



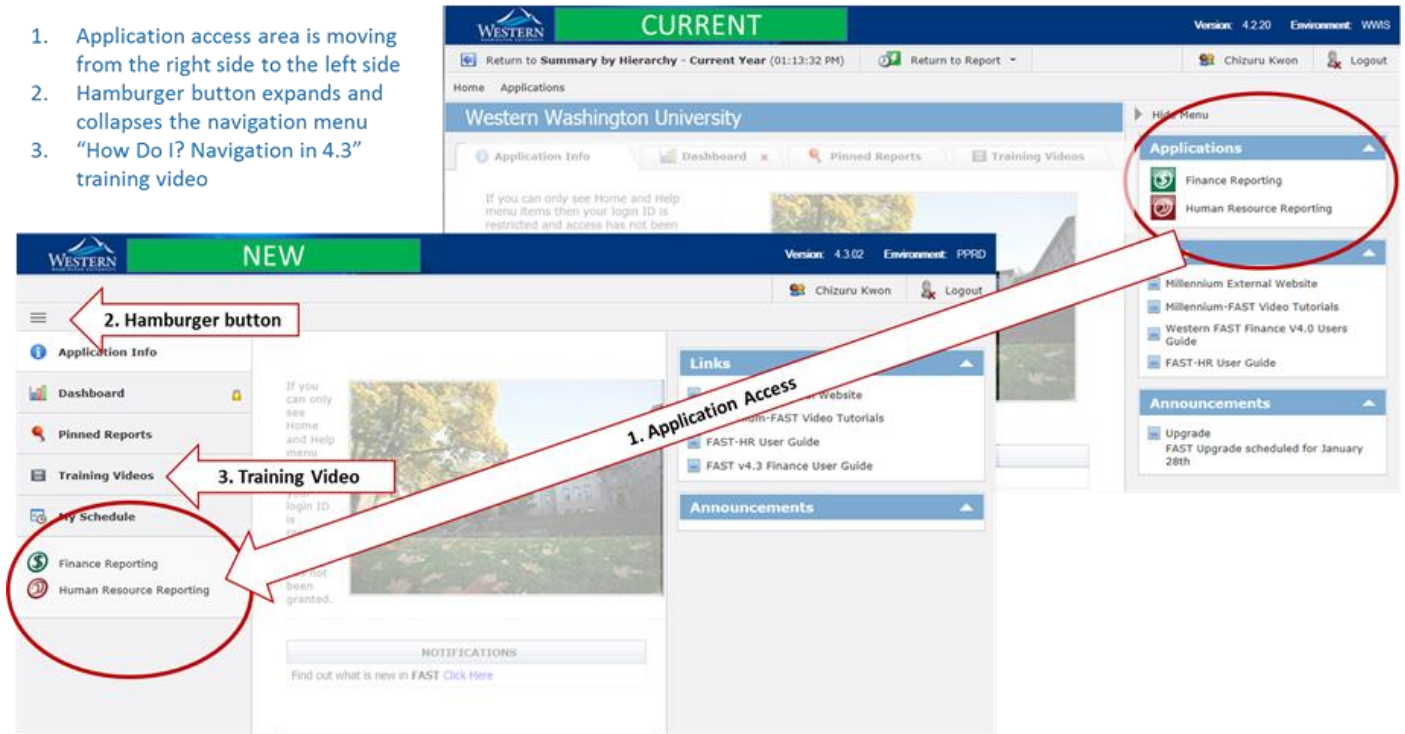
Millennium FAST Date Warehouse Update – January 2016

Since our last major upgrade two years ago, Millennium has continued to enhance their system for a better user experience. FAST Finance and FAST HR were updated on **Thursday January 28th** and has a slightly different look and feel of the “Home” page when you first log in. There are no other changes to any features or existing reports.

You can download or view the new the user guide with these links: [FAST Finance](#), [FAST HR](#)

The differences are:

1. Application access area is moving from the right side to the left side
2. Hamburger button expands and collapses the navigation menu
3. “How Do I? Navigation in 4.3” training video



We also have two Millennium FAST Finance Training classes. These classes focus on FAST Finance, whether you are a new user or just want a quick refresh on some of the new features.

Date	Time	Location	How to register
2/19/2016 Friday	2:00 – 4:00 pm	HU242	Click here to register
4/15/2016 Friday	2:00 – 4:00 pm	HU242	Click here to register

Western Marketplace Receiving Reminder

Please remember to go online and receive your items. The packing list is then attached at the header level. If you do not have a packing list make an internal note that there was no packing list. AP will then come into the Marketplace, attach the Invoice and close the order.

Remember:

- Receive the items
- Attach any packing slips
- (and do not close the PO) – AP will close the PO after the invoice has been processed

W-2s Are Now Available Online!

W-2s are now available online! You can access your W-2 by following these easy steps:

- Login to Web4U
- Click on “Employee”
- Click on “Tax Forms”
- Click on “W-2 Year End Earnings Statement”
- Select Tax Year 2015
- Click on “Display”

Note: if you have not yet signed up to receive your W-2 electronically, you must provide your consent before you can view your W-2 on Web4U.

To Print your W-2:

- Click on “Printable W-2”
- Print

If you have elected to receive your W-2 electronically, you will not receive a mailed copy. If you have not elected to receive your W-2 electronically, your W-2 will be mailed to your W-2 address no later than February 1, 2016.

Click [here](#) for instructions on how to read and understand your W-2.

