



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 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.

FOAPAL Training is Available

Beginning July 15th, Accounting Services will be offering FOAPAL training. This class focuses on the chart of accounts used at Western including the elements and structure, often referred to as the FOAPAL. If you don’t know what FOAPAL means, need help identifying and understanding accounts or want to know your budget code, then this class is for you. There will be a Millennium FAST-Finance class immediately following so please sign up for it separately. For registration, please visit <https://wp.wvu.edu/professional/trainingregistration/> to enter the WWU training portal. The Chart of Accounts FOAPAL training is located under Business and Financial Systems.

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. For help with receiving, please contact Susan Banton at susan.banton@wwu.edu or extension 2430.

Remember:

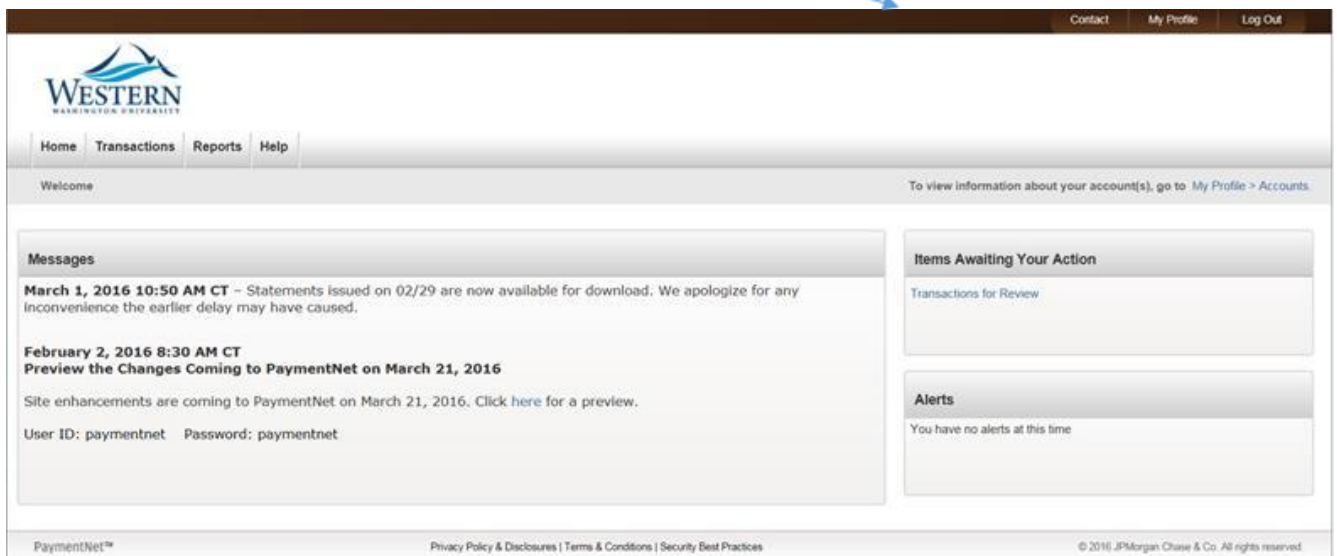
- Receive the items in the Marketplace
- Attach any packing slips
- Do not close the PO – AP will close the PO after the invoice has been processed

New Card Delivery Process (One-cards and P-cards):

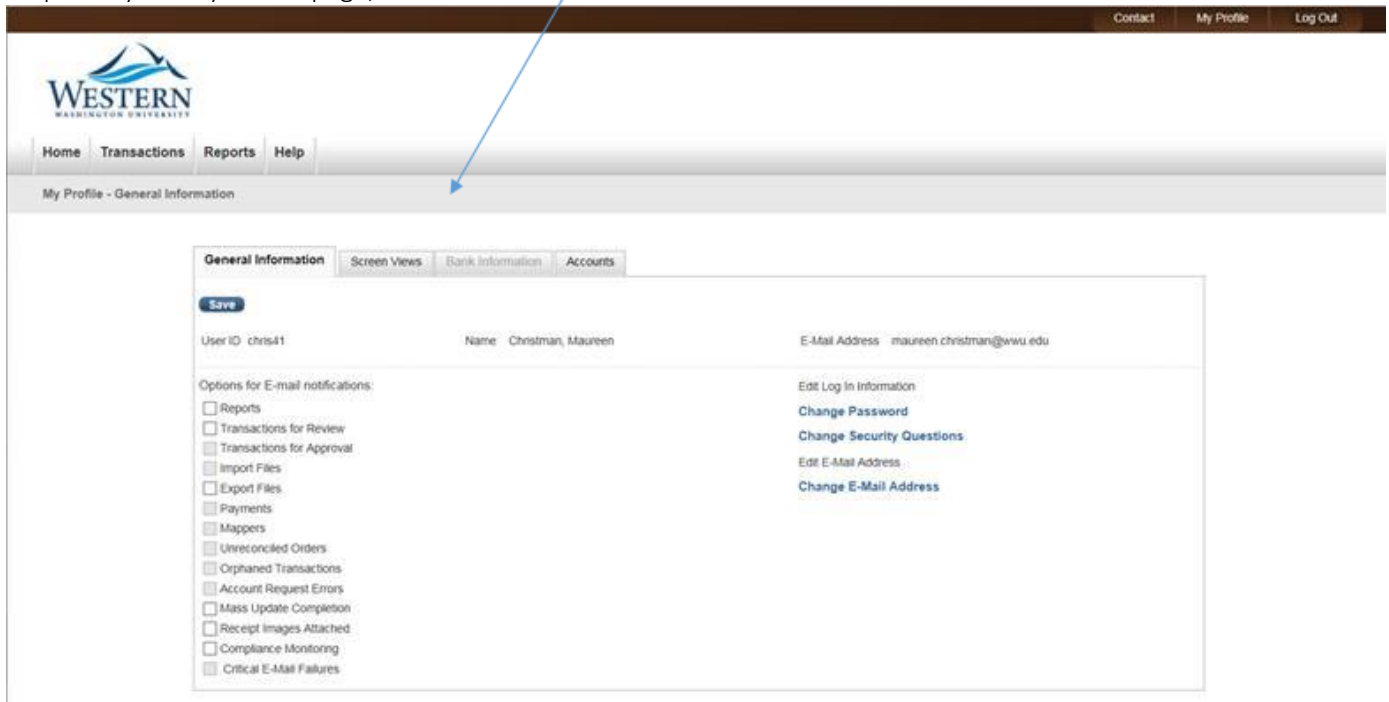
In an effort to improve efficiency and reduce the time it takes for a card to get to cardholders, we've enhanced the internal delivery process. Both new and renewed cards will now be delivered to the Cardholders directly from the bank through the USPS. Card Services will notify employees via email to 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.

