



November 2015

Fiscal Year 2015 Financial Audit

Western's financial statement audits are complete and the reports will be available in December. Western and its audited auxiliary units each received unmodified opinions, which is largely due to the campus' great work with monitoring its financial activities so that they are recorded appropriately in Banner.

P-Card Account Code Default – Unreconciled Expenditures

Effective January 1, 2016, all P-Card accounts will be updated to reflect expenditure code E999 – Unreconciled PCARD Transactions. Cardholders must reconcile the E999 account code to its appropriate transaction expenditure code prior to the monthly download. For transactions downloaded to Banner with an expenditure code of E999, the cardholder will be required to prepare a Journal Voucher (JV) to correct.

The purpose of this change is to more closely adhere to current procedures and to capture accurate expenditures made through the P-Card program, based upon a recommendation from the Banner Initiative Chart of Accounts Review project. We will begin the update starting in mid-December to meet the January 1st deadline.

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.

Banner Initiatives – Update

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

Facilities Information Management Project

The FM RFP Evaluation Committee completed evaluations of the onsite demonstrations held in August for the three (3) short listed vendors. The team is completing detailed comparison analysis working towards making a recommendation on the finalist to the Banner Initiatives Steering Committee at an upcoming meeting.

Building on information gleaned through the detailed evaluation process, Facilities Management continues to spearhead improved spatial data integration for campus. Completion is planned for January 2016 to support advance planning for the new Facilities Information Management System (FIMS).

The current phase of BPA analysis is a joint study with FDCB on shared processes looking for overall efficiencies which may affect the final vendor selection. Completion is planned for December.

If you have any questions regarding this project, please contact the Project Managers, Deanna Reynolds at deanna.reynolds@wwu.edu or Greg Hough at greg.hough@wwu.edu.

Procure to Pay Project

Western Marketplace continues to grow in the month of November. B and H Photo and Dell Online are now live in our Marketplace. Commercial Office Interior (COI) is slightly delayed but will be up and running before year-end. The vendor enablement team is currently working with Grainger and CDWG. If you have suggestions or questions about catalog vendors to be placed on the Western Marketplace, please contact Pete.Heilgeist@wwu.edu x3127.

The implementation team continues to offer training for both shoppers and approvers. If your department wishes to be on the next roll-out schedule, please contact Wanna VanCuren via email at Wanna.VanCuren@wwu.edu or phone at x2992; Susan Banton via email at Susan.Banton@wwu.edu or phone at x 2430; or Pete Heilgeist via email at Pete.Heilgeist@wwu.edu or phone at x 3127. You may also contact your Division Procure-to-Pay Team liaison. (Mark Okinaka, Debby Short, Mary Seaton, Lori McNeil or Tom Jones.)

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at Wanna.VanCuren@wwu.edu or Susan Banton at Susan.Banton@wwu.edu and Pete Heilgeist at Pete.Heilgeist@wwu.edu.

Banner Chart of Accounts Review Project

In November, project owners Teresa Hart and Mike Ulrich kicked off Phase 2 of the Chart of Accounts Review project. During this phase, the project team will work to implement the identified recommendations from Phase 1 of the project. The project team has already begun working on repairing roll-up codes to be non-data enterable and changing the default account code for all PCard transactions to E999. Additionally, Accounting Services has begun meeting with some departments to develop program codes that would offer full flexibility and potential for tracking activity (possibly in lieu of activity codes).

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu, or Teresa Hart at teresa.hart@wwu.edu and Mike Ulrich at michael.ulrich@wwu.edu.

FDCB – Public Works Software

FDCB and BFS are wrapping up final business process analysis for Capital Budget so that those results can be factored into a final software selection for this project. This work is scheduled to be complete in December with a system recommendation following shortly thereafter. This recommendation will be presented to the Banner Initiatives Steering Committee at an upcoming meeting.

If you have any questions regarding this project, please contact the Project Manager, deanna.reynolds@wwu.edu or Ed Simpson at ed.simpson@wwu.edu.

Parking Automation Project

For the month of November, Parking staff continues to work with the vendor, T2, and it's consultants in identifying system and process improvements. In addition to researching a License Plates Recognition (LPR) system, the team also looked into some possible additional modules – Events Management and Appeals Management. A recommendation paper including upgrade of current Pay Stations and implementation of LPR will likely be presented to the Banner Initiatives Steering Committee Sponsors and the Banner Initiatives Steering Committee in the near future. LPR technology will allow Parking's enforcement officers to drive through the parking lots with cameras mounted on their vehicles reading vehicle license numbers that are registered with Western's parking system. This system can also be linked to Bellingham Police in tracking lost or wanted vehicles, strengthening the security of Western's campus.

The team has also been busy implementing an important upgrade of the pay station administrative software from EMS to Iris. For the month of December and early part of January, the team will work on upgrading the parking online front-end interface from eBiz to the new FlexPort. This new interface will give our students, faculty, staff and visitors a much more pleasant user experience with their smartphones and tablets.

If you have any questions regarding this project, please contact the Project Manager, Bob Schneider at Bob.Schneider@wwu.edu.

Talent Management

The Talent Management project had 4 vendors respond to RFP. One has since withdrawn. The project team invited Ellucian and PageUp to come to WWU and give demonstrations of their applications. Demonstrations were held in early December. If you have any questions regarding this project, please contact the Project Manager, Vic Kiel at vic.kiel@wwu.edu.

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

Pcard Reconciliation Paymentnet Reminders

Account Codes E399 and E999

PaymentNet transactions must be reviewed by the Cardholder and approved by the Approver and reconciled prior to the monthly download schedule. The Account Codes "E399" and "E999" must be changed to reflect the appropriate account code for the transaction type. Any transactions after the download with account codes E399 and E999 will require submission of a Journal Voucher to correct.

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Users with multiple roles

Effective March 23, Enhancement to PaymentNet, users with multiple roles will now experience separate views for 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 and 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. These 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/bservices/pcard/pntraining.shtml>

If you have any questions contact Brenda Ancheta, Card Administrator at extension 3561.

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. <i>For a training document on how to run reports, contact Sheryl x3040.</i>	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>	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.	Barbara Lewis or Linda Swanson	3068 / 2553
TEM approvals	For approvers and proxies: approving TEM travel documents. <i>For scheduled classes, see the HR training site.</i>	Devlin Sweeney	4550
TEM data-entry	For travelers & delegates: entering travel documents in TEM. <i>For scheduled classes, see the HR training site.</i>	Devlin Sweeney & Samantha Zimmerman	4550 / 3441
Budget Authority On-line Training	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: http://west.wvu.edu/training/			