



February 2016

---

## News from Business Services

---

We have enhanced our contract process to ensure contracts get completed more efficiently. Please see our updated website for resources and instructions on how to initiate and route a new contract or to make an amendment to an existing contract.

<http://www.wvu.edu/bservices/contracts/index.shtml>

Barbara Lewis, Christine DeBondt, and Sherri Nelson are no longer with Business Services. Monica Morrow has replaced Christine in the contracts department. Nicole Miller has replaced Monica in purchasing. All furniture requests and concerns should be routed to Linda Chromey at ext. 2553.

---

## Changes to Airfare Release Process with Local Travel Agencies

---

As part of an effort to streamline processes and ensure efficient and accurate billing of airfare, Travel Services will no longer release and bill tickets through our local travel agencies effective April 1<sup>st</sup>, 2016.

Departments will provide a Department Travel Card or One Card to local travel agencies to purchase tickets. Travelers may still make arrangements directly with the agents. Departments will be responsible for ensuring that appropriate authorizations for travelers are approved before requesting tickets. Departments may begin using the new process immediately. For questions about travel please contact Samantha Zimmerman at [Travel.Services@wwu.edu](mailto:Travel.Services@wwu.edu) or x 3341.

### FAQ's :

*Why are we doing this?*

- Our travel agencies are limited to certain airlines because we are currently using a ghost card. In some cases a Purchase Order is needed to reimburse agencies for purchases they bill to their company cards for international flights. Physical cards will have more flexibility for billing.
- Travel Services is currently assigning budgets based on information provided in forms. When departments enter the budget directly it reduces the potential for error.
- Processes for airfare are currently inconsistent. Travelers using a One Card or personal card do not currently require ticket releases from Travel Services. Ensuring that processes are consistent regardless of purchase method will reduce confusion and anxiety for travelers.

*How does this affect interview candidates or guest bookings?*

Interview candidates or guests can still make arrangements directly with the agencies. Departments may provide travel agencies with a list of expected travelers to bill to their card. In addition, departments will receive the itineraries and invoices for these bookings directly.

*How do I know which card I need? What's the difference between a OneCard and a Department Travel Card?*

Either card will cover your airfare ticket at the Travel Agencies. The OneCards can be used to purchase goods/services and travel. Department Travel Cards are limited to travel only.

**To Obtain a Western OneCard (Or to Convert an Existing P-Card to a One-Card):**

Please visit [Card Services](#)

---

## Changes to Invoice Document Numbers

---

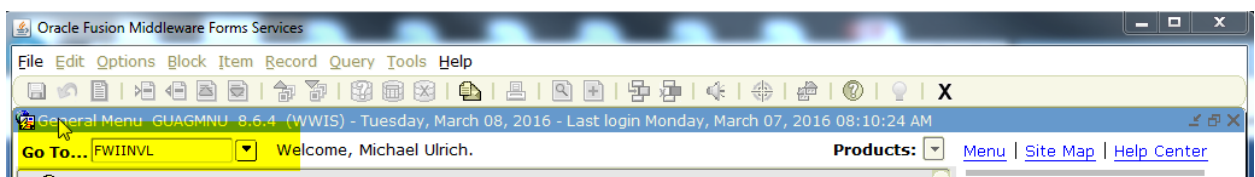
Beginning in March 2016, Accounts Payable will begin keying all invoices into Banner using the Banner generated document number. All Accounts Payable invoices will have Banner document numbers that begin with "1" followed by 7 numbers. This change is being implemented in order to allow for electronic invoices to be passed from The Western Marketplace into Banner Accounts Payable.

Departments can search for invoices in Banner or Millennium Fast using the vendor invoice number. If the payment is being made using an e-sign form and not a vendor invoice, A/P will use the e-sign form number as part of the vendor invoice number.

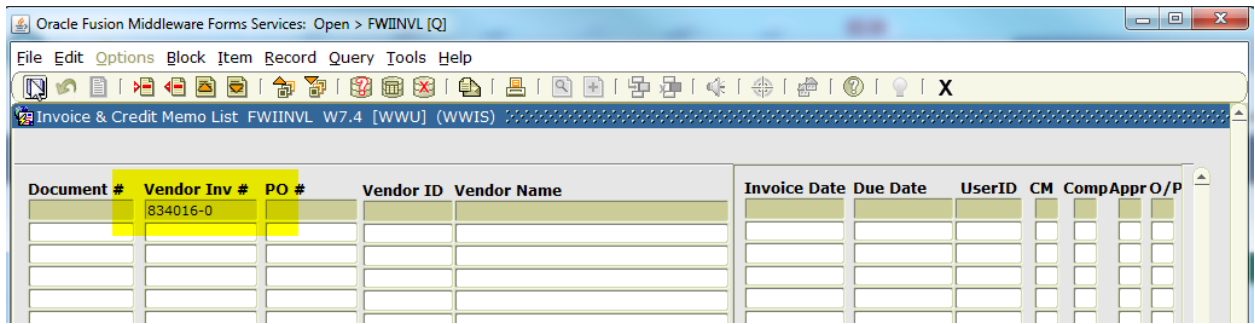
- General Refund Vouchers will begin with RV followed by the e-sign form number.
- Associated Students Expenditure Requests will begin with ER followed by the e-sign form number
- Reimbursements or Honorariums will begin with Q followed by the form number
- Grant related stipend payment invoices will begin with T followed by the form number.
- Any manually keyed Travel Vouchers will begin with V followed by the form number

