

WMU Accounting Services Year-End Communication #2 JES/BES, Deposits, and Vouchers

JES/BES:

Are you having trouble logging in to JES and/or BES?

There is an instruction manual here for JES:

https://wmich.edu/sites/default/files/attachments/u327/2020/JES%20PEOPLESOFT%20USER%20GUIDE_0.pdf

And a training video here for JES: <https://wmich.edu/accounting-services/accounting/accounting-links>

There is an instruction manual here for BES:

<https://wmich.edu/sites/default/files/attachments/u335/2020/BES%20user%20guide.pdf>

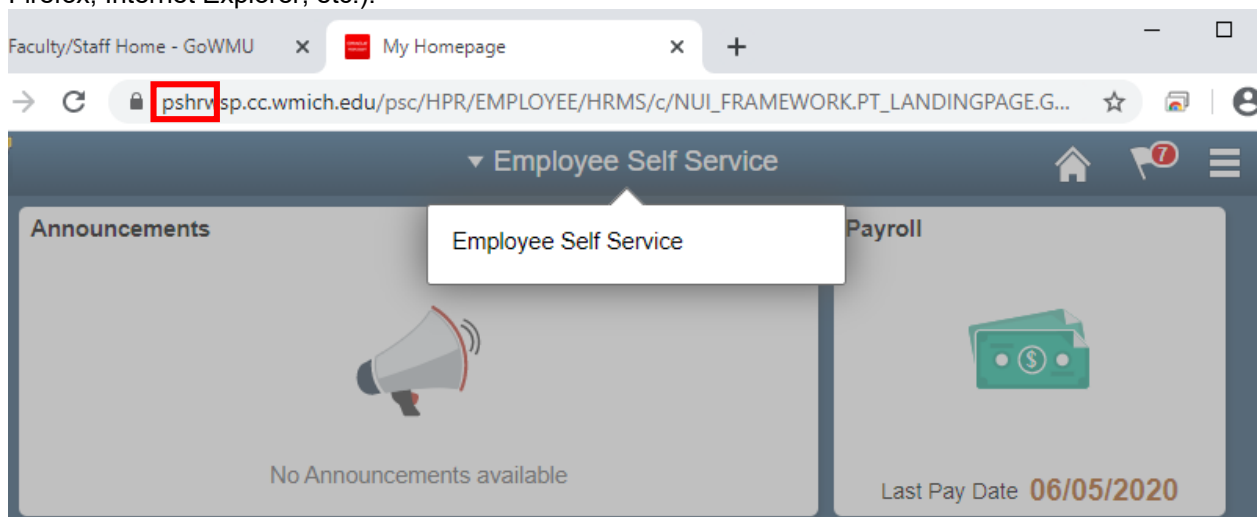
If you receive the following error message, you are trying to log-in to the old JES or the old BES system, and your access has been revoked.

Sorry, you are not authorized to enter journals.

