Calendar of Important Dates – Fiscal Year 2016

Year-end deadlines for June are listed below. A complete list of the fiscal year end deadlines has been sent out in a separate email and is also be posted on Accounting Service's website here.

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	◊	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 30th.
June 29th	◊	Final Fiscal Year 2016 A/P check run.
June 30th	◊	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.

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

News from Business Services

New Card Delivery Process (One-cards and P-cards):
In an effort to improve efficiency and reduce the time it takes for a card to get to cardholders, we've enhanced the internal delivery process. Both new and renewed cards will now be delivered to the Cardholders directly from the bank through the USPS. Card Services will notify employees via email to let them know the card is on its way. Replacement cards, due to lost, stolen, and/or fraudulent activities, will continue to be handled through Card Services who will then distribute to the cardholder. Additionally, please be sure to notify Card Services at extension 3561 or via email at BFA.PRCH.pcard@wwu.edu
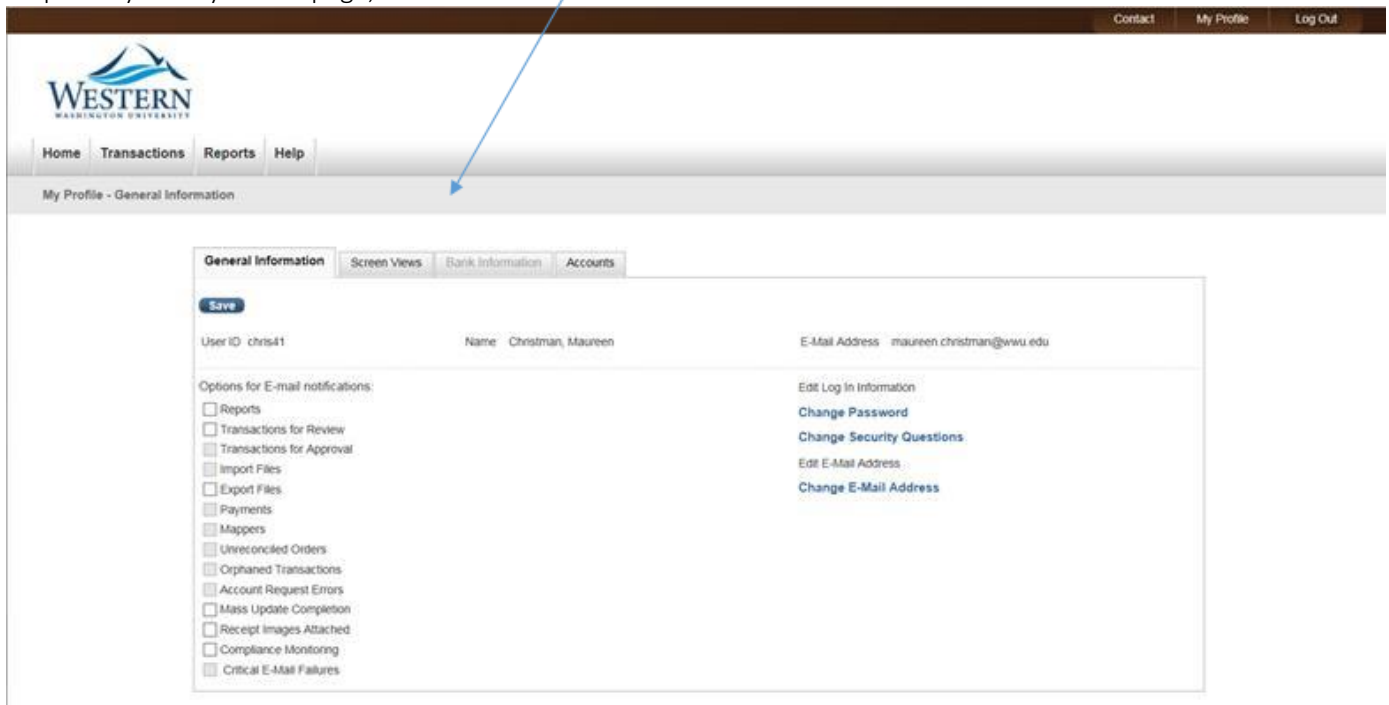
if you've had a recent change of address/location. Cardholders may verify if the address on file is accurate by following the instructions below.