To search for an invoice in Banner using the vendor invoice number

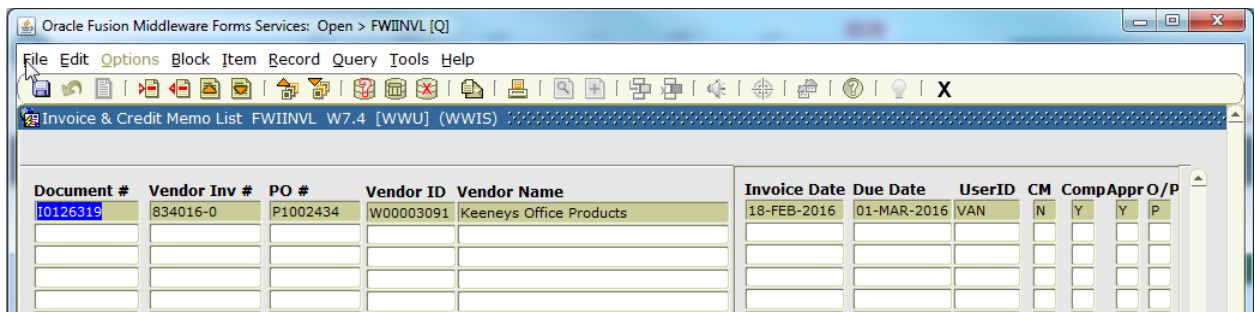
- Navigate to Banner form FWIINVL in the "Go To..." field



- Key in the vendor’s invoice number in the field “Vendor Inv #” and press “F8” or “Query, Execute” using the menu above.



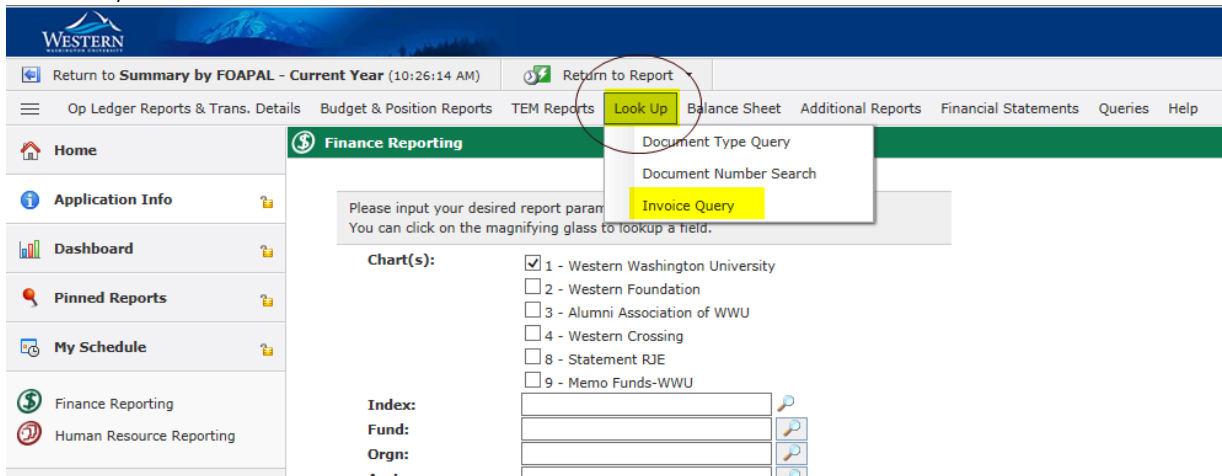
- Banner will display documents that match the search criteria.



- You can search for invoice documents using any one of the fields listed. Wildcards (%) can also be used to expand the search. If you are unsure as to what the invoice number might be, search using a wild card (%) before the e-sign form number, such as “%12345678 and press F8 or “Execute Query”.
- Double clicking on the document number that is listed will open up the invoice query screen if additional information is needed.

To search for an invoice in Millennium FAST Finance using the vendor invoice number

- From the FAST Finance main page, click on “Look Up” from the menu and navigate to “Invoice Query”.



