NEW FUND BALANCE REPORT AVAILABLE IN MILLENNIUM FAST FINANCE!

A new report titled “Changes to Fund Balance” has been added to the Millennium FAST Finance module and can be found on top of the Finance page under the “Op Ledger Reports and Trans.Details” menu on the top of the Finance page. The report provides a beginning fund balance for any specified fund over 5 fiscal years.

Listed below are tips on how to run the report and what the data represents (these tips also appear on the bottom of the report Filter Options page):
1. **Chart:** Select one chart from the drop-down. Only one chart can be selected
2. **Fiscal Period:** Select a fiscal period from the drop-down.
3. **Fund:** Enter a fund code (wildcards allowed), then select it from the drop-down. If the entered fund code is a designated roll-up fund, the report will combine all the activity of the child funds.

This report shows changes to Fund Balance across five fiscal years. When you select a Fiscal Period, all five years will reflect activity as of that period. For example, if run for Fiscal Period "Jun-20xx (Year End)" (the accrual period), the report will reflect activity/amounts as of the accrual period for that year and the four previous years. But if run for Fiscal Period "Jan-20xx" (period 07), the report will reflect activity/amounts as of period 07 for that year and the four previous years.

NOTE – the Beginning Fund Balance (Acct X101) on the report will ALWAYS be the beginning fiscal year fund balance. Revenues throughout any given fiscal year will increase fund balance, and expenses will decrease it. Expenses are shown as negative amounts. The total at the bottom of the page is a calculation, reflecting the data on the page in relationship to the beginning fund balance (account X101). If the report is run for a "Year End" accrual period, the total at the bottom will represent the closing fund balance.

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**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.*


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:**

<table>
<thead>
<tr>
<th>STN-U5348.01A</th>
<th>Ethical Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>STN-U5348.01B</td>
<td>Controlled and Prohibited Goods and Services (formerly known as “restricted” items)</td>
</tr>
<tr>
<td>STN-U5348.01C</td>
<td>Standards for Purchasing Goods and Services</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>STN-U5348.04A</th>
<th>Securing University Credit Cards and Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>STN-U5348.04B</td>
<td>Deactivating and Canceling Credit Cards</td>
</tr>
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</table>
There are notable developments in several BFA Business Practice Improvement Initiative (BPII) projects, including:

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

In November, the project team worked with the vendor on the 1st workflow walkthrough for the AiM system’s Operations, Maintenance, and Key modules. Alpha testing is complete and the team will be moving into Beta testing and final system configuration decisions over the next couple of months. While Alpha testing was meant to combine the system configuration decisions with the process decisions and begin to show where there might be holes, Beta testing will be a deeper dive into the system to ensure permissions, groups, and other intricate details are completely set up. The Core team will continue to involve project sub-team members and Subject Matter Experts (SMEs) in these tests to offer a wider range of perspective and feedback. The team continues to discuss and implement decisions on groups, WorkDesks, and queries needed to tailor the AiM screens to facilitate roles within the system and make navigation easier. These will continue to evolve as the system and process decisions mature.

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)**

In November, the Facilities Development/Capital Budget group expanded their Pilot use of e-Builder to include several active projects. Additionally, the first of three (3) planned integrations with Banner, will go through testing in the coming weeks. This means that the project team has begun work on a full transition to using e-Builder at which time this implementation will begin the Stabilization period.

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.

**Talent Management**

During the month of November the project team finalized the majority of documentation (Faculty documentation still to be created), worked on the rest of reports and approval routings. There is only 1 outstanding report that require PageUp input/fix, all other reports are fully completed.

Final touches/updates on approval routing workflow continues as team keeps fine tuning the current process (ensuring the guides and the PageUp system setup is accurate representation of the actual process). The project team continues to work with HRIS team on PageUp to Banner integration work stream. The integration team is finalizing Phase 1, fine tuning all current errors, making the program ready for production. The team is has also begun working on Phase 2, with testing starting early December.

The project team plans to gradually open the system campus wide for classified staff and for professional staff in the coming months. Faculty process will follow once the project team establish and confirm the detailed process workflow.

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**

Marketplace Statistics: (All FY18 are YTD numbers as of November 30, 2017)

Catalog Vendors - 23

Total Orders Processed FY17 - 4,177

Total Order Amount FY17 - $5,170,912

Unique Items Ordered: FY17 - 6,477

Total orders Processed FY18 - 4,491

Total Order Amount FY18 - $2,744,825

Unique Items Ordered FY18 - 2194

Keeney’s Office Interiors was added for Furniture items last month. Pricing includes delivery and installation.

Please remember to receive your Office Depot orders in The Marketplace as soon as they arrive. Office Depot invoices are loaded electronically every Friday afternoon. The payment process is slowed down if items have not been received. You will not get the reminder email notices if you receive the orders online prior to noon on Fridays.

We anticipate adding Connection (formerly known as GovConnection) and Keeney’s to eInvoicing during the first quarter of 2018.

**Contract Module**

In November, the team started “work sessions” on a bi-weekly basis with the consultant. In these sessions, our consultant goes through different topics including system set up, mandatory and optional fields, approval routing, etc. with the team members. The goal is to set up the framework so the team can start engaging with the other team members from campus. The core team is considering a site visit to another college or university that has implemented the contracts module in order to assist in making decisions regarding the system set-up and configuration. If a visit can be arranged this can hopefully happen in January 2018. Moreover, the team has completed their first template of Service Agreement Short Form and our consultant has loaded it to our Test site. The team will conduct simulations as campus users and work on this template in their next work sessions.

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

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**Payment to Foreign Nationals**

A reminder that website [http://www.wwu.edu/pfn](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.
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 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](http://www.wwu.edu/bservices/cards/downloadschedule.shtml)

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

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**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.

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 downloaded to Banner with account codes E399 and E999 will require the cardholder 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 PaymentNet 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**

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.
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<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Trainer</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Banner Finance</td>
<td>Using Banner Finance screens, running budget reports.</td>
<td>Diane Fuller or Debbi Baughn</td>
<td>4002 / 3568</td>
</tr>
<tr>
<td>Cashiering</td>
<td>Cashiering, cash receipting.</td>
<td>Becky Kellow</td>
<td>3720</td>
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<tr>
<td>JV approvals</td>
<td>Approving JVs in Web4U.</td>
<td>Debbi Baughn</td>
<td>3568</td>
</tr>
<tr>
<td>JV data-entry</td>
<td>Entering JVs in Banner, attachments in Nolij.</td>
<td>Debbi Baughn</td>
<td>3568</td>
</tr>
</tbody>
</table>
| 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      | For Budget Authorities: Register for training via Canvas                    | Nicole Goodman           | 2477   |
| On-line Training      |                                                                 |                          |        |
| HR training site:      | [http://west.wwu.edu/training/](http://west.wwu.edu/training/)              |                          |        |
| Accounting Services   | [https://wp.wwu.edu/acctsrvcs/2017/03/20/training-coa-changes/](https://wp.wwu.edu/acctsrvcs/2017/03/20/training-coa-changes/) |                          |        |