Accounts Payable Post Office Box Change

Please note Accounts Payable’s new PO Box number effective immediately. To ensure prompt payment, please have all invoices sent directly to:

Western Washington University
Accounts Payable Department
PO Box 218
Bellingham, WA 98227-0218

End of the Fiscal Year is Fast Approaching!

Believe it or not there are only 3 months remaining in Fiscal Year 2017! Now would be a good time to review budgets and make any needed adjustments. Some areas to review:

- Are there any salaries that need redistribution?
- Are the any unreconciled Pcard or Travel card items i.e. E399 and/or E999?
- Are there any encumbrances that should be liquidated?
- Are there any budget transfers that need to be done?
- Have you identified all expenses and confirmed their accuracy?

P-Card/One-Card Updates

On March 17, 2017, our P-Card/OneCard provider, JP Morgan moved our program to a new card transaction processing system. As part of this change, all cardholders will receive new replacement P-Cards and OneCards. The timing for when you receive your new replacement card will depend on when it expires. Brenda Ancheta shared detailed information on the card replacement process with you last month. In general, here’s what you can expect:

- **If your card expires in April**, you should receive a new replacement chip card by the end of this month and should begin using it immediately. Card will require activation upon receipt.
- **All other cardholders** will receive a new replacement chip card between May and September, and should begin using them upon receipt. Card will require activation upon receipt.

Please be sure to follow the instructions outlined in your new replacement card materials and begin using the card as directed.

**Important Note:** Your replacement card will also have a new expiration date and Customer Verification Value, the three-digit number on the back of the card. If you have your card on file with any suppliers, you need to update this information with those suppliers when you begin to use your new card.

The P-Card download schedule has been updated for the remainder of FY17, please make a note and share with your cardholders. The updated schedule can be viewed at
http://www.wwu.edu/bservices/cards/downloadschedule.shtml

For questions or concerns, please contact the Card Administrator, Brenda Ancheta at extension 3561.
Western Marketplace Receiving Reminder

For items ordered from the Marketplace, please remember to go online and receive your items and attach the packing list 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

Business Practice Improvement Initiatives – Update

There are notable developments in several BFA Business Practice Improvement Initiative (BPII) projects, including:

Parking Automation Project

The implementation of the new Event Request system is in progress and scheduled to go live on April 17, 2017.

The Event Module will replace the current web Event Request form and eliminate the current duplicate data entry effort. This new event system provides a much more user-friendly interface with our users and is fully integrated with the parking system.

IMPORTANT NOTICE: For departments who host events, a “shared” departmental email will be required to access the new Event system.

- If you need to setup a new shared email, or need to add additional staff permissions to your current department email contact ATUS at ATUS.Accounts@wwu.edu or 360-650-4444.
- Once you know your department email address, please contact the Student Business Office at parking@wwu.edu to ensure that your “department” parking account is setup and ready for use.

If you have any questions regarding this project, please contact Bob Putich at bob.putich@wwu.edu or Julia Gassman at Julia.gassman@wwu.edu.

Talent Management

For the month of March, the core team made significant progress in process design and configuration of the PageUp system. Our technical team has completed the specification for the two-way integration and started the programming cycle.

As we reported last month, Chyerl Wolfe-Lee, AVP of Human Resources extended invitations to departments for the PageUp pilot go live in mid-May. At this time, our pilots include personnel from:

- Business and Financial Affairs - the Budget Office, VP & AVP Office and Facilities Management
- Academic Affairs - Extended Education and Fairhaven College

In April, the team will continue to work with stakeholders in analyzing their current recruitment process and complete the set up in PageUp. Unit testing is scheduled for mid-April with core team members and pilot training scheduled for early May.
If you have any questions regarding this project, please contact the interim Project Manager, Wanna VanCuren at wanna.vancuren@wwu.edu or Analyst, Joshua Sakagawa at Joshua.Sakagawa@wwu.edu.

**Procure to Pay Project**

The team starting has begun to rollout the Non-catalog Functionality in the month of March to a few departments. ESM Non-catalog order is to replace the current 3-part paper form for “Department Order” and “Purchasing to Place” orders. Our rollout at this time will be a more focused training, with the trainer coming to your department and introducing this functionality in a 30-45 minute session to multiple members (primary and backup) of your department. If your department would like to try out this new order feature now, please contact your Division liaison (below) and we will arrange with you for the training. Since the Marketplace is especially useful for streamlining the RSP approval processes for purchases using grant funds, the team can run a short demonstration of this feature to your faculty members at times that are convenient to them.

