January 2014

Welcome Pete Heilgeist

Pete Heilgeist has been named the new director of procurement/business services at Western. Heilgeist has served as director of purchasing for Southern Utah University for the past 19 years and has 10 years of experience in private industry with Rockwell International. Welcome to Western Pete!

http://onlinefast.org/wwutoday/news/new-director-named-for-procurementbusiness-services

Congratulations Sue Sullivan

Sue Sullivan has been named the new Director of Environmental Health and Safety at Western. Sullivan has worked as a safety officer within EHS for the past 11 years, where she has managed Western's hazardous waste program.

http://onlinefast.org/wwutoday/news/sue-sullivan-named-new-director-of-environmental-health-and-safety
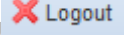
New Paymentnet 4 System for the Pcard

Our migration to PaymentNet 4 is rapidly approaching. There are a number of new functions and features that you will notice as you begin your experience on February 14, 2014. We are requiring all PCard reviewers and approvers to take PaymentNet 4 training before accessing the new PaymentNet payment processing website. The training is broken up into four sections with brief video tutorials that will help you navigate the new system. The training should take approximately 30 minutes and should be completed before February 18th.

You will be receiving an email invitation from Canvas at WWU to participate in the Western Credit Card Training. You will be directed to the Welcome screen that will provide instructions on the training portal. Once again, this training is only for PCard Reviewers and Approvers. If you have any questions or concerns, please contact me.

Brenda Ancheta x3561 (PCard Administrator)

Accounting JV and TEM approvers

With so many employees on campus now doing accounting JVs and TEM approvals, staff moving from one department to another has the potential to cause authority "gaps" at each end of the move. The department that the employee is leaving may suddenly no longer have a valid budget authority, JV approver or TEM approver and conversely that employee will not yet be set up to perform those same activities for their new department. The result is there is either no approver or the approvals are sent to the wrong individual. Please remember that it is important to contact Accounting Services to get the paperwork going to arrange for transfer of the approval responsibilities prior to a staff move. For Banner access to create/approve JVs, use web form Banner/Finance & Millennium Data Warehouse Access Request. For spending authority to approve TEM/JVs, use web form Budget Authority Authorization. For assistance, please contact Debbi Baughn at x3568.

Please remember to actually logout of Nolijweb by clicking ✖ Logout . If the browser window is closed without clicking ✖ Logout , the folder that you were in is locked from other users.

News from Business Services

Business Services has launched a Department Travel Card Program.

It will be used for making travel arrangements for individual and/or group travel for:
- Student or Student Group Traveling on University Business
- Faculty and Staff traveling on University Business

- Non- University employees (including Candidates for a position, speakers, guest lecturers and other individuals which the University has agreed to pay travel expenses)

It can be used for the following travel expenses:
- Airfare, rental car, charter and rail
- Hotel/lodging
- Registration fees
- Vehicle Rental

For more information about the program refer to the program guidelines linked below.
http://www.wwu.edu/bs/travel/documents/DTC_Guidelines.pdf

To get started, all participants of the program must participate in the mandatory online training, linked below. A quiz to follow after the training, upon a passing score of 70% the necessary application documents will be forwarded to you.

http://www.wwu.edu/bs/travel/TCTraining.shtml

Thank you.

Sales Tax Reminder – P-Card Transactions

WWU must pay tax on all goods and certain services – 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. These errors can be corrected via a journal voucher. Please contact Brenda at x3561 with any questions.

Banner Initiatives – Update

There are notable developments in several Banner Initiatives projects, including:

CASHNet eMarket Site Implementation
The team has recently implemented an eMarket site for Career Services and International Programs. The team is currently working on several sites around campus including Western Front and CEAS. Payment integration between Parking's software packages and CASHNet which is scheduled to go live on 2/4 has been completed by the team in January. The team is also exploring the payment integration between software packages already in use by Campus Rec and Equipment Surplus. A website explaining our eMarket tool is in the works and should be available for the campus soon. The eMarket payment tool ensures secured online collection of cash via all major credit cards that gets deposited immediately in your department fund. If you're planning to accept payments for any type of service or item, please contact Becky Kellow x3720 to discuss available options.

