



Calendar of Important Dates – Fiscal Year 2016

Preliminary deadlines for May and June are listed below. A complete list of the fiscal year end deadlines will be sent out in a separate email and will also be posted on Accounting Service’s website when finalized.

May 2nd	<ul style="list-style-type: none"> ◇ Purchase forms due for furniture for Fiscal Year 2016 (to be received by June 30, 2016). ◇ Purchase forms due for all computer orders for guaranteed delivery prior to June 30. ◇ Due date for items over \$50,000.00 that need to be bid or quoted by Purchasing (to be received by June 30th)
June 5th	◇ Last day to submit non-ESM purchase forms for all items requiring a purchase order / Purchasing to place. (Items MUST be received by June 30, 2016).
June 10th	◇ Last day to submit payroll redistributions for pay periods prior to May 1st .
June 24th	<ul style="list-style-type: none"> ◇ Recommended last day for online P-card purchases. Item must be received and charged prior to June 30th. ◇ Recommended last day for in-store P-card purchases. No further P-card use until July 1, 2016. ◇ Recommended last day to submit journal vouchers for July 2015 – June 2016 activity/corrections.
June 27th	◇ Last date to submit orders to Central Stores for delivery by June 30 th .
June 29th	◇ Final Fiscal Year 2016 A/P check run.
June 30th	<ul style="list-style-type: none"> ◇ Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements. ◇ All cash/checks received must be deposited by 4 p.m. ◇ All petty cash and change funds must be verified. ◇ Final opportunity to process emergency checks. ◇ Central Stores closed for inventory. ◇ All goods/services must be received to be paid with Fiscal Year 2016 funds.

News from Business Services

Western Marketplace (ESM) Orders

Campus users may continue to use Western Marketplace (ESM) to order items throughout the entire month of June. There is no cut-off or stop date but please be aware of long lead items (computers and furniture). However, in order for items to be paid with current year funds, the item must be physically received on campus no later than June 30th. Items received after June 30th will be processed and paid as a new fiscal year transactions.

Receiving in the Marketplace

Items received on campus prior to June 30th must be received online in Western Marketplace by the end of day June 30th. In any event, if an item is physically on campus June 30th but online receiving was not done in the Marketplace, campus users **must enter an internal note indicating** that the item was received on campus on or before June 30th. The packing list or receiving documentation **must be attached at the header level** of the order to back up this receiving date.

If you have questions, please contact Susan Banton at X2430.

Banner Initiatives – Update

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

Banner Chart of Accounts Review Project

The Chart of Accounts project continues to make good progress towards anticipated completion by the end of the Fiscal Year. During March, the Accounting Services subteam completed nearly all assigned tasks and is currently working on adding clarifying instructions to the FOAPAL Esign forms. The annotated list of expenditure codes has been updated and can be found [here](#).

The Budget subteam, led by Linda Teater and Mike Ulrich, continues the discussion and planning on moving away from one State operating funds to many funds with each Division. This team has also been discussing the best practice for using both Program and Activity codes.

Finally, the Training subteam, led by Keith Lyon who has created a draft outline for a campus-wide Chart of Accounts training program and will now focus on developing initial training elements as well as a plan for campus communication that will include the changes made by both the Accounting and Budget subteams.

If you have any questions regarding this project, please contact the Project Manager, Deanna Reynolds at Deanna.Reynolds@wwu.edu, or Teresa Hart at Teresa.Hart@wwu.edu, or Mike Ulrich at Michael.Ulrich@wwu.edu.

Facilities Information Management System (FIMS)

The contract negotiation process for a new Facilities Information Management System continues with the preferred vendor under the leadership of Procurement. Once implemented, this new software will replace Facilities Management's current FAMIS system.

Concurrently, Facilities Management continues to spearhead improved spatial data integration for campus and is implementing many 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 Lead Analyst, Devlin Sweeny at Devlin.Sweeny@wwu.edu or Greg Hough at Greg.Hough@wwu.edu.

FDCB – Public Works Software

The contract negotiation process for a Public Works Project Management software solution continues with the preferred vendor under the leadership of Procurement. A signed contract and subsequent start to software implementation are anticipated later this year.