Pcard Reviewer Reminder – Use Either a Fast Index **OR** Fund/Org/Program

A friendly reminder that when you review pcard charges and enter funding information, if there is data in the Fast Index field in PaymentNet, this is where the transaction will post in Banner Finance. If you wish to not use a Fast Index, clear the Fast Index field then enter a Fund, Organization, and Program codes. All three of these elements are required. If you choose to use a Fast Index do not put information in the Fund, Organization, or Program code fields. By using this either/or approach, you will help the charge post to the desired funding string.

Online Accounting Journal Voucher Reminder

Here are two easy things you can do to speed up the review process of your submitted Journal Vouchers (JVs). First, when entering the explanation in the Document Text area, please make sure to tick the print box beside each line of text, prior to saving. If you don't, reviewers cannot see what you wrote and may disapprove the document. Second, please remember that back-up is required for all accounting JVs. For any accounting JV, you must attach back-up in Nolijweb. Journal Vouchers without back-up will not be approved by Accounting Services and may be disapproved if back up is not obtainable.

Banner Initiatives – Update

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

Facilities Information Management Project

The Banner Initiatives Steering Committee approved the FM RFP Evaluation Committee's recommended vendor selection at the January 2016 meeting. The contract negotiation process has started under the leadership of Purchasing. Concurrently, Facilities Management continues to spearhead improved spatial data integration for campus and is now moving towards implementing many of the key business process recommendations to improve overall efficiencies in preparation for the new Facilities Information Management System (FIMS).

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

Great News! Apple will go Live in Western Marketplace in February. Campus shoppers can directly purchase Apple computer products from Western Marketplace at that time. If you have suggestions about placing catalog vendors on Western Marketplace, please contact Pete.Heilgeist@wwu.edu x3127.

Another feature that the team is working on actively in January in eInvoice, ESM eInvoice allows vendors to send their invoices to Western automatically through our eProcurement platform. Through integration with Banner, these invoices will be processed in from ESM directly into Banner Accounts Payable. While the team is still running unit testing, the plan is to work with one existing Western Marketplace vendor with this new feature in February or March.

In addition to eInvoice, the project team will start looking into the use of "non-catalog" orders in the Marketplace. The team is planning on utilizing "Non-catalog" feature to replace the current manual check requests or reimbursements processes. The team will seek input from campus users prior to any changes in current practice. Stay tuned for this as more information will be communicated through the divisional liaisons throughout the next few months.

Due to change of personnel within Contract Administration, the implementation of the Contracts Module is now schedule to begin in May/June 2016.

To ensure proper tracking of training classes, Western Marketplace training will now be available for registration through Western Training. You may register or request a class through the training site: <https://west.wvu.edu/training/>. Below are the schedules for February 2016:

02/09/16 HU 242 8:30 to 10 – Learn to Shop, Receive and Approve Orders
02/09/16 HU 242 10:30 to 12 – Learn to Shop, Receive and Approve Orders
02/23/16 HU 242 1:00 to 2:30 – Learn to Shop, Receive and Approve Orders
02/23/16 HU 242 3:00 to 4:30 – Learn to Shop, Receive and Approve Orders

02/19/16 AC130A 1:30 – 2:30 –Second Level Approvers, How to approve orders.

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

Since kicking off Phase 2 of the Chart of Accounts project in mid-November, the Accounting Services sub-team has made progress on the clean-up of the current CoA. In late January, the Training and Budget sub-teams had their kick-off meetings and most of the team members for these sub-teams have been identified. The project team is reaching out to the department managers requesting approval for their participation. Keith Lyon from Accounting Services is leading the Training sub-team while Linda Teater and Michael Ulrich are co-leaders of the Budget sub-team. If you have any questions related to these two sub projects, please feel free to contact the team leads accordingly.

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

The FDCB – Public Works Software recommendation paper was approved at the January 2016 Banner Initiatives Steering Committee meeting. Negotiations for the software will begin in February with a signed contract expected in the March/April time frame. Implementation is expected to start later in the spring and last for approximately the next 12 months.

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

January has been another successful month moving the Parking Automation Project forward. The Parking team working with T2 installed a major upgrade of the customer portal for T2 where our customers purchase permits and pay for citations on-line. This new portal, called FlexPort, is now in production. The new interface will give our students, faculty, staff and visitors a much more pleasant user experience with their smartphones and tablets.

Most of the components for the pay station upgrades and the LPR (License Plate Recognition) projects have been ordered. The new Luke pay stations have arrived. Facilities Management is currently working on the installation of the new pay stations. Some concrete platforms have already been set into the ground at new locations. New pay stations will be installed soon. These new pay stations will be solar powered, have full keyboards, and have lighting so customers can see the keyboards. The pay station upgrade is needed to provide future credit card compliance and to provide full keyboards to support the future LPR functionality.

The above prepares us for the implementation of the new LPR system, Pay-By-Cellphone, and permit by license. These are scheduled for a June implementation.

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. Most parking permissions will be based upon the customer's license plate number. Customers will no longer need a physical printed permit to hang from their mirror or lay on their dashboard. Customers will be able to change their license numbers online when they need to use another vehicle. Customers will be able to easily see their permits, citations, and appeals all online. While most pay stations will still be available for visitors to use, with LPR implementation, visitors will be able to purchase short term permits via a cellphone app making that purchase much easier.

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

Budget Tool

The budget office is in the process of training the divisional budget officers and working out the routing instructions for each division to enable the tool to be distributed out more widely. Additionally, the budget office is moving on to the next phase in the process, testing the Budget Development aspects of the new budget tool for use in building the fast approaching FY17 budget.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu, or Director, Budget Office, Linda Teater at linda.teater@wwu.edu.

Talent Management

The Talent Management project team is wrapping up the reference call and will be making their recommendation by the end of February.

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.

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.

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/bsservices/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 Debbi @ x3568.</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.	Linda Swanson	2553
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/			