Since Western Marketplace went live in June 2015, the team has engaged with all Western Marketplace users and is continuously collecting feedback from them. One of the pain points reflected by our users is scanning the pack list into the ESM system. In March 2017, after thoroughly surveying our current Western Marketplace users, the Core Team made a recommendation to Senior Management to allow scanning and uploading of pack slips to the Western Marketplace be optional. However, if packing slips are not scanned and uploaded, they will be required to follow the current P-card receipt processes – keeping all pack slips within the department in the case of possible audit. Going online in the Western Marketplace and receiving each line item would still be required. This decision is currently pending for BFA management approval.

**Vendor updates:**

Staples Business Advantage has acquired Coastwide and the name of this catalog has been updated on the Marketplace from “Coastwide” to “Staple Business Advantage”.

**Coming soon!** Waxie Sanitary Supply will soon join the Western Marketplace. Waxie is committed to being a leader in promoting responsible business practices that support sustainable communities. When they are live, be sure to check out their green products.

If you have a question or concern about a Marketplace vendor, deliveries, or products available in the Marketplace, please contact Hal Verrell at x3068.

If you have any questions regarding this project please contact co-Project Managers Wanna VanCuren Wanna.VanCuren@wwu.edu or Hal Verrell Hal.Verrell@wwu.edu (x3068). You may also contact your Division Procure to Pay liaison: Mark Okinaka, Kim Kolb Ayre, Debby Short, Mary Seaton, Lorie McNeil or Tom Jones.

If you have any questions regarding BFA Business Practice Improvement Initiatives (BPII), please contact Wanna VanCuren at Wanna.VanCuren@wwu.edu.

**AiM Implementation (Facilities Information Management System)**

In March, the project team began working on a detailed project implementation timeline for the modules related to Operations & Maintenance. The implementation of these modules will allow FM to make a full cutover from FAMIS to AiM in 2018. Because this is such a large effort, subteams for each functional area of FM have been identified and include:

- Space Management
- Financial Management
Additionally, two task forces have been formed – Regulatory and Life Safety – to inform the project team on compliance-related issues. Those teams, together with the FM Advisory Committee, will focus on the evaluation of current business processes for the near term. The first onsite session with the vendor to begin designing new business processes will be held in late-April.

To track this project and learn more, visit the Facilities Information Management project website.

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.

e-Builder Implementation (FDCB Construction Management Software)

During the month of March, the project team completed To-Be business process mapping for the use of Banner Grants by Capital Budget. These new processes will inform system testing which is planned to begin shortly. Additionally, the project team continues to work on gathering data to inform the configuration decisions for the implementation of e-Builder for FDCB.

To track this project and learn more, visit the FDCB project website.

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.

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.wwu.edu/bservices/cards/index.shtml
Click on “get started” to start the process in obtaining your OneCard.

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.

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
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. Any 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.

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

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<tr>
<th>Topic</th>
<th>Trainer</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td><strong>Banner Finance</strong></td>
<td>Using Banner Finance screens, running budget reports. <em>For a training document on how to run reports, contact Debbi @ x3568.</em></td>
<td>Diane Fuller or Debbi Baughn</td>
</tr>
<tr>
<td><strong>Cashiering</strong></td>
<td>Cashiering, cash receipting.</td>
<td>Becky Kellow</td>
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<td><strong>JV approvals</strong></td>
<td>Approving JVs in Web4U.</td>
<td>Debbi Baughn</td>
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<tr>
<td><strong>JV data-entry</strong></td>
<td>Entering JVs in Banner, attachments in Nolij.</td>
<td>Debbi Baughn</td>
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<tr>
<td><strong>Millennium FAST Finance</strong></td>
<td>Running data warehouse reports, queries. <em>For scheduled classes, see the HR training site.</em></td>
<td>Wanna VanCuren</td>
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<tr>
<td><strong>Pcard</strong></td>
<td>Use of the pcard, signing up for a pcard.</td>
<td>Brenda Ancheta</td>
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<td><strong>Purchasing</strong></td>
<td>Purchase orders, departmental orders, check requests, department’s purchasing authority.</td>
<td>Pete Heilgeist</td>
</tr>
<tr>
<td><strong>TEM data-entry</strong></td>
<td>For travelers &amp; delegates: entering travel documents in TEM. <em>For scheduled classes, see the HR training site.</em></td>
<td>Samantha Zimmerman</td>
</tr>
<tr>
<td><strong>Budget Transfers</strong></td>
<td>How to process Budget Transfers using Millennium Fast Budget Module</td>
<td>Carrie Thurman</td>
</tr>
<tr>
<td><strong>Budget Authority On-line Training</strong></td>
<td>For Budget Authorities: Register for training via Canvas</td>
<td>Nicole Goodman</td>
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HR training site: [http://west.wwu.edu/training/](http://west.wwu.edu/training/)