If you have any questions regarding this project, please contact the Lead Analyst, Devlin Sweeny at Devlin.Sweeny@wwu.edu or Ed Simpson at Ed.Simpson@wwu.edu.

Parking Automation Project

The Parking Project is moving forward in preparation of going permit less with an implementation date of June 2016. Six new solar pay stations are now in service and four others are scheduled to be in place upon the completion of summer parking lot maintenance. The solar panels allow for constant recharging which minimizes the need for parking personnel to change out low voltage batteries. The new pay stations also are equipped with lighted keyboards to help in areas where the lot tends to be dark and more difficult to read the keys in the past.

“My Account” is in final testing and is scheduled to be in production mid-April. The online function will be used as transition begins for a permit-less environment starting Summer Quarter 2016. Current permit

holders will have the ability to review license plate(s) registered to their permit as well as see purchases, invoices and demographics on file.

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

Procure to Pay Project

Apple is now live as a catalog vendor in Western Marketplace! With this addition, Western Marketplace now has a total of ten catalogs. The team is currently working with Sigma Aldrich, Coastwide Labs, and CDWG in addition to many other furniture vendors. Stay tuned as more and more catalogs are being added!

The implementation team also rolled out “Non-Catalog” purchase orders in the Marketplace. This new feature allows our shoppers to “type” in the description of what they would like to purchase, much like the current practice of manually filling out a Purchase Form. However, by using the Marketplace for “Non-Catalog” orders, the purchase order entered by the shopper will be issued to the selected vendor via email automatically after the order goes through the preset approval process.

Since we will not be able to entirely anticipate which vendors will be used by shoppers, the implementation core team made the decision to add vendors as they are needed in the Marketplace. The idea is that only current vendors are being added in the Marketplace. This will ensure to not clutter the system with old vendors and make the search vendor function more efficient. The project team has updated the Quick reference guide on the Gateway to eProcurement website for this process.

Marketplace April Training Schedule

Classes are being held April 5, April 19, and May 17. You may sign up at the WWU Training website. Coming soon, online self-guided training will be available through Canvas.

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. You may also contact your Division Procure-to-Pay Team liaison: Mark Okinaka, Debby Short, Mary Seaton, Lori McNeil or Tom Jones.

Talent Management

The Talent Management is in the process of obtaining funding. A recommendation of vendor will be forwarded to the Steering Committee for their consideration.

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

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 1st, 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 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

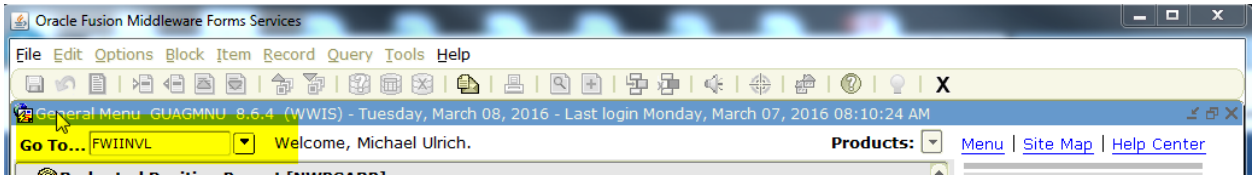
Beginning in March 2016, Accounts Payable will begin keying all invoices into Banner using the Banner generated document number. All Accounts Payable invoices will have Banner document numbers that begin with "I" followed by 7 numbers. This change is being implemented in order to allow for electronic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