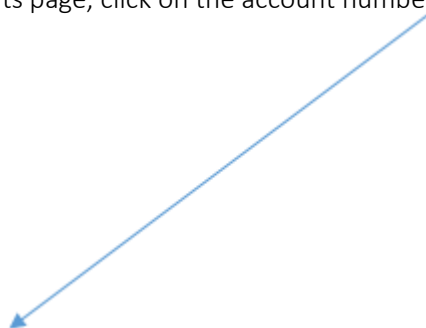**INSTRUCTION TO VERIFY YOUR ADDRESS IN PAYMENTNET.**

Step 1: At the home page click on "My Profile".
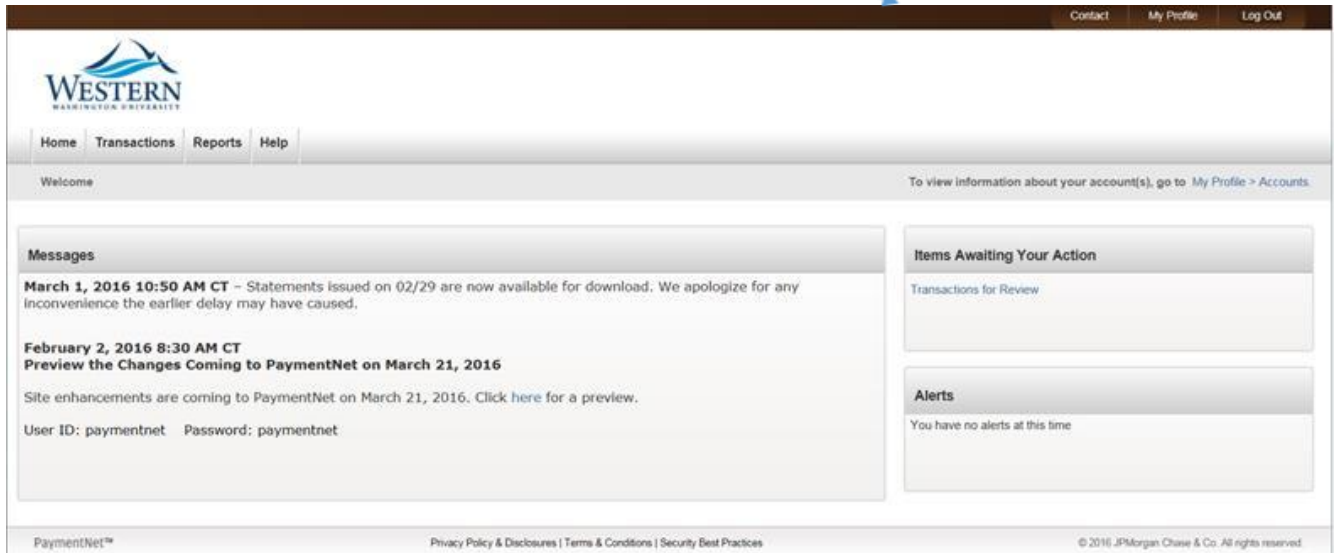
Step 2: In your My Profile page, click on the "Accounts".

Step 3: In your Accounts page, click on the account number.

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WASHINGTON UNIVERSITY

Home   Transactions   Reports   Help

My Profile - Accounts

| General Information | Screen Views | Bank Information | **Accounts** |

Save

User ID chris41   Name   Maureen Christman

Account Number	Default	Status	Open Date	Statement Delivery	Statement
***********1720	⦿	Active	10/29/2014	Electronic ▾	📄

PaymentNet™   Privacy Policy & Disclosures | Terms & Conditions | Security Best Practices   © 2016 JPMorgan Chase & Co. All rights reserved.

Step: 4 Your address is located in this page.