WESTERN 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	<input checked="" type="radio"/>	Active	10/29/2014	Electronic	

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Step 4 Your address is located in this page.

* Required Fields

Account Number *****1720
Current Balance \$0.00
Available Credit \$100,000.00

Hierarchy ID Procurement P5348P
Status Active
Open Date 10/29/2014

Prefix
First Name MAUREEN
Middle Initial A
Last Name CHRISTMAN
Suffix
Second Row Of Embossing PURCHASING
E-Mail Address MAUREEN.CHRISTMAN@WWU.EDU
Business Phone 3606502314

Credit Limit 100000
Cash Advance Limit \$ 0
Transaction Limit 250
Daily Amount Limit \$ 100000
Daily Transaction Limit 20
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.

Banner Initiatives – Update

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

Banner Chart of Accounts Review Project

The Chart of Accounts project has been an on-going effort to improve financial reporting. Toward this end, the project team, comprised of a group of representatives from across campus, have been reviewing the structure of the Chart of Accounts (COA). Several recommendations have been made and the project team is now in the final stages of implementing those recommended changes. Some of those recommendations (such as Account Code changes) have already taken effect; but, most of the recommendations will be effective July 1, 2016, at the beginning of the new fiscal year.

The recommendation that will affect most departments involves the 10200 fund for state-funded transactions.

- The 10200 fund will be split into separate new funds for each department/area with rollups by division in order to facilitate more effective divisional and departmental tracking and reporting.
- By now, all areas should be aware of this change as a result of discussions with Division Budget Offices. The new Fund numbers and Fast Index codes will be effective July 1, 2016.
- Currently, no action is required by Financial Managers and Budget Authorities.

Accounting Services, Human Resources, the Banner team, and the Chart of Accounts team are busy working in the background to ensure that this transition will be as smooth as possible. For example, TEM, PAs, and P-card defaults will automatically be changed.

- Business & Financial Systems has already begun working with departments that process recurring inter-departmental charges to assist with this change.
- Periodic announcements will be sent via email to ensure that everyone is informed of the implementation process.
- As a part of this process, training and documentation - such as a [crosswalk mapping of old codes with new codes](#) (FOAPAL, fund, account, etc.) - will be available.

Finally, the project team has developed a [website](#) that you can visit for more information. However, for more information specific to changes in your department, please contact your division or college administrative office.

The project team would like to thank everyone that has provided input, support, and patience as the team works to create a more efficient reporting system.

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

Facilities Information Management System

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 authentication and security in the new system. 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 Managers, Deanna Reynolds at Deanna.Reynolds@wwu.edu and Greg Hough at Greg.Hough@wwu.edu, or Analyst, Devlin Sweeney at Devlin.Sweeney@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. Integration options are being estimated and prioritized 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 Managers, Deanna Reynolds at Deanna.Reynolds@wwu.edu and Ed Simpson at Ed.Simpson@wwu.edu, or Analyst, Devlin Sweeney at Devlin.Sweeney@wwu.edu.

Parking Automation Project

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 June 20, 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 on record and is parked in the correct lot. Customers will no longer need to display a physical permit as their parking authorization is on record based on their license plate(s). Customers will be able to go online and add a license plate to their permit if they change vehicles or have a rental car for a day.

