

CAHNRS BUSINESS CENTER

MARCH 2021 NEWSLETTER

PURCHASING

Things to remember:

- ✓ Creating a supplier -> we will need a W9 from the Supplier to start this process. DO NOT send the W9 with the SSN electronically.
- ✓ When you have an invoice -> Submit Create Supplier Invoice Request

Forms still being used and can be find on our purchasing site:

- ✓ Invoice Vouchers
- ✓ IRI
- ✓ And more

Purchasing Tip:

When submitting requisitions, please submit a separate requisition for each vendor. This will help avoid confusion, makes it easier to separate purchase orders from credit card orders, and will help simplify the payment process.

P-Card Transactions:

Please hang on to p-card transactions if you are getting them in error. Let us know and we will add you to the list and let you know if we hear that the routing issue has been fix.

WORKDAY TIPS

Comments Section: Please use this field if you are making changes or wish to communicate something about the transaction.

- ❖ We offer training on how to reconcile P-cards, both live and recorded version. Check out our website for how to sign up or watch the recording.

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

DEPOSITS & RECOVERIES

We will receive checks/cash/bankcard or bank settlements/Customer Receipts as usual. We will keep using the Receipt Log Sheets and D-Receipts we currently have until we run out and then we'll receive the updated version.

Make sure to include the following:

- Revenue Category (Source-Subsource): What the deposit is for.
 - If it is an expense recovery provide the Spend Category (Object-Subobject)
 - Crosswalk for Revenue Category & Spend Category
- Provide the tax code, if you normally do – if not, skip this part.
- Provide one of the following required worktags (Budget-Project/Account number): Project/Program/Gift/Grant. It is helpful to have the Cost Center, Fund, Function, and Region to check that it populated correctly.

Please fill out the following form, print out and attach to deposits and/or recoveries: Cash Sale Report

Please contact Adriana Rivera if you have any questions.

PERSONNEL

Payroll – Retro Changes:

Payroll captures retro changes once per pay cycle, if changes are made for previous pay cycles after this cutoff the changes will be captured with the next open pay cycle.

The retro changes are captured prior to the 5 p.m. cutoff, but is published with the Workday Payroll Document Schedule.

Reminder:

The Business Center processes ISD (the old IRI) for International Programs and the Supplier Invoice Request (request for check) for US Department of Homeland Security for all J-1 and H-1B requests that we process. Please provide the account you would like to use on the Visiting Scholar Request form.

I-9 Reminder:

Please remember that one of the services that the Business Center provides to Departments and Units in Pullman is I-9s. If you have an employee who needs an I-9, please reach out to the Business Center for us to schedule an appointment to get that done. If the hiring process is not complete within Workday prior to the first day of work, please continue to let us know, we have the option to complete the I-9 outside of Workday when needed.

TRAVEL

CAHNRS Travel Staff will be offering our Internal Travel Trainings starting this March.

We will be offering our normal full length Travel Training for those needing to see the entire travel process, as well as “micro-training” sessions to review the tasks of; inputting mileage and meals & lodging on Expense Reports in Workday.

Full length all encompassed training will be held: March 16th 10am – 11:30am

Micro trainings: Mileage specific sessions:

March 9th, 11th, 23rd and 25th – 9:30-10 am. (Limited capacity)

Micro trainings: Meals and lodging specific sessions:

March 9th, 11th, 23rd, and 25th – 10am-10:30 am. (Limited capacity)

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