* Required Fields

Account Number ***********1720   Hierarchy ID Procurement P5348P
Current Balance $0.00   Status Active
ⓘ Available Credit $100,000.00   Open Date 10/29/2014

Prefix   Credit Limit 100000
First Name MAUREEN   Cash Advance Limit$ 0
Middle Initial A   Transaction Limit 250
Last Name CHRISTMAN
Suffix
Second Row Of Embossing PURCHASING   Daily Amount Limit$ 100000
E-Mail Address MAUREEN.CHRISTMAN@WWU.EDU   Daily Transaction Limit 20
Business Phone 3606502314   Single Amount Limit$ 10000

Cardholder Address

Address 1 516 HIGH ST
Address 2 AC140 MS1420
City BELLINGHAM
State/Province WA
Zip/Postal Code 982255946
Country UNITED STATES

Statement Address

Address 1 516 HIGH STR
Address 2 AC140
City BELLINGHAM
State/Province WA
Zip/Postal Code 982255946
Country UNITED STATES

If you have questions, please contact Brenda Ancheta at X3561.

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

<u>Banner Chart of Accounts Review Project</u>
The Chart of Accounts project is nearing the anticipated completion of the end of the Fiscal Year. During April, the Budget subteam, led by Linda Teater and Mike Ulrich, worked with Division representatives to set up revised Chart of Accounts structures that would allow for the moving away from one State operating funds to many funds with each Division.

Concurrently, the Training subteam, led by Keith Lyon, will be launching communication to campus on the upcoming changes including details on a campus-wide Chart of Accounts training program.

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.eduand Mike Ulrich at Michael.Ulrich@wwu.edu.

<u>Facilities Information Management System</u>
The contract negotiation process for a new Facilities Information Management System continues with the preferred vendor under the leadership of Procurement. Concurrently, Facilities Management staff continue to work out the details of system integration with Banner. Once implemented, this new software will replace Facilities Management's current system, FAMIS.

Additionally, 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 work management system.

If you have any questions regarding this project, please contact the Project Manager, Deanna Reynolds at Deanna.Reynolds@wwu.edu, Greg Hough at Greg.Hough@wwu.edu, or Analyst, Devlin Sweeney at Devlin.Sweeney@wwu.edu.

<u>FDCB – Public Works Software</u>
The contract negotiation process for a Public Works Project Management software solution continues with the preferred vendor under the leadership of Procurement. Integration options and research into reporting for the Capital Program are being explored while Procurement proceeds.   A signed contract and subsequent start to software implementation are anticipated later this year.

If you have any questions regarding this project, please contact Project Manager, Deanna Reynolds at Deanna.Reynolds@wwu.edu , Ed Simpson at Ed.Simpson@wwu.edu, or Analyst, Devlin Sweeney at Devlin.Sweeney@wwu.edu .

<u>Parking Automation Project</u>
"My Account" is now available online through the parking portal. Upon signing in, customers will be able to view account history, manage their waitlist, and update their license plate associated with their permit. Current permit holders are encouraged to go online now to ensure their license plate(s) on file are correct. This will be critical for transitioning to a virtual permit environment Summer Quarter 2016, where your permissions to park will be based upon your license plate that is in the parking portal.

Parking Services preparation continues for the implementation of the License Plate Recognition (LPR) system and pay by phone via an app which is scheduled to begin Summer Quarter 2016. LPR technology uses cameras mounted on the enforcement vehicle to read a license plate. The system scans and confirms that the license plate has "paid" parking permission on file and is parked in the correct lot. Customers will no longer need to display a physical permit as their parking permission is on record in the

parking portal based on their license plate(s). Customers will be able to add a license plate to their file if they change vehicles or have a rental car for a day.

Pay station and pay by cell purchases will also utilize a license plate and integrate into the LPR system. Pay by cell will provide the ability for customers and guests to purchase parking while sitting in their vehicle, thus no need to go to the Student Business Office, Parking Office, or use a pay station.

Upcoming changes include the ability for departments to manage some of their guest and department parking permissions online. This online function will require that a license plate be associated with the guest parking permission arrangement. More information and training on these features will be provided to departments in the next couple of months.