Facilities Information Management Project
The first project, Space Definitions and Standardization, has generated recommendations on standardizing space data and project sponsors have provided responses to each recommendation. The second phase of the project, which focuses on addressing cross-functional issues and business process analysis is working on designing and implementing items that can be implemented within the next 3-4 months which includes updating FAMIS space information based on the current Banner information, implementing FAMIS credit card function to streamline PCard purchase process. They are also working on a long-term project plan after the quick wins.

Parking T2/CASHNet/Banner Integration for Online Payment Project
This project is in its final stages with the system being rolled out on February 4, 2014. As of February 4, 2014, citation payments and daily/weekly permit purchases are available online. Customers needing to purchase daily and weekly permits are able to print their permit from the online system for display in their vehicle. In addition, parking enforcement officers have the ability to download citation information into the system at the time the citation is given for immediate payment capability. To align with permit cycle, all other permit applications and purchases will go online in Spring/Summer or Fall 2014.

Banner Travel & Expense Management (TEM) Module
The TEM team is finalizing its rollout and conducting final training. There are currently over 1,500 people set up to use TEM.   The team will continue to support TEM with further rollouts and training.

You can also find more information about TEM on Travel Service's TEM website (http://www.wwu.edu/bs/travel/tem/) or by contacting Travel Services at x3341 (Travel.Services@wwu.edu) or Devlin Sweeney at x4550 (Devlin.Sweeney@wwu.edu).

Banner Fixed Assets Implementation
The purpose of this project is to implement the Banner Fixed Assets module and replace the "custom" Banner forms and external reports that are currently used to reconcile Fixed Assets. An external consultant is scheduled to be onsite the week of March 3. During that week, he will assess our current implementation, assist in building a crosswalk to the Fixed Assets module and help generate a project plan.

Procure to Pay Project
Imagine if you could experience a shopping cart experience instead of filling a paper purchase form. The Procure to Pay project will provide recommendations on automation of a Procure to Pay process by May 1, 2014. The approved initiation paper is available for review in the following folder: P:\FISC\Public\Banner Initiatives Projects\Procure to Pay. The project is in the initial stage of forming five divisional sub-teams. If, in the next few weeks, you are asked to participate on your Division's team – please say yes. It will be an opportunity to provide input at the start of the project. The teams should start meeting in February.

If you have any questions regarding Banner Initiatives projects, please contact Wanna VanCuren at Wanna.VanCuren@wwu.edu

Pcard Reminder for Reviewers and Approvers

If you know you will be on vacation during the pcard monthly closing/downloads and during the fiscal yearend closing period, please be sure that a backup Reviewer or Approver are in place. If you do not have a backup, please contact Brenda Ancheta at extension 3561, and she will ensure that appropriate backup during your absence is set up.

Pcard Website Updates

The Pcard Website has been updated for convenience and ease to Cardholders. The following have been added: Allowable Purchases, Acceptable Use, Unacceptable Purchases and Pcard Quick Reference Guide.

For complete information about the Pcard Program visit the pcard website.
http://www.wwu.edu/bs/pcard/index.shtml

Visit our new "Pcard Mall" that provides a list of Contracted Vendors you may go directly to and make your purchase without having to go through Purchasing, now available on the Pcard website.
http://www.wwu.edu/bs/pcard/mall/index.shtml

For questions, please contact Brenda Ancheta, Pcard Administrator at ext. 3561.

Training Resources

Topic		Trainer	Phone
Banner Finance	Using Banner Finance screens, running budget reports. *For a training document on how to run reports, contact Sheryl x3040.*	Diane Fuller	4002
Cashiering	Cashiering, cash receipting.	Becky Kellow	3720
JV approvals	Approving JVs in Web4U.	Diane Fuller	4002
JV data-entry	Entering JVs in Banner, attachments in Nolij.	Diane Fuller	4002
Millennium FAST Finance	Running data warehouse reports, queries. *For scheduled classes, see the HR training site.*	Wanna VanCuren	2992
Pcard	Use of the pcard, signing up for a pcard.	Brenda Ancheta	3561
Purchasing	Purchase orders, departmental orders, check requests, department's purchasing authority.	Susan Banton	2430

TEM approvals	For approvers and proxies: approving TEM travel documents. *For scheduled classes, see the HR training site.*	Sharon Colman	3479
TEM data-entry	For travelers & delegates: entering travel documents in TEM. *For scheduled classes, see the HR training site.*	Emmett Folk	4550
HR training site: http://west.wwu.edu/training/			