WESTERN WASHINGTON UNIVERSITY
Accounting Services
Finance Footnotes

January 2018

Purchasing Food and Beverage

There are now two Food and Beverage Approval (FBA) forms:

- Food and Beverage Approval Form - Chart 1
    - Use if using only Chart 1 funds or splitting Chart 1 and Chart 2 funds

- Food and Beverage Approval Form - Chart 2
    - Use if only Chart 2 funds are being used

The new Chart 2 form was created to:

- Document approval,
- Explain only the requirements that pertain to Chart 2 funds, and
- Serve as a PO when using Aramark Catering.

Alcohol Purchase Rule Change

University credit cards may now be used to purchase alcohol. Departments must still use Chart 2 funds to purchase alcohol and the permit.

Updates to the Food and Beverage website are in progress and should be completed by Friday, February 16th.

A Reminder from the Travel Desk

When do I need a TA (Travel Authorization)?

- All Travel needing reimbursement, even local travel, requires a Travel Authorization.
- For local official business travel that will not result in a reimbursement, divisions and/or departments should implement their own approval requirements that should include, at a minimum, verbal pre-approval of the travel by a traveler's supervisor. For official university travel *leaving the state of Washington* a TEM Travel Authorization is required regardless expenditure, funding, or reimbursement needs.
- Travelers who do not obtain prior approval as required may be responsible for any unauthorized expenses and may jeopardize other support provided by the state for travelers in official travel status.

More information is available on the Travel Authorization Page.

Policy Updates

Business Services/Purchasing has revised two existing policies that were approved by President's Cabinet. Below are links to new documents for you to become familiar with and to share with those involved in purchasing in your area. If the policies/standards/procedures create issues for your operations, we encourage your feedback. Please send any concerns to Nicole Goodman, University Compliance Manager. The Purchasing Department is currently updating its website to reflect the new changes. The link to the revised webpage will be communicated upon completion.

POL-U5348.01 Purchasing Goods and Services

Summary of Changes:

1. Combines four current purchasing related policies into one.

2. Emphasizes expectations of stewardship of University funds, language was expanded in sections regarding:

   a. Ethical conduct,
   b. Personal purchases, and
   c. Authority to make and approve purchases.

3. Updated the "restricted items list" which is now called the *Standards for Controlled and Prohibited Purchases.*

4. Added language regarding lost receipts and responsibilities of Financial Managers.

5. Created standards for purchasing goods and services to outline requirements for specific dollar limits.

6. Certain sections allow for Budget Authorities to assume authority previously only authorized by the Financial Manager. Example: Budget authorities may authorize other employees to make purchases within the Budget Authority's spending limits.

7. Highlights that there are specific standards for purchases made with grant funds.

8. Created purchasing method standards which dictate when certain purchasing methods can or cannot be used in order to increase use of more efficient systems (i.e. Marketplace) and decrease use of less efficient methods (i.e. paper PO's, PCard).

New Purchasing Required Standards:

STN-U5348.01A Ethical Purchasing

STN-U5348.01B Controlled and Prohibited Goods and Services (formerly known as "restricted" items)

STN-U5348.01C Standards for Purchasing Goods and Services

POL-U5348.04 Issuing and Using Credit Cards

Summary of changes:

1. The roles and responsibilities of the Financial Manager, transaction Approver, and Cardholder are specified.

2. Language regarding internal controls and accountability has been strengthened. For example:

   a. Approvers of transactions must now be officially designated Budget Authorities as currently required for approval of purchases via other forms of payment (i.e. purchase orders).
   b. Financial Managers required to ensure cards are promptly cancelled or deactivated when appropriate.
   c. Written standards were created for card and account security.
   d. The card application was updated to include attestations for the Financial Manager, Approver, and Cardholder to accept responsibilities and comply with policies.
   e. Consequences for misuse or abuse are stated in the revised policy.

3. The training for Cardholders and Approvers has been updated to reflect the new policy changes.

New Credit Card Required Standards:

STN-U5348.04A	Securing University Credit Cards and Accounts
STN-U5348.04B	Deactivating and Cancelling Credit Cards

Business Practice Improvement Initiatives – Update

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

Travel and Expense Management (TEM)

During the month of January and early February the project team met with many sub-team and other members from each Division. These group discussions were designed to identify key issues, must keep and must have functionality in the new system. The requirements gathering is complete, except for faculty, and the Request for Proposal (RFP) went out to vendors on February 9th. The team plans to bring vendors on site for demos the week of March 19th, location and details will be announced in March. We have also engaged the Academic Technology Committee (ATC) and will be presenting to them on March 5th.