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
Coastwide Laboratories was added as a new catalog this month. Coastwide distributes facility supplies for commercial and industrial cleaning including floor finishes, disinfectants, and paper supplies. They also have gloves, batteries and first aid safety items. We are continuing to work on adding Sigma Aldrich, New Egg and several furniture vendors such as Open Square and biNW. With this addition, Western Marketplace now has a total of 11 catalog vendors!

Remember you can enter non-catalog purchase orders in the Marketplace! Any field orders you are filling out with paper PO now can be entered into Western Marketplace with this function. If the vendor you wish to use is not available under the "non-catalog" search area, use "**Add Supplier to Marketplace**" and Purchasing will get your vendor added. Be sure to also change the order type to non-catalog so your order will be routed to purchasing for review first. If you are interested in creating a non-catalog purchase order but have not received training yet, please contact Susan Banton at X2430.

A friendly year end reminder – make sure to receive your orders online in the Marketplace.   As we enter fiscal year end, timeliness of receiving entries is critical for making payment to vendors.

If you have a new user in your department you wish to have access to the Marketplace there is an online form available. GO to: https://wp.wwu.edu/bfs/2016/02/23/western-marketplace-access-form/

Marketplace Training Schedule
Classes are being held May 17. You may sign up at the WWU Training website.   June's classes will held be during the week of June 13.

Contract Management
Due to resource limitations, implementation of the Contract Management module is postponed until August 2016. 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 Steering Committee has approved the recommended vendor for the Talent Management project. Now, the project team including Procurement will begin the process of negotiating the terms and conditions with the preferred vendor. The negotiation process is expected to be completed including a signed contract by mid-June.

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.

News from Treasury Services

MOBILE CASHIERING

Did you know that if you want to take payments for an event that you have to be approved to do so? Per policy, any department that would like to accept payment for any reason and for any length of time, must be approved to do so – BEFORE they start accepting the payments. This includes Foundation related events, as well.

In the past if you had an event that you wanted to take payments for, all you did was request manual receipts and a temporary change fund from the SBO. That is no longer sufficient and does not constitute an approval.

The process to be approved for a one-time or short-term event is the following:
1. Submit Request to Accept Payment for a Short-Term Event – to be approved for the event; must be submitted at least 2 weeks prior to the event.
2. Submit iPad User Agreement – one per event.
3. Submit Temporary Change Fund Authorization Form – only if a change fund is needed for the event.
4. All fees collected must be approved **prior** to the event.

Once the event has been approved, your department will be set up with and trained in the use of iPad(s) so that you can process payments without a manual receipt. You will be allowed to accept cash, check, and/or credit cards for the event. The only charge to the department is the credit card fees associated with the acceptance of credit cards (so be sure to consider that when setting your fees for the event). For more information, please contact Becky Kellow at x3720. For feedback on how the iPads work in the field, please contact Lori Larkin at x7656 or Lise Fitzpatrick at x6745.

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.
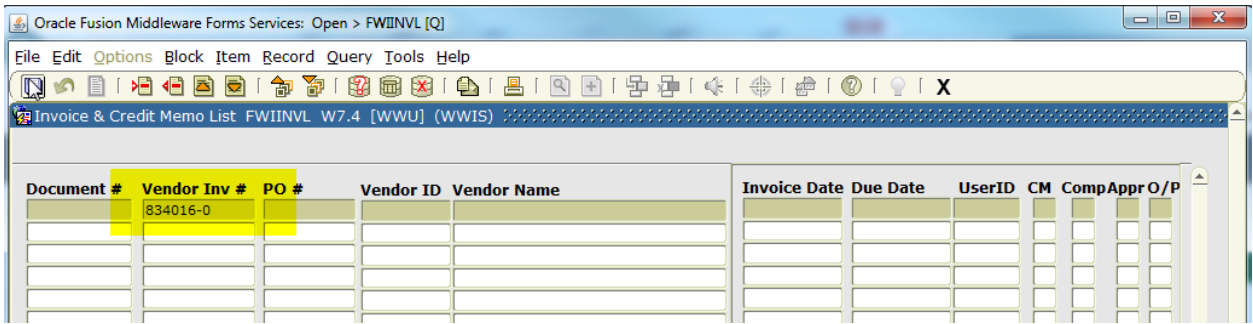- Any manually keyed Travel Vouchers will begin with V followed by the form number

