



CAHNRS BC Travel Training Dates

Full Length Travel Training:

Wednesday, April 7th from 10-11:30am

Mileage Micro-Trainings: Lodging and Meals Micro-Trainings:

April 8th 1:30-2pm

April 8th 2-2:30pm

April 14th 9:30-10am

April 14th 10-10:30am

April 20th 9-9:30am

April 20th 9:30-10am

April 22nd 2-2:30pm

April 22nd 2:30-3pm

Purchasing Card Verification Training

We're holding Purchasing Card Verification Trainings on the following dates (30min):

Friday, April 9th at 10am & Tuesday, April 20th at 10am

To enrolled in one of these sessions please reach out to Adriana Rivera at adriana.rivera@wsu.edu

Resources

Travel

Be on the lookout for updates and resources on our travel page.

<https://business-center.cw.wsu.edu/travel/>

Purchasing

Please take a look at the Power point on our web site that will walk you through many processes of Workday.

<https://business-center.cw.wsu.edu/purchasing/>

Modernization Open Office Hours

Great informational meetings!

<https://modernization.wsu.edu/calendar/>

CAHNRS Business Center

<https://business-center.cw.wsu.edu/>

Mail Code: 6424

CAHNRS Business Center Reminders

Purchasing

- ✓ Put all items that you want to order from one vendor to your cart before checking out
- ✓ One Vendor per Purchasing Request
- ✓ One Invoice per Supplier Invoice request
- ✓ Email purchasing.bc@wsu.edu if your order placed in Workday is a rush

Accounting Journals

- ✓ These need to be initiated by the administrative managers or those who hold the Accountant role.

Payroll & Personnel

- ✓ The Business Center should be completing section 2 of I-9s. Please reach out to us at personnel.bc@wsu.edu for an appointment.
- ✓ The Business Center is also able to help with payroll accounting adjustments. The form is on the Business Center website. You can also email us with any questions you have regarding this process.

Q & A of the Month

Q: What is the Create Receipt in my Workday inbox and what do I do with it?

A: This is to confirm that goods and services have been received. Please ignore these and the BC will reach out to confirm what has been received and complete the task.