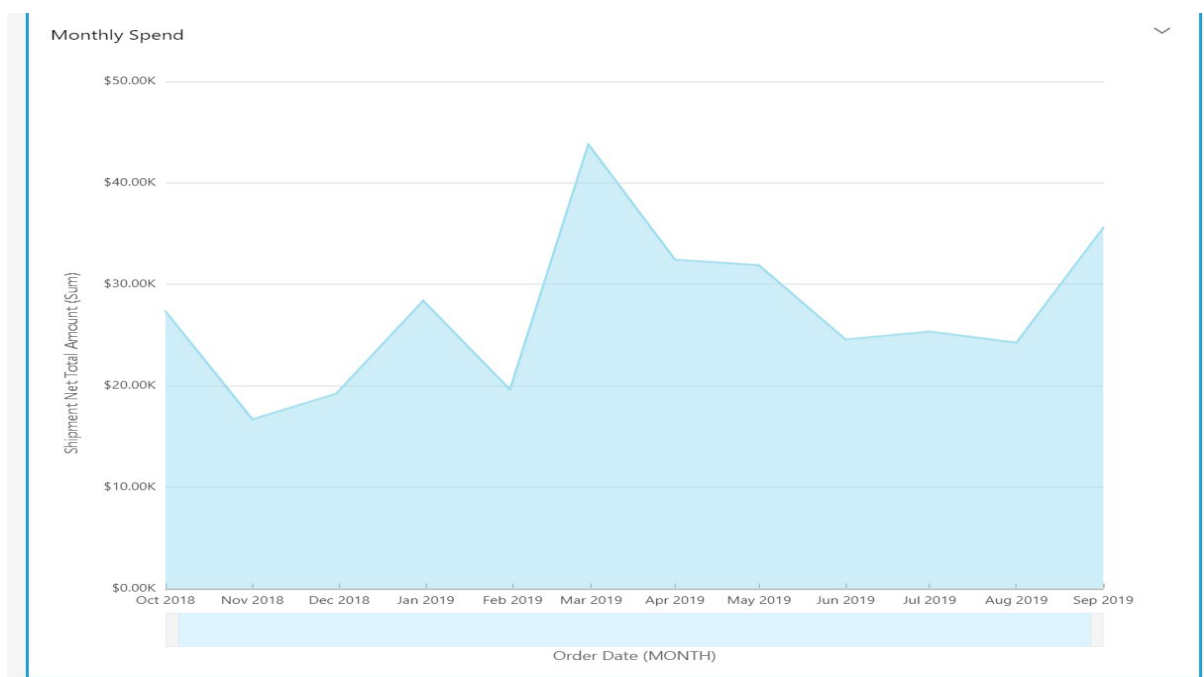
Training

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

http://training.wwu.edu/

The next **CMM Submitting Contracts training** is December 13th 2019 10:00am in HU242 – there are spaces available.

New Training Initiative – **Multi System Training for CMM, Marketplace and Concur** – this will be a drop -in training for all three systems where support and training will be available based on your questions / needs. This will be scheduled for February 2020

Other News
Procurement would like to welcome back Claire Chouaniere as Procurement Support. Claire worked in Procurement 2008 to 2012, we are happy to welcome her back.

Contracts would like to congratulate Janette Rosebrook as she steps into her permanent Role as Contract Administrator. Janette joined WWU in 2017 as temp working into a project role and now the Contract Administrator Role. She also completed her Masters in Creative Writing this year, which helps greatly with her technical writing skills. We are excited to welcome Janette as a permanent member of the team.

Contracts would also like to welcome Shawna Gilleland to WWU as Contracts Assistant Temp. She is doing an excellent job and is a great addition to our team, Welcome Shawna.

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 PaymentNet 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.

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
Payment Cards	Questions related to any payment card on campus – purchases, travel, or fuel.	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/			