Important Year End Dates

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 is only 1 month remaining in Fiscal Year 2018! Please be sure 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?

A Reminder from Accounts Payable

When filling out a Services/Reimbursement Form, please fill in the completion date in section IV. Payment for services should follow the completion date.

WESTERN WASHINGTON UNIVERSITY
SERVICES / REIMBURSEMENT FORM

SECTION IV: PERSONAL SERVICES/HONORARIUM PERIOD OF PERFORMANCE	
Start Date:	Completion Date:

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

AiM Implementation (Facilities Information Management System)

The team is now one month away and on target for the planned June 2018 Go Live. In May, the project team finished all system testing and test system data loading, with the exception of key and access data. Data has also been loaded into production and subsidiary data is being generated as shops go live. Tailored training materials by role, reports and documentation critical for Go Live have been developed. FM trainers have already started delivering sessions to FM system users and there are currently four shops live in the system. The team also has made marked progress in the development of templates for the customer request portal. In June, the project team will load the final data (key and access) into production, complete training for remaining users, bring remaining shops live in the system, finalize the customer request portal for Go Live, and communicate to campus about the new system and how to submit requests for work.

FM is gradually moving all billing from FAMIS to AiM starting with this month's billing pass.

Reference numbers are changing

- The document reference number will change from a FAMIS Work Order Number (W#) to an AiM Work Order Number (beginning with the fiscal year). Customer Service will ask for this number for any queries.

- The document number will change from a PHY number to an FM number. Both numbers will be used over the next couple of months as we transition to AiM. People will not be double billed.

- Each transaction description field will start with three digits. This is the phase of the AiM Work Order, which is much more specific on the work that's been done.

Descriptions will become more helpful

- Descriptions should become more meaningful over time

- Work will be broken down into more specific topics over time, to show what precisely is happening in a job request

- Account codes will be more meaningful at the time they are billed

Billing will happen more often

- FM will be passing billing information to Banner twice a month now instead of once a month. Although this may seem like more trouble, this will give the information quicker for people to ask any questions earlier in the process.

Billing information will still come via Banner, PDFs or FAST. For questions regarding billing, contact Nancy McLaughlin at x7502. For general AiM project questions, please contact aim@wwu.edu.

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

Talent Management

During May the project team made headway on Tenure-Track and Non Tenure-Track recruitment process configuration. The project team is working with and training the Colleges and ABO during this transition from the old NOVUS system.
The Learning Management Project Team has completed several tests with Learning Management permissions and configurations. Both project teams are working together to ensure user experience in Recruiting and Onboarding is unaffected during LMS Go live and implementation. Training for Learning Activity Trainers is scheduled to begin early June.

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

Western Marketplace
The total dollar value processed though the Marketplace has surpassed the total from last fiscal year, and there is still a month to go! The number of unique items purchased is up almost 50%, it appears that shoppers are taking better advantage of the catalog offerings and making more purchases at lower dollar values. That is a significant benefit of shopping the Marketplace; most catalog vendors do not have order minimums. If you need assistance learning how to use the catalog and non-catalog features, please contact Purchasing, they are happy to provided one-on-one tutoring!

	Fiscal Year 17 Total	Fiscal Year 18 To 5/31/18
Total Orders Processed	4177	4089
Total Order Amount	$5,170,912	$5,430,889
Unique Items Ordered	6477	9591

We are preparing to add Airgas as a catalog supplier early in the next fiscal year. And please advise Purchasing if you are having delivery issues, we have tried to work with the more frequently used suppliers to work out issues with addressing and delivery, your feedback would be appreciated.

E-Invoicing
E-Invoicing is live with Office Depot and Keeney's which means that once your order is placed and filled, these suppliers send an electronic invoice in which gets matched with the order and the receipt. In order for the highest efficiency for this feature, it is important that shoppers enter the receipt transaction as quickly as possible after receiving the goods in your office.

Contract Management Module (CMM)
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. The application is in the final testing phase, the core team is working to make sure all of the features work as anticipated in preparation for beginning training in June. The plan is for implementation to begin in July with Extended Education and the Library, however any departments who feel they are ready are invited to attend a

drop-in training session on June 13 from 10-Noon in HU242. As of July 1 all contracts will be processed through the CMM!

Training sessions will be listed on the new training portal as soon as it goes live (attentively scheduled for June 15) Be sure and sign up for the July classes.

New Purchase Requisition Form

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 are available from Purchasing now 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. 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

Year-End Reminder

Please be certain, if it is important that your purchase be executed with FY18 funds, that you place your order in time for the products to be delivered and received before June 30, Anything that is received July 1st or later will be entered against FY19. The majority of Marketplace items, except for furniture, are stock items and can be delivered fairly quickly. If it is important that your departments uses FY18, you may need to double check with the supplier or ask Purchasing to verify the expected lead time for delivery.

Marketplace orders not received by June 30 online will roll as an encumbrance into the next fiscal year. Open or Blanket Orders which expire at the end of the fiscal year should be reviewed to determine if they need to be reviewed. You should have received a list of expiring orders from Purchasing, please submit your renewal request via eSign form as soon as possible.

TEM

In May, two vendors, Ellucian Chrome River and SAP Concur, came to Western and gave demonstrations of their applications. The project team is gathering survey responses and checking vendor references. A vendor selection recommendation to the BPII Steering Committee is expected early July. If you have any questions regarding this project, please contact the Project Manager, Kay Siefken kay.siefken@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.

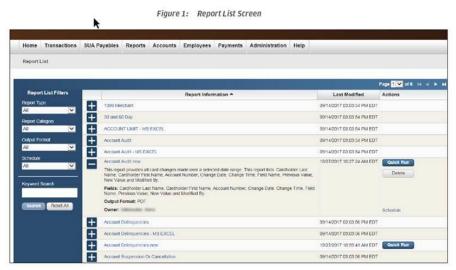### PaymentNet System – Western specific 'how to' training videos

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/			