



Calendar of Important Dates – Fiscal Year 2016

The remaining FY 16 year-end deadlines 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](#).

July 1 st	<ul style="list-style-type: none"> ◇ P-card can be used to charge against Fiscal Year 2017 funds. ◇ Central Stores open for deliveries. ◇ Banner Finance system down, general ledger roll, open Fiscal Year 2017.
July 5 th	<ul style="list-style-type: none"> ◇ Banner Finance system available.
July 6 th	<ul style="list-style-type: none"> ◇ All Fiscal Year 2016 unapproved journal vouchers will be disapproved by Accounting Services. ◇ June uploads due to Accounting Services. ◇ P-card reconciliations must be completed by 3:00 PM. ◇ Final P-card download at 3:00 pm. ◇ Inventory counts completed. ◇ All previously submitted Fiscal Year 2016 travel reports must be fully approved or they will be returned.
July 7 th	<ul style="list-style-type: none"> ◇ Last day to submit bills/invoices to General Accounts Receivable for Fiscal Year 16 fiscal year amounts owed to WWU.* ◇ June closes and accrual period opens.
July 8 th	<ul style="list-style-type: none"> ◇ Last day to submit May & June payroll redistribution requests to Accounting Services. ◇ Last day to submit Fiscal Year 2016 invoices.* ◇ Year-end inventory counts due to Accounting Services. ◇ Last day to submit Fiscal Year 2016 encumbrance liquidations.
July 15 th	<ul style="list-style-type: none"> ◇ Revenue deferrals must be complete. ◇ Last day to submit Fiscal Year 2016 travel expense vouchers. ◇ Last day to submit accrual period journal vouchers to Accounting Services.
July 18 th	<ul style="list-style-type: none"> ◇ Encumbrance roll.*
July 22 nd	<ul style="list-style-type: none"> ◇ Final interagency receivable/payable entries to Accounting Services.
July 27 th	<ul style="list-style-type: none"> ◇ Last day to submit accrual uploads to Accounting Services. ◇ Last day to approve Fiscal Year 2016 travel expense vouchers.
July 28 th	<ul style="list-style-type: none"> ◇ Accrual period closes. <p style="color: red; margin-top: 5px;">No additional entries will be keyed unless approved by Accounting Services Manager.</p>

FY 16 Accounting JVs

A reminder that any JV that had a transaction date prior to July 1, which was not fully approved by the morning of July 7, was disapproved with a Banner message reading including: 30-JUN-2016. In order for these JVs to post to FY 16, please use Banner to update the Transaction Date. In FGAIJCM/FGAIJCD, key in the JV number, press control and page down and type 30-JUN-2016 as the transaction date. At this point the JV can be completed and sent out for approvals.

Please review Banner messages prior to re-completing the JV in case there was another reason for disapproval. JVs that have been submitted (marked as complete in Banner) but not fully **approved** by the end of the day July 27 may be deleted and the transactions may not be recorded to FY 16. As of July 28, FY 16 will be closed to general input. Material changes needed after that date may be discussed with Account Services Manager, Mike Ulrich, x3675.

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.wwu.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

Reminder from Treasury Services

Per policy, any department wishing to collect payment for anything on campus must be pre-approved to do so. This includes any Foundation related events or functions. If you wait too long to obtain approval, you run the risk of not being able to collect payments at the event. There is a new system that allows campus to take payments electronically to and eliminates the need for the manual receipt process. Please contact Becky Kellow at x3720 if you have any questions.

Banner Initiatives – Update

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

Banner Initiatives is now BFA Business Process Improvement Initiatives (BFABPII)

Beginning in 2010, the objective of Banner Initiatives was to improve utilization of the Banner Finance system. Through the past six years, many Banner and cloud based systems have been implemented. As the portfolio continues to grow and expand beyond Banner and Finance systems, it is time to re-charter

and rebrand the initiative to include what we have learned about business process analysis, supporting and managing with new tools, project management with “people” and efficiencies in mind; and the importance of organizational and personnel or professional development to establish the new practices. After many discussions with the Steering Committee and BFA Management Team, a new name has been selected to reflect the broadened scopes of the initiative – **BFA Business Process Improvement Initiatives (BFABPII)**.

The new charter is currently under final review and will be available once it is approved. If you have any questions about the name change, please contact program director Wanna VanCuren at wanna.vancuren@wwu.edu.

Banner Chart of Accounts Review Project

The Chart of Accounts Project, Phase II – Chart of Accounts (COA) Recommendation Implementation went live on Friday, July 1, 2016. The goal of this project was to streamline and improve accurate financial data for tracking, reporting, and decision making at Western.