Effective June 20th all parking will be associated with your license plate(s). If the license plate(s) registered to your current permit is not correct you are NOT authorized to park. All permit holders are responsible for verifying that their correct license plate(s) are registered to their permit. This can be viewed and updated via the [parking portal](#). Please pass on this information to other department personnel.

In addition, the current pay stations and new pay by cell option will also utilize a license plate to integrate with the LPR system. Pay by cell will provide the ability for customers and guests to purchase short-term parking while sitting in their vehicle, thus no need to go to the Student Business Office, Parking Office, or use a pay station.

Part of the rollout of LPR also includes the ability for departments to manage some of their guest and department parking online. This online function will require that your guest's license plate be registered to the permit purchased online (via JV). If your department provides parking to guests or has University Business (UB) permits you should have received, or will receive very shortly, information and training on how to purchase guest parking and maintain your UB permits.

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

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.

Marketplace Update:

CDWG is expected to be added as a catalog vendor no later than the first week of June. By the time you read this, this new catalog will be available for you to shop. This brings our catalog count to 12.

It is a race to see who will be lucky catalog #13. Throughout June and July, we are working with two local vendors, Ace Hardware Sehome Shopping Center and Hardware Sales Bellingham. Their catalogs will include the most commonly purchased items and once it is up and running, items can be added. Still in the que are Sigma Aldrich, New Egg, and several furniture vendors such as Open Square and biNW.

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.

If you have a new user in your department you wish to have access to the Marketplace there is an [online form](#) available.

Marketplace Training Schedule

You may sign up at the [WWU Training website](#) for training classes. June’s classes will be held June 14. The Introductory class is held 8:30 – 10:00 AM. Learning how to enter a non-catalog order in the Marketplace is held at 10:30 AM. Both classes are on campus in HU 242.

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 contract with PageUp has been completed. The team will now begin the implementation in two phases.

In Phase I, the team will implement the Applicant Tracking System (Recruiting) and the Onboarding modules. Western’s project team, in collaboration with PageUp’s project team, will begin the Phase I project planning to identify milestones and develop a timeline.

In Phase II, the team will implement the Performance Management, Learning Management, and 360 Reviews modules.

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. Travelers 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 ghostcard. 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 and using three or four systems to do this. When departments enter the budget directly it reduces the potential for error.
- Processes for airfare purchases 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 quest 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?

What's happening with the Corporate Travel Cards?

Either a Department Travel Card or a One Card will cover your airfare ticket at the Travel Agencies. OneCards can be used to purchase goods/services and travel. Department Travel Cards are limited to travel only. Both are reconciled in JPMorgan's PaymentNet.

US Bank Corporate Travel Card cardholders are responsible for paying the card bill every month and must request reimbursement for purchases placed on the card. Current Corporate Travel Cardholders are encouraged to consider replacing it with a OneCard.

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

To obtain a Western OneCard, there are steps to follow: (1) Training, (2) Quiz and (3) Application process.

1. Cardholders and Approvers of the OneCard Program are required to participate in the mandatory online training.
2. After the training, the system will direct applicants to a quiz. Applicants must pass the quiz with a score of 100%. Students must self-enroll to take the training in canvas
3. Complete the e-sign form "Western Procurement Card Application" in its entirety and route the application as instructed on the form.

For more information about the OneCard Program visit:

<http://www.wwu.edu/bservices/cards/index.shtml>

Click on "get started" to start the process in obtaining your OneCard.

Department Travel Card

The Department Travel card is to be used for travel related expenses and is issued in the name of a University staff member in a department or area who will become the Department Travel Liaison. The Department Travel Cardholder/Travel Liaison will be responsible for making travel arrangements for individual and/or group travel for:

- Students or student groups traveling on university business
- For faculty and staff traveling on university business
- Non-university employees (including candidates for a position, speakers, guest lecturers and other individuals authorized by the university)

For more information about the Department Travel Card Program please visit [Card Services](#)

Click on “get started” to start the process in obtaining your Department Travel Card.

For questions about obtaining a One Card or Department Travel Card, please contact Brenda Ancheta at Brenda.Ancheta@wwu.edu or x3561.

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.

Pcard Reconciliation PaymentNet Reminders

Default Account Codes E399 and E999 – Unreconciled Expenditures

PaymentNet transactions must be reviewed by the Cardholder and approved by the Approver and reconciled prior to the monthly download. All transactions coded with the default account codes “E399” and “E999” must be changed to reflect the appropriate account code for the transaction type, prior to the monthly download. Any transactions download to Banner with account codes E399 and E999, the cardholder will be required to prepare a Journal Voucher (JV) to correct.

Fiscal Year-End Unreconciled Account Codes Closeout

Financial Managers will receive notice prior to year-end closing of any remaining transactions with the default account codes “E399” and “E999”. A Journal Voucher will be required to correct the expenditure to reflect the appropriate account code for the transaction type, prior to the close of the fiscal year. For more information about Journal Vouchers visit <http://www.wwu.edu/fs/as/journalvoucher.shtml>. For questions about Journal Voucher processing contact Debbi Baughn at extension x3568.

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/b services/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.wvu.edu/training/			