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

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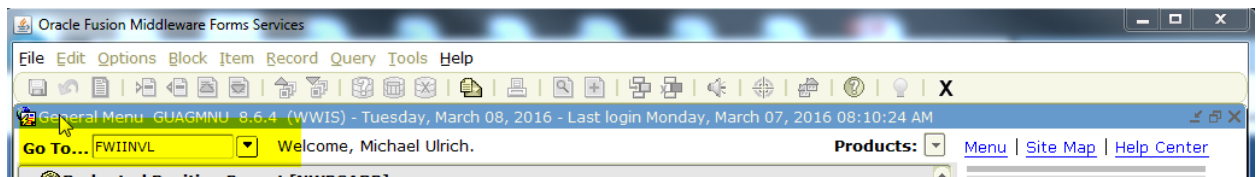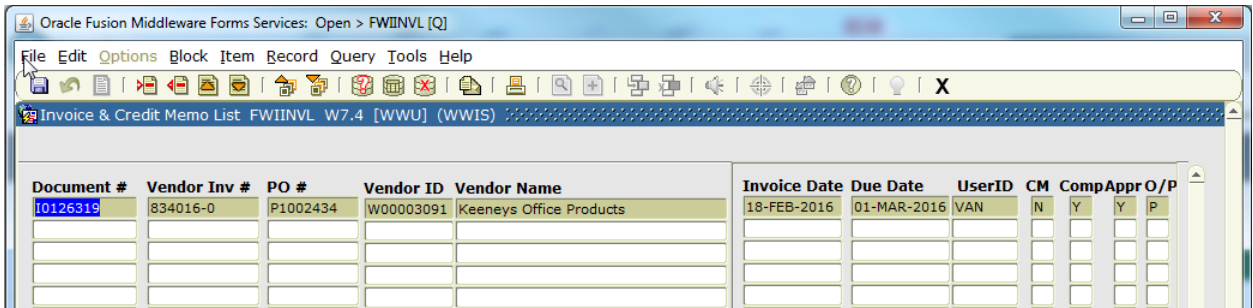

- Key in the vendor's invoice number in the field "Vendor Inv #" and press "F8" or "Query, Execute" using the menu above.
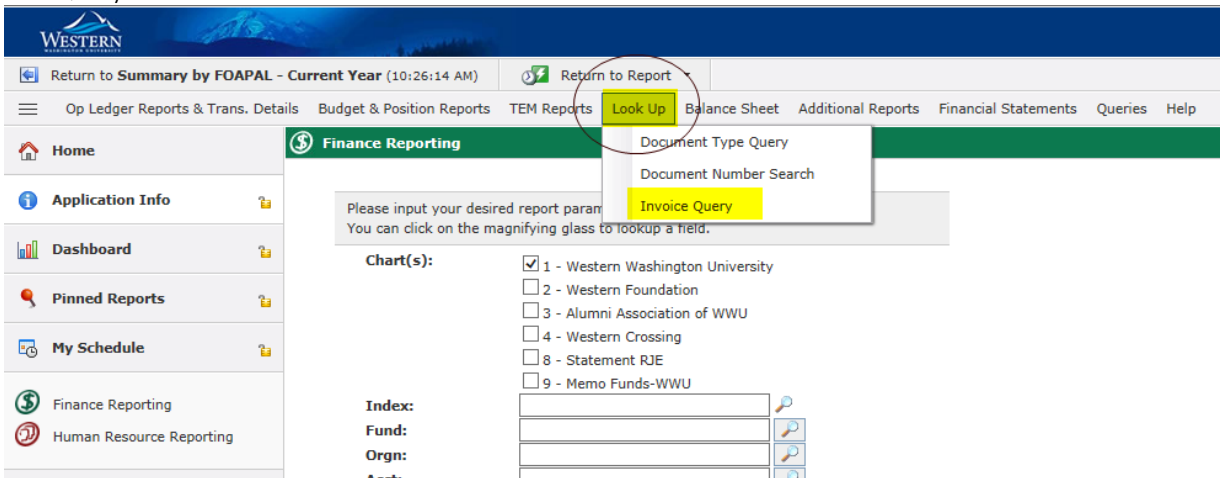
- Banner will display documents that match the search criteria.

