## Important Year End Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5th</td>
<td>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, 2017).</td>
</tr>
<tr>
<td>June 9th</td>
<td>Last day to submit payroll redistributions for <strong>pay periods prior to May 1st.</strong></td>
</tr>
</tbody>
</table>
| June 26th  | Recommended last day for online P-card purchases. Items 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, 2017.  
|           | Recommended last day to submit journal vouchers for July 2016 – June 2017 activity/corrections.  
|           | Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements. |
| June 28th  | Final Fiscal Year 2017 A/P check run.                                              |
| June 30th  | 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.                                     
|           | All goods/services must be received to be paid with Fiscal Year 2017 funds.         |

## End of the Fiscal Year is Fast Approaching!

Believe it or not there is only 1 month remaining in Fiscal Year 2017! Please review budgets and make any needed adjustments. Some areas to review:

- Are there any salaries that need redistribution?  
- Are the any unreconciled Pcard or OneCard 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?

## 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
Encumbrance Liquidations

Attention all Budget Authorities and Financial Managers—

In collaboration with the University Budget office, the Purchasing office is reviewing purchase orders placed in fiscal year 2016 (July 1, 2015-June 30, 2016) or earlier with encumbered (unused funds) still available. These old orders provide administrative challenges to several departments and to keep them open and available indefinitely uses up valuable resources in both Banner and administrative personnel.

To address these issues, on June 20th, 2017, we will execute a mass closing of these orders and unencumber the related budget/funds. This will only impact those orders from fiscal year 2016 or earlier. This does not affect renewals.

All departments and organizations are encouraged to review their open orders. If departments need to keep an old order open due to unpaid invoices or payments, please contact the purchasing department at Purchasing.Department@wwu.edu as soon as possible. No action is required from campus to liquidate these encumbrances.

Payment to Foreign Nationals

A new website http://www.wwu.edu/pfn has been created on Accounts Payable’s page to assist departments who would like to bring a foreign guest to campus. This website contains information as to what forms are needed, types of payments that can be made and templates to use for any correspondence.

If you have any questions about this site or need help with paying a foreign guest, please contact Donna Foley and x6815.

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 - Update

Business Services would like to advise all Marketplace users of a change to the receiving procedures for orders effective May 1, 2017. Several Marketplace shoppers have told us scanning and uploading packing lists in the Marketplace is time consuming and not everyone has access to a scanner. The eProcurement team has listened to these concerns and reviewed the current process. We are making changes to save shoppers time and make the process more consistent with the PCard process.

The new process, unless you have different procedures for your division, department or college, is:

1) When goods are received, verify the quantity received is what was ordered and that everything received is in good condition. If there is any doubt about the condition of the goods, call the supplier's Customer Service (see Vendor Return Guidelines on the Marketplace opening web page). It is also recommended that you keep the packaging for a few days after delivery in case you discover the need to return an item later.

2) Log into Marketplace, find your order, the appropriate line item, and enter the quantity received. If you only received part of the order, enter the quantity received and when the rest of the order arrives, enter the additional quantity.

3) Optional: If desired, or required by your division, department or college, scan and upload the packing slip to the header or top level of the Marketplace order.

4) If you are not completing Step 3, file the packing slip and any supporting documentation in your department files using a method where you can easily retrieve this information should Accounts Payable need to review them or they become subject to an audit.

If no packing list came with the order, make a note for your file of the date received, the vendor name, the PO number, and the quantity received with the notation that no packing list was received.

The May 1 effectivity is for any receipt activity on orders in process. The Quick Reference Tools and videos will be updated on the Marketplace website for your reference as well.

If you have any questions, please contact Hal Verrell at x3068, or Susan Banton at x2430.

Business Practice Improvement Initiatives – Update

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

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

In May, the project team made significant progress on the first round of decisions for the initial configuration and set up of the Operations and Maintenance module. These are out to the vendor for review and include the following:

- How/what legacy data will be brought from FAMIS to AiM
- Customer default funding strings
- FOAPAL structure in AiM
- Definitions for Assets and Warehouse
In addition, Key and Access Control is in full swing. The week of May 23, team members worked with the vendor to complete conceptual training, as-is process review and have started to-be process diagramming. The next onsite business process session with the vendor is already scheduled for Key and Access Control to occur in mid-June.