- Key in the vendor invoice number in the “Vendor Invoice #” field using either “equal” or “like”. If the fiscal period isn’t known, expand the date range for the search. Click “Execute Report”.

- Millennium FAST Finance will display documents that match the search criteria.

Row #	Chart	Fiscal Year	Vendor ID	Payee Name	Amount
1	1	2016	W00003091	Keeney's Office Products	5.35

- Wildcards (%) can also be used with FAST Finance. By choosing “Like” for the Vendor Invoice # and entering a wildcard (%) before the e-sign form number, such as %12345678 and click Execute Report.

## Changes Coming to Parking Services

Watch for an array of changes taking place in Western’s Parking Services to make both its self-serve offerings and in-person customer-service functions easier and more efficient. Along with recent upgrades to the parking online portal and new solar-powered pay stations, Parking Customer Service has moved to the Student Business Office (SBO). Beginning March 1, students, faculty and staff can conduct parking transactions conveniently in the SBO in Old Main 110. Parking customers are still encouraged to use its secure online system for quick and convenient purchases and payments, but when the need arises to do business face-to-face or by phone, the new point of contact will be the SBO, not the Campus Services Building.

Beginning March 1, phone calls made to Parking Services for customer service will be answered by SBO staff. Transactions requiring personal attention such as disability permits, carpool permits and others will be handled in the SBO. Citation payments and appeals will continue to be processed online, and payments made through U.S. mail will be processed by the SBO. Please refer to the Parking Services website, <http://www.wvu.edu/ps/parking>, for up to date

information on this transition. Visitors and guests will still obtain parking permits at Parking Services in the Campus Services Building.

---

## 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

---

## 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 Nolibweb. 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:

The Banner Initiatives Steering Committee approved the FM RFP Evaluation Committee's recommended vendor selection at the January 2016 meeting. The contract negotiation process continues with the preferred vendor 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](mailto:Deanna.Reynolds@wwu.edu) or Greg Hough at [Greg.Hough@wwu.edu](mailto:Greg.Hough@wwu.edu).

### **Procure to Pay Project**

February and March are bringing exciting new functionality to Western Marketplace. As indicated in the January update, the team is working on rolling out the Non-Catalog Functionality for Purchase Orders. This is a major step towards the future elimination of the paper purchase form.

For campus Marketplace users who wish to be the first to try this functionality, please register for the March 8, “Non-Catalog Field Orders in the Western Marketplace” training class. We hope to have this fully functional by mid- to late-March.

You may register for this class and other Western Marketplace classes at the WWU training portal <http://training.wvu.edu/default.aspx#>. These classes are listed under Business and Financial Systems.

The implementation team is still working on Apple’s catalog. The team ran into a few technical issues on the Apple side and are delayed a bit but are still optimistic Apple will be live soon.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at [Wanna.VanCuren@wvu.edu](mailto:Wanna.VanCuren@wvu.edu) or Susan Banton at [Susan.Banton@wvu.edu](mailto:Susan.Banton@wvu.edu) and Pete Heilgeist at [Pete.Heilgeist@wvu.edu](mailto:Pete.Heilgeist@wvu.edu). You may also contact your Division Procure-to-Pay Team liaison. (Mark Okinaka, Debby Short, Mary Seaton, Lori McNeil or Tom Jones.)

### **Banner Chart of Accounts Review Project**

Since kicking off of 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. During February, the Budget sub-team led by co-leaders Linda Teater and Mike Ulrich began the discussion of how to execute the move away from one operating fund to many operating funds. This will be accomplished using input from the Budget sub-team. The Training sub-team, led by Keith Lyon, is currently reviewing existing training inventory as well as making suggestions for potential improvements and new training materials development.

If you have any questions regarding this project, please contact the Project Manager, Deanna Reynolds at [Deanna.Reynolds@wvu.edu](mailto:Deanna.Reynolds@wvu.edu), or Teresa Hart at [Teresa.Hart@wvu.edu](mailto:Teresa.Hart@wvu.edu) and Mike Ulrich at [Michael.Ulrich@wvu.edu](mailto:Michael.Ulrich@wvu.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 began in February with a signed contract expected later this year.

If you have any questions regarding this project, please contact the Project Manager, Deanna Reynolds at [Deanna.Reynolds@wvu.edu](mailto:Deanna.Reynolds@wvu.edu) or Ed Simpson at [Ed.Simpson@wvu.edu](mailto:Ed.Simpson@wvu.edu).

### **Parking Automation Project**

The FlexPort migration was successful and is being used daily without issues. “My Account” is an upcoming customer service tool that will be added to FlexPort. This tool will allow the customer to view their account information and add a license plate to their current permit. Other new features include the ability to see purchases, invoices and customer’s demographics on file. My Account is scheduled to be launched prior to Spring break.