Some of the recommendations, including implementation of the account code changes and redesign of the FOAPAL (Fund, Org, Account, Program, Activity and Location) maintenance eSign forms, were implemented over the past few months. The most significant change being implemented is splitting 10200 funds into separate funds for each department/area. This change will take place at the start of FY 2017 (July 1, 2016) and represents a shift in how we track state funds resulting in simplified state reporting. It also provides users with the flexibility to divide and track salary, benefits, operating funds, and fund balances separately, eliminating current manual processes and potential errors.

To ensure a smooth transition, the project team has developed a comprehensive COA training program aimed at increasing accounting education to campus users. This training program will be launched simultaneously with the 10200 fund split in July so campus users can use their individual accounting structure during training sessions. Other training resources, including on-line guides, printable documents, and short videos will also be available.

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 is nearing completion under the leadership of Procurement. Once implemented, this new software will replace Facilities Management’s current system, FAMIS. Additionally, Facilities Management is nearing completion on a project aimed at improving spatial data integration for campus 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 and scope of work 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

On June 20, 2016, Parking Services implemented the License Plate Recognition (LPR) system and pay by phone via an app. 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 no longer need to display a physical permit as their parking authorization is on record based on their license plate(s). Customers are able to go online and add a license plate to their permit if they change vehicles or have a rental car for a day.

All permitted parking is now 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, pay stations and new pay-by-cell options are available that utilize a license plate to integrate with the LPR system. Pay-by-cell provides convenience with 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 requires 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 information and training on how to purchase guest parking and maintain your UB permits. Training and/or information may be requested by contacting the Student Business Office via email at parking@wwu.edu.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu or Assistant Project Manager, Julia Gassman at Julia.Gassman@wwu.edu.

Procure to Pay Project

Currently, Western MarketPlace has over 300 registered users and 12 Catalogs. In July, the project team is looking forward to adding at least two (2) additional catalogs from local vendors.

What is this “non-catalog” functionality you keep hearing about?

- A catalog vendor is a supplier who has a logo on the landing page of the Marketplace such as Dell, Grainger, Coastwide, B&H Photo.
- A non-catalog vendor is a vendor who has been set-up to receive purchase orders electronically but they do not have a logo on the landing page.

The Marketplace has the ability to send vendors purchase orders electronically. All that needs to happen is that the vendor has been set up by Business Services as a ‘non-catalog’ vendor. Business Services is adding non-catalog vendors weekly. You can send an email to Purchasing.Department@wwu.edu asking if the vendor you want to use has been set up.

Update on Electronic Invoicing:

The next phase of the Marketplace involves electronic invoicing or “eInvoicing.” This functionality will allow catalog vendors that have the technical know-how to feed their invoices back through the Marketplace electronically using an industry defined standard (cXML). This is a new product being developed by ESM Solutions. It is intended to fully integrate with the Marketplace and Banner. Since this is a new product, development has been slower than we initially planned. Delays in developing new software are normal but we are making progress. The current plan is to start testing with Office Depot in August or September.

Grants:

Did you know that using the Marketplace for grant purchases satisfies the new (stricter) Federal Regulations for Grant Purchases? The Marketplace can handle grant purchases once the grant funding

work flow is set up. If you want to use grants funds for purchases, please check with Susan.Banton@wwu.edu to see if the funds have been set up or to set the funds up.

MarketPlace Training:

There will be two Introductory classes on the MarketPlace on Tuesday, July 25th. One class starts at 8:30 AM and the class repeats at 10:30 AM. You may register at <https://training.wwu.edu/>. The class is listed under Business and Financial Systems and is called Western Marketplace – Introduction to Online Shopping.

If your Department has a larger group of people that you want trained at your location, we may be able to accommodate your request if you have the appropriate learning environment, such as a computer lab.

Update on the Contracts Module:

The contracts module is still planned for a 2016 implementation start. Once eInvoicing is up and running and an open position in Business Services is filled, this project can be kicked off.

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 Western and PageUp project teams had an initial introduction meeting that provided the opportunity to get acquainted with the team members, the project, and learn about PageUp implementation methodology. PageUp is preparing the project plan which will be sent to the Western team for review. The teams will meet in early July to confirm the project schedule.

Both teams are excited about getting these new applications implemented. The plan is to implement the Applicant Tracking System (Recruiting) and the On-boarding modules in Phase I, followed by the Performance Management, Learning Management, and 360 Reviews modules in Phase II.

More information and project updates can be viewed at the BFS [Talent Management project website](#).

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 BFA Business Practice Improvement Initiatives, 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 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?

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.wvu.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@wvu.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.wvu.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/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.wvu.edu/training/			