If you have any questions regarding this project, please contact the Project Managers, Deanna Reynolds at deanna.reynolds@wwu.edu and Julie Larmore at julie.larmore@wwu.edu, or Analysts, Devlin Sweeney at devlin.sweeney@wwu.edu and James Yates at james.yates@wwu.edu.

**e-Builder Implementation (FDCB Construction Management Software)**

During the month of May, the project team made good progress on vetting historical Banner Grants data. In the following months, the project team will be looking to Central IT to associate active and historical project data in Banner to project numbers. Regarding e-Builder, the project team is currently working with the vendor to finalize system configuration choices, integration design and business & system process mapping. The project team continues to move forward with scheduled training in June to learn about best practices for utilizing E-Builder.

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.

**Parking Automation Project**

The implementation of the new Event Request system went live on May 2, 2017.

The online Event Request form provides a more user-friendly interface, which is fully integrated with the parking system. The Event Request Form can be accessed via the Parking Portal. Additional information on the online form and events is available on Parking Services website.

**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.
Talent Management

The Talent Management implementation team is excited to announce that on May 17th the PageUp recruiting and onboarding module went live beginning with our pilot group. The implementation team will continue to deploy the new system as other departments have positions that come up for recruitment. The project team continues to work on finalizing all outstanding open items, such as PageUp to Banner integration with the Tech team.

If you have a hiring need, contact Stephanie Ludemann at x3306 for the new process. If you are completing a position description in anticipation of a recruitment, contact Stephanie prior to completing the position description form.

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, Peja Isakovic at Peja.Isakovic@wwu.edu or Analyst, Joshua Sakagawa at Joshua.Sakagawa@wwu.edu.

Procure to Pay Project

The Look and Feel of the Marketplace

ESM Solutions, our Western Marketplace platform provider, is continually improving their user interface (UI). These improvements over the next few months may affect the look and feel of the Marketplace. Their latest change started Friday, June 2. This change, has removed the Cart and Checkout tabs from the top of the screen.

The Cart screen or summary can be accessed by selecting the Cart button. The cart summary area will continue to display all items that have been added to the cart but not converted to a transaction.

Transactions can be viewed by selecting the Transactions link beneath the search bar. This will bring you to the list of your open transactions.
Monthly Marketplace Training will resume in July

The regularly scheduled monthly Western marketplace training will resume 7/25/17 in HU 242 from 10-11:30.

This class will cover the basic of catalog shopping, approving orders, receiving and will include, if time, a short introduction to non-catalog orders. Sign up through the Western training portal. If your department would like special department training for several users (more than 3), departmental specific training classes can also be set up.

If you have a question or concern about a Marketplace vendor, deliveries, or products available in the Marketplace, please contact Hal Verrell at x 3068.

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 (BPPII), please contact Wanna VanCuren at Wanna.VanCuren@wwu.edu.

Pcard and OneCard 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 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. 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.
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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Trainer</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Finance</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 4002 / 3568</td>
</tr>
<tr>
<td>Cashiering</td>
<td>Cashiering, cash receipting.</td>
<td>Becky Kellow 3720</td>
</tr>
<tr>
<td>JV approvals</td>
<td>Approving JVs in Web4U.</td>
<td>Debbi Baughn 3568</td>
</tr>
<tr>
<td>JV data-entry</td>
<td>Entering JVs in Banner, attachments in Nolij.</td>
<td>Debbi Baughn 3568</td>
</tr>
<tr>
<td>Millennium FAST</td>
<td>Running data warehouse reports, queries. <em>For scheduled classes, see the HR training site.</em></td>
<td>Wanna VanCuren 2992</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pcard</td>
<td>Use of the pcard, signing up for a pcard.</td>
<td>Brenda Ancheta 3561</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Purchase orders, departmental orders, check requests, department’s purchasing authority.</td>
<td>Pete Heilgeist 3127</td>
</tr>
<tr>
<td>TEM data-entry</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 3441</td>
</tr>
<tr>
<td>Budget Transfers</td>
<td>How to process Budget Transfers using Millennium Fast Budget Module</td>
<td>Carrie Thurman 3029</td>
</tr>
<tr>
<td>Budget Authority</td>
<td>For Budget Authorities: Register for training via Canvas</td>
<td>Nicole Goodman 2477</td>
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<tr>
<td>On-line Training</td>
<td></td>
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<tr>
<td>HR training site:</td>
<td><a href="http://west.wwu.edu/training/">http://west.wwu.edu/training/</a></td>
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</tbody>
</table>