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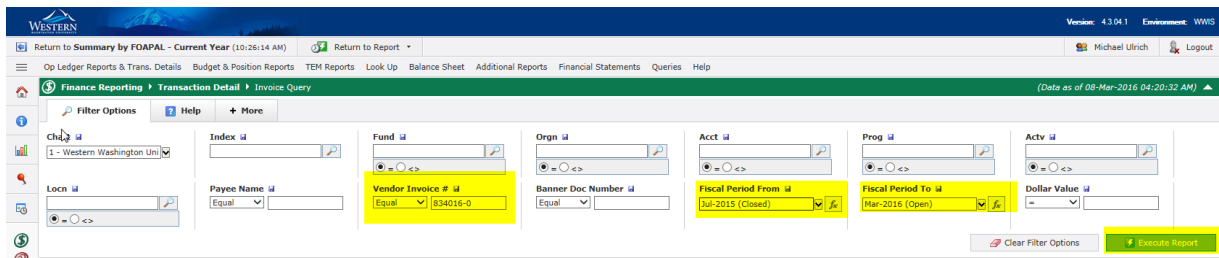
To search for an invoice in Millennium FAST Finance using the vendor invoice number

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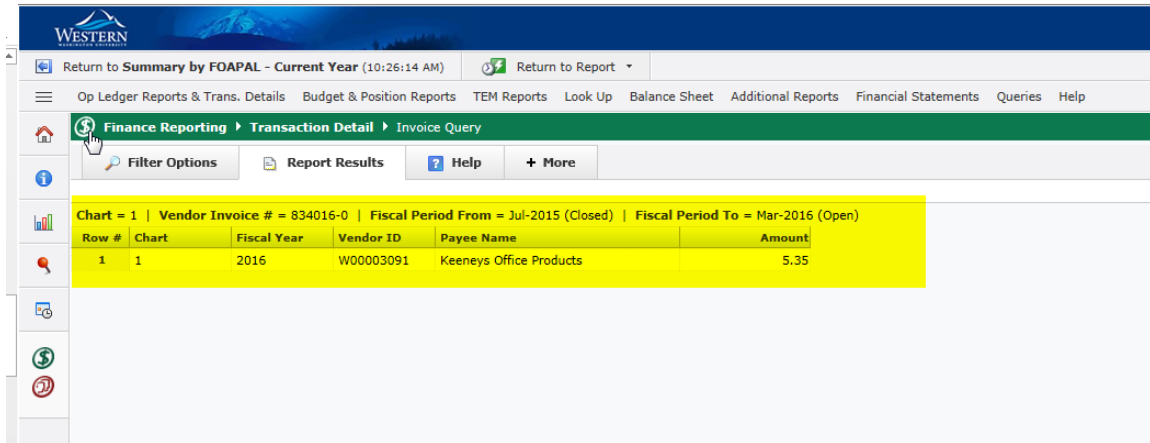

- Key in the vendor invoice number in the "Vendor Invoice #' field using either "equal" or "like". If the fiscal period isn't known, expand the date range for the search. Click "Execute Report".

- 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.

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.

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 <u>must</u> 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.

<u>Backup Approver</u>
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.

<u>Western is not sales tax exempt.</u>
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.

<u>PaymentNet System – Western specific how to training videos</u>
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. *For a training document on how to run reports, contact Debbi @ x3568.*	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. *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.	Pete Heilgeist	3127
TEM data-entry	For travelers & delegates: entering travel documents in TEM. *For scheduled classes, see the HR training site.*	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/			