Important Year End Dates

May 11th	◊	Purchase forms due for all computer orders for guaranteed delivery prior to June 30.
June 4th	◊	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, 2018).
June 8th	◊	Last day to submit payroll redistributions for **pay periods prior to May 1st**.
June 25th	◊	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, 2018.
	◊	Recommended last day to submit journal vouchers for July 2017 – June 2018 activity/corrections.
	◊	Last day for Petty Cash reimbursements, Check Requests, and Services Reimbursements.
June 28th	◊	Final Fiscal Year 2018 A/P check run.
June 29th	◊	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 2018 funds.

End of the Fiscal Year is Fast Approaching!

There are only 2 months remaining in Fiscal Year 2018! 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?

Welcome Chris Remick

Chris Remick has officially joined Accounting Services full time as a Fiscal Technician 3 in Accounts Payable. Chris replaced Van Ho who retired in December. Chris will be working with vendors A-L and can be reached at extension 6477 or chris.remick@wwu.edu.

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

AiM Implementation (Facilities Information Management System)
In April, the project team finished full-scale system testing. Work continues on loading data into the system. Measurable progress is being made on report development, documentation, and detailed planning for Go Live. The Facilities Management staff identified as trainers are in the process of receiving vendor training so that they are able to deliver sessions to all system users in May and June. Training materials by role are also being developed. In May, the project team will continue to work on reports and documentation and will begin to train users for the planned June 2018 Go Live.
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)
With only integration configuration remaining, in April, Facilities Development/Capital Budget (FDCB) transitioned from system implementation to the stabilization period. FDCB is actively using e-Builder to track many active projects and have transitioned to working with the vendor's customer support office, as needed. The direct pay integration has been delayed awaiting a vendor configuration issue; however, this issue is expected to be resolved in May 2018.
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 April the project team continued to work on improving user system experience, resolving support tickets and improving approval routing instructions and guides. Staff recruitments and Associated Students recruitments continue to be posted and reviewed in the system. The project team is working with the Colleges and ABO making progress on the both Tenure-Track and Non Tenure-Track recruitment process configuration.

The Learning Management Project Team has continued to work through weekly iterations configuring the Learning Management module of the PageUp system. Meetings with the PageUp vendor are occurring twice a week. Internal testing within the Project team has begun late April and will continue during this next month.

More information and project updates can be viewed at the BFS Talent Management project website.

If you have any questions on the Recruiting and Onboarding contact Lea Aune at Lea.Aune@wwu.edu or the BFS Analyst, Joshua Sakagawa at Joshua.Sakagawa@wwu.edu. For Learning Management contact Ron Marks at Ron.Marks@wwu.edu or the BFS Analyst David Weiss at David.Weiss@wwu.edu.

PROCURE TO PAY PROJECTS

Western Marketplace
Marketplace usage is progressing at about the same levels as last year. We encourage campus shoppers to use the catalog vendors and to utilize the non-catalog features for purchases of items not available from the catalog vendors. The non-catalog feature gives you the capability to request a purchase order electronically instead of filling out the Purchase Requisition Form. There are training opportunities at least once a month to learn how to use the Marketplace, and Purchasing is happy to provided one-on-one tutoring!

	Fiscal Year 17 Total	Fiscal Year 18 To 3/31/18
Total Orders Processed	4177	3276
Total Order Amount	$5,170,912	$3,976,894
Unique Items Ordered	6477	7691

Purchasing is conducting business reviews with each of the major catalog suppliers, and we invite any comment or question you might have that you feel we should address with any of the companies.

E-Invoicing
Electronic (paperless) invoicing or eInvoicing with Keeney's went live the first week of April. Invoices are loaded daily in the Marketplace, the same day as delivery. Emails reminding requestors to receive the order are sent from the system at the same time invoice is loaded. Once the order is received the invoice is immediately sent to Banner and paid thirty days later.

Contract Management Module (CMM)
The CMM project is on schedule for implementation to begin in July with Extended Education and the Library, with other departments to phase in to using it over the remainder of the calendar year. The configuration of the system is nearing completion as the input from the sub-team user groups have been reviewed and incorporated. User testing should progress through the rest of April and into May. Formal training should begin late May. This system will enhance contract routing through both the review process and the signature process, and all University contracts will be available to authorized users for reference.