Five new solar pay stations are in place and going through final testing prior to placing them in production. It is expected that these machines will be ready for use in early-March. Four machines will replace existing outdated machines and one will be added to the upper northwest C lot. Other replacements will be phased in as the summer lot maintenance is completed.

Additionally, in March the parking automation project will be moving forward with securing a Pay by Cell and License Plate Recognition (LPR) vendor.

If you have any questions regarding this project, please contact the Project Manager, Bob Schneider at [Bob.Schneider@wwu.edu](mailto:Bob.Schneider@wwu.edu) or Assistant Project Manager, Julia Gassman at [Julia.Gassman@wwu.edu](mailto:Julia.Gassman@wwu.edu).

### **Budget Tool**

All divisional budget officers have been trained in entering budget transfers and some have pushed it out further to other end users. Budget office staff continue to test 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](mailto:Wanna.VanCuren@wwu.edu), or Director, Budget Office, Linda Teater at [Lnda.Teater@wwu.edu](mailto:Lnda.Teater@wwu.edu).

### **Talent Management**

After thorough consideration of university needs, RFP responses, demonstrations and reference communications, it is the recommendation of the Talent Management Cross-functional team that Western contract with PageUp to provide us a robust Talent Management solution. This recommendation will be forwarded to the Steering Committee for their consideration. We are currently in the process of submitting an emergency funding request.

On a related note, we were notified on February 18<sup>th</sup> that NOVUS will discontinue support for NOVUS HR on June 30, 2017 (*this is our EASE Applicant Tracking/Recruiting system*).

If you have any questions regarding this project, please contact the Project Manager, Vic Kiel at [Vic.Kiel@wwu.edu](mailto:Vic.Kiel@wwu.edu).

If you have any questions regarding Banner Initiatives projects, please contact Wanna VanCuren at [Wanna.VanCuren@wwu.edu](mailto:Wanna.VanCuren@wwu.edu)

---

## **New Package Tracking System**

---

Business and Financial Affairs will roll-out a new package tracking system in early March. This new system will track, in real time, delivery of all packages and trackable letters (e.g. certified, registered) once they arrive at Western's Mail Services. This new system reflects our ongoing commitment to improving customer satisfaction.

This new system will:

- Increase delivery speed
- Notify arrivals to students and staff via email
- Enable a recipient to view package status on campus
- Provide proof of delivery via electronic signature
- Reduce missing packages

The new system will service both university residence halls and campus departments. Packages can be searched by a customer's tracking number on Western's secure portal at:

<https://western.sclintra.com>.

Western's new mail tracking system will **not** track university department deliveries from private carriers, such as UPS, FED EX, DHL. They will continue to deliver directly to your department.

The campus community should always remember to notify vendors, retailers, publishers and correspondents of your most current mailing address which should include:

- Recipients name (if applicable)
- Department name
- Building with room number
- Mail Stop

**Campus users** – this is a great time to be sure your campus mail stop is correct! To continue timely delivery of all items, update your individual or department mail stop as soon as a change occurs. It is up to each department and/or individual to maintain an accurate mail stop in Banner and to inform all vendors/outside contacts of your correct mail stop. To change your Western Office Address, use the [Employee Campus \(OF\) Address Update esign form](#).

**Students living on campus** – If you are no longer living on campus, please be sure to update your mailing address (current local address) via [Web4U](#) under Personal Information.

Please contact [Judi Magnuson](#), [360-650-3770](tel:360-650-3770), Manager, Mail Services, for questions.

---

## 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/bseervices/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
<b>Banner Finance</b>	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
<b>Cashiering</b>	Cashiering, cash receipting.	Becky Kellow	3720
<b>JV approvals</b>	Approving JVs in Web4U.	Debbi Baughn	3568
<b>JV data-entry</b>	Entering JVs in Banner, attachments in Nolij.	Debbi Baughn	3568
<b>Millennium FAST Finance</b>	Running data warehouse reports, queries. <i>For scheduled classes, see the HR training site.</i>	Wanna VanCuren	2992
<b>Pcard</b>	Use of the pcard, signing up for a pcard.	Brenda Ancheta	3561
<b>Purchasing</b>	Purchase orders, departmental orders, check requests, department's purchasing authority.	Linda Swanson	2553
<b>TEM data-entry</b>	For travelers & delegates: entering travel documents in TEM. <i>For scheduled classes, see the HR training site.</i>	Devlin Sweeney & Samantha Zimmerman	4550 / 3441
<b>Budget Authority On-line Training</b>	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: <a href="http://west.wvu.edu/training/">http://west.wvu.edu/training/</a>			