If you have any questions regarding this project, please contact the Project Managers Jeb Bowdoin at Jeb.Bowdoin@wwu.edu or Pete Heilgeist at Pete.Heilgeist@wwu.edu.

AiM Implementation (Facilities Information Management System)

In January, the project team continued to work on populating the AiM test environment with data, including vendor catalogs, assets, and manufacturers. Several rounds of loading data into the system have happened to provide the project team a good vantage for how the data will look and how the system will work. The project team continues to work towards the planned Go Live in June 2018.

If you have any questions regarding this project, please contact the Project Managers, Deanna Reynolds at deanna.reynolds@wwu.eduand 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)

In January, the Facilities Development/Capital Budget group continued the use of e-Builder to include all active Capital projects. With the addition of the Capital Budget, E-Builder is being used to manage Public Works projects. The project team continues to refine business processes and improve reporting. Additionally, the first of three (3) planned integrations with Banner, are undergoing revision to meet Banner integration requirements.

Talent Management

During the month of January the Recruiting and Onboarding project team finalized integration from PageUp to Banner, allowing hire information automatically updating/populating Banner records. The program was put into production/live environment on January 12.

All future classified and professional staff recruitments are now fully utilizing PageUp. Human Resources is providing introduction training every week for departments that are first using PageUp. The training covers an overview of PageUp, and how to start a position description and recruitment in the system. Faculty process is yet to begin as the team works on the support and feedback from new users in the system.

The Learning Management project team finalized planning project milestones with the vendor. In mid-February, the PageUp consultant will be onsite for one day to begin the configuration process of the Learning Management System that will replace the Western Training Portal.

If you have any questions regarding this project, please contact the Project Manager, Peja Isakovic at Peja.Isakovic@wwu.edu or Analysts, Joshua Sakagawa at Joshua.Sakagawa@wwu.edu for Recruiting and Onboarding and David Weiss David.Weiss@wwu.edu for Learning Management.

Procure to Pay

Western Marketplace:

Marketplace Statistics – (All FY 18 YTD Numbers as of January 31, 2018

Catalog Vendors - 23

Total Orders Processed entire FY17 - 4,177	Total orders Processed YTD FY18 – 2,561
Total Order Amount FY17 - $5,170,912	Total Order Amount YTD FY18 - $3,381,659
Unique Items Ordered: FY17 - 6,477	Unique Items Ordered YTD FY18 – 6,126

The team is still working with Keeney’s and Connection to have eInvoice functionality handled through the Marketplace. A goal is to go live with them in March 2018.

Contract Management Module (CMM):

The CMM Core Team reached out to the Colorado School of Mines to learn how they have implemented various functionality on their project. This dialog has been very helpful to us and we will continue the dialog going forward."

A team kick-off meeting was held January 30 introducing the full team to the system. The next step involves smaller meetings with various areas covering topics such as what types of review and approval are needed for certain contract types, and what types of reporting or queries would people like to see from the system. If your area uses any contract samples or templates these will need to be reviewed. If you have any contract samples or templates you currently use, be sure and send them to Contract Administration office at contract.Admin@wwu.edu

If you have any questions please contact co-Project Manager Hal Verrell Hal.Verrell@wwu.edu (x3068) or Jeb Bowdoin Jeb.Bowdoin@wwu.edu (x4225). 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.

Payment to Foreign Nationals

A reminder that website http://www.wwu.edu/pfn has been created on the 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 at 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 a new 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 FY18, 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, <u>**unless you have different procedures for your division, department or college**</u>, 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.

Pcard and OneCard Reconciliation PaymentNet Reminders

<u>Default Account Codes E399 and E999 – Unreconciled Expenditures</u>
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 downloaded to Banner with account codes E399 and E999 will require the cardholder to prepare a Journal Voucher (JV) to correct.

<u>Users with multiple roles</u>
As of March 23 2017, an enhancement to PaymentNet caused users with multiple roles to experience separate views for each 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 or 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

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.	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 Transfers	How to process Budget Transfers using Millennium Fast Budget Module	Carrie Thurman	3029
Budget Authority On-line Training	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: http://west.wwu.edu/training/ Accounting Services training site: https://wp.wwu.edu/acctsrvcs/2017/03/20/training-coa-changes/			