Proper Addressing Helps To Assure Your Package Delivery
Purchasing has received complaints about package deliveries to the wrong campus locations. This is generally occurring on orders placed with online vendors who sometimes use various carriers to get a package delivered. If you are located at the Bellingham campus, you are probably are already aware that the common for the University is 516 High St. We have been in contact with the key shippers to advise them of our campus layout and addressing format. If you use the address format described below this should ensure that your package arrives at your location, regardless of the shipping vendor used:

Suggested Format	Sample
WWU Department Name	WWU Business Services
516 High St.	516 High St.
Building Name Building room #, MS XXXX	Administrative Services 134, MS 1420
Bellingham, WA 98225	Bellingham, WA 98225

If you have issues with deliveries, please contact Purchasing and provide the details of your shipment and what occurred and we will continue to work with these carriers. If you are located at an off-campus location, please continue to use your normal address and ship-to information.

New Purchase Requisition Form Coming Soon
Purchasing has created a revised Purchase Requisition Form that provides more up to date instructions on the back of the pink copy and clarifies some of the common confusions. These will be available about April 15 and we encourage departments to return any supply you have of the old style forms and ask for the new version.

The emphasis of the new form is on the use of the form as a Check Request for those payments that would not normally require a purchase order to be issued to the Supplier. Use of the Marketplace non-catalog function is encouraged for those situations where a purchase order is required. If you need training on how to use the Marketplace for these types of purchases, please contact Karen McKinnon x2314 or Susan Banton x2430. Periodic formal trainings are held, or they will be happy to provide individualized training.

Important Note – with the University's E-procurement/Marketplace program's continued growth and acceptance on campus and our desire to make the procurement process as paperless as possible, as of January 1, 2019, Purchasing will no longer be accepting any 3-part hard copy Purchase Requisition forms for "Purchasing to Place" Purchase Order requests.   These types of purchase requests will be required to be submitted through the e-procurement system. Thusly, it is important for all users to be familiar with this method of requesting an order prior to that date – again, training is available

Competitive Procurement Reminder

A reminder that as a state agency we have certain procurement rules we must follow. In general, any purchase over $10,000 (including freight and fees, but less sales tax) requires soliciting at least three competitive bids and if it exceeds $100,000 then a more involved process of sealed bidding must be conducted. If you have a large dollar volume purchase, contact Purchasing early in the process, before any potential vendors are invited in or consulted. Effective competition requires that we have a process that is fair and open to all possible interested parties, that we involve Minority and Women-Owned businesses, and that the process is thoroughly documented.

Purchases made on the Marketplace are already supported by a competitive process and there is no dollar limit for purchases you make through the catalog vendors.

Sole Source Procurement

While competitive procurement is always the preferred method for securing goods and services, it is recognized that there are some cases where only one company can supply what is required. The requirements for sole source are fairly stringent, and they are outlined in a newly developed eSign Form "Sole Source Approval Request." If you are anticipating a purchase over $10,000 which might have the potential to be a sole source, review the form and contact Purchasing as early as possible.

TEM

In April, the project team received vendor responses to a Request for Proposal (RFP) seeking a travel and expense software solution and began the response evaluation process. Onsite demonstration sessions will be held during the week of May 21st and will be open to anyone interested in attending. This is a slight change from the original schedule. The project team will send invitations to project team members who will forward the invitation to others from their areas interested in participating in the onsite demonstration sessions.

If you have any questions regarding this project, please contact the Interim Project Manager, Deanna Reynolds at Deanna.Reynolds@wwu.edu, or Pete Heilgeist at pete.heilgeist@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.

Western Marketplace Receiving Reminder

<u>Unless you have different procedures for your division, department or college</u>:

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 Quick Reference Tools and videos are available 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.

<u>Backup Approver</u>
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.

<u>Western is not sales tax exempt.</u>
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.

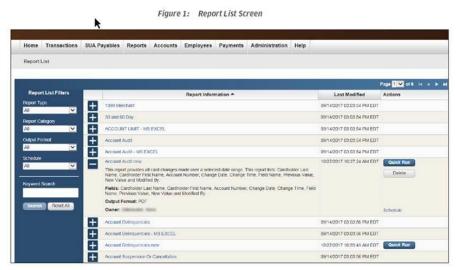**PaymentNet System – Western specific 'how to' training videos**
Available for your convenience are a series of self-directed training videos.
http://www.wwu.edu/bservices/pcard/pntraining.shtml

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.

PaymentNet (Pcard) Reporting Module

PaymentNet will be introducing a new Reporting module that allows users to customize the contents and layout of reports and manage the reports they have created. This module will be made available to clients in a phased rollout during the month of March. More information will be provided as we get closer to the rollout.

New Quick Reference Cards will be available on the PaymentNet Resources in page for cardholders. The Reporting interface has been redesigned, but your standard and custom reports will still be available. A redesigned Report List screen, shown in Figure 1, will provide summary information and can be expanded to show a description of the report, list of the included fields, the output format, and the name of the report owner.

Figure 1: Report List Screen

Please contact Brenda Ancheta at x3561 if you have any questions or concerns.

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/			