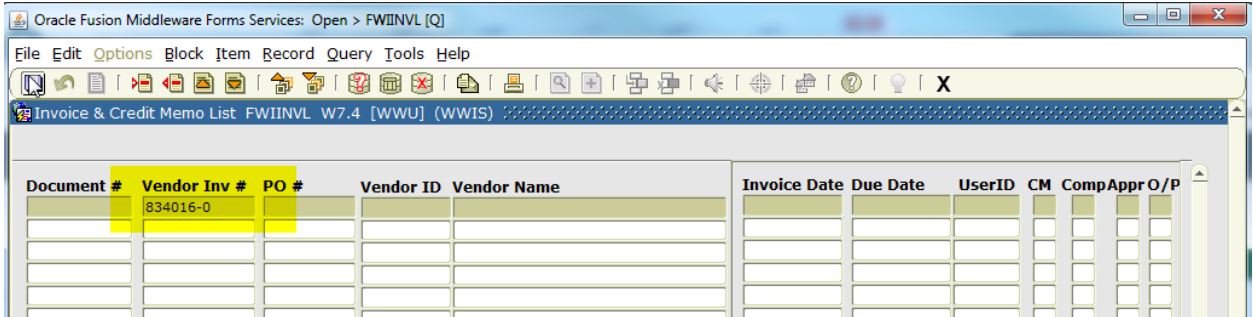
- General Refund Vouchers will begin with RV followed by the e-sign form number.
- Associated Students Expenditure Requests will begin with ER followed by the e-sign form number
- Reimbursements or Honorariums will begin with Q followed by the form number
- Grant related stipend payment invoices will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

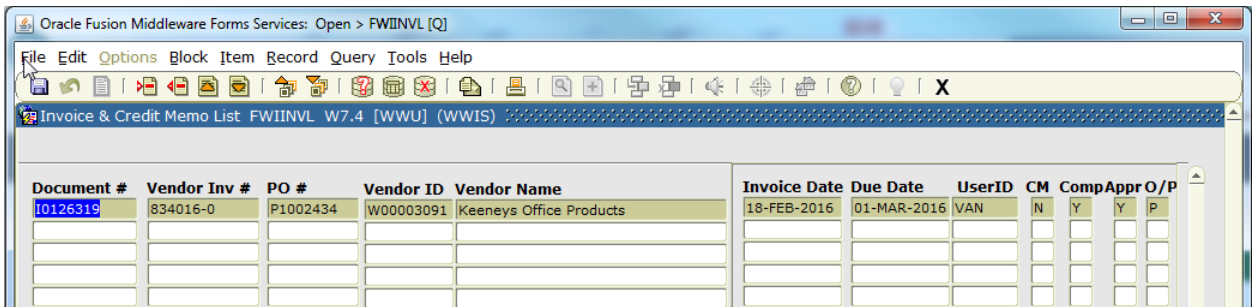
- Navigate to Banner form FWIINVL in the “Go To...” field



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



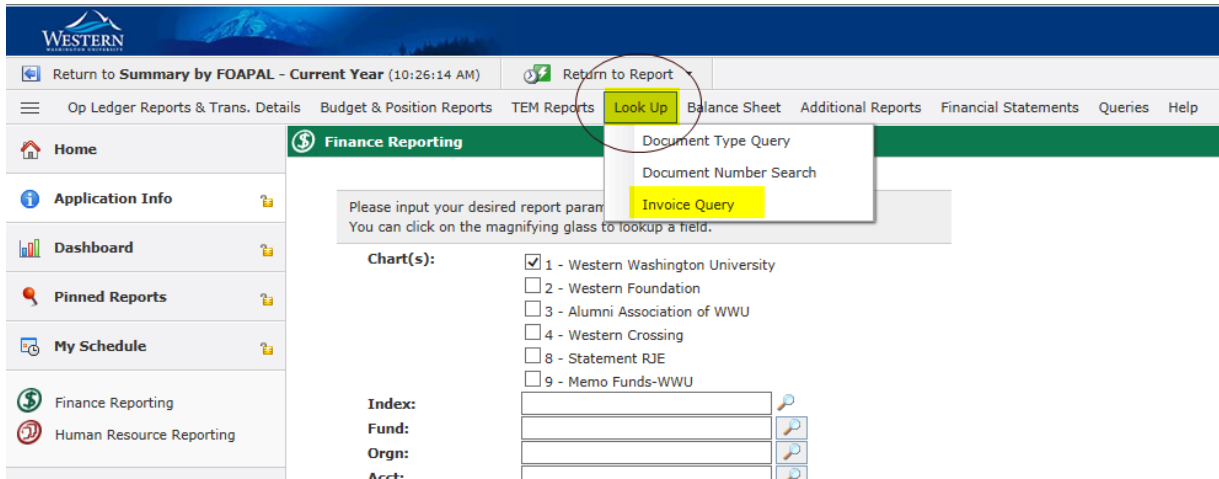
- Banner will display documents that match the search criteria.



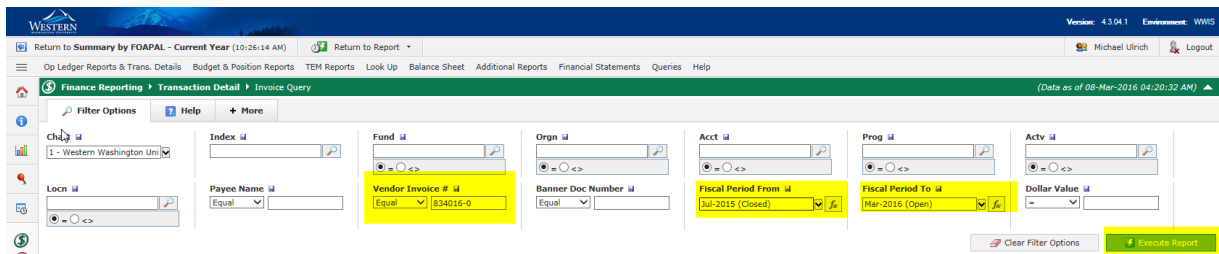
- You can search for invoice documents using any one of the fields listed. Wildcards (%) can also be used to expand the search. If you are unsure as to what the invoice number might be, search using a wild card (%) before the e-sign form number, such as “%12345678 and press F8 or “Execute Query”.
- Double 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

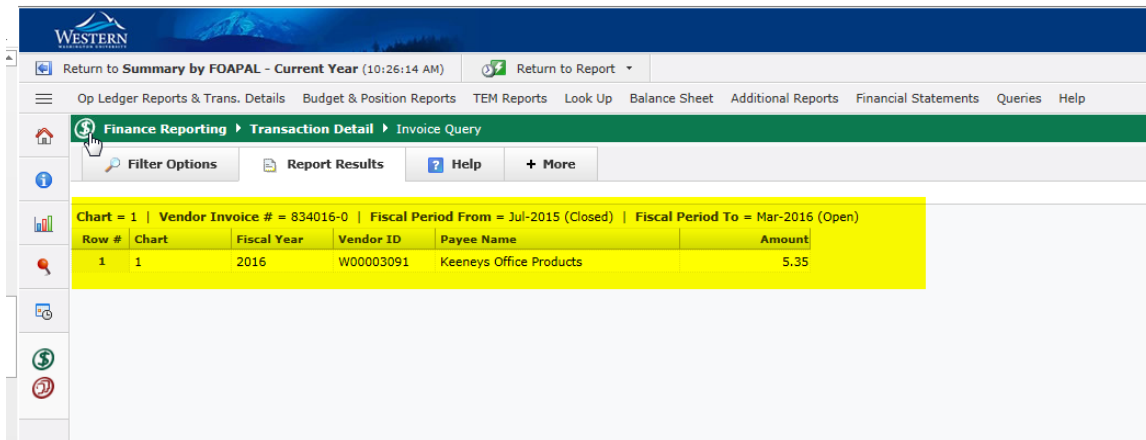
- From the FAST Finance main page, click on “Look Up” from the menu and navigate to “Invoice Query”.



- 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.



- 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 in the Marketplace
- Attach any packing slips
- 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.

New Package Tracking System

Business and Financial Affairs has rolled-out a new package tracking system. This new system tracks, 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:

- Increases mail processing speed
- Notifies arrivals to students and staff via email
- Enables a recipient to view package status on campus
- Provides proof of delivery via electronic signature
- Reduces missing packages

The new system services 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](#), 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.wwu.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 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.	Pete Heilgeist	3127
TEM data-entry	For travelers & delegates: entering travel documents in TEM. <i>For scheduled classes, see the HR training site.</i>	Samantha Zimmerman	3441
Budget Authority On-line Training	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: http://west.wwu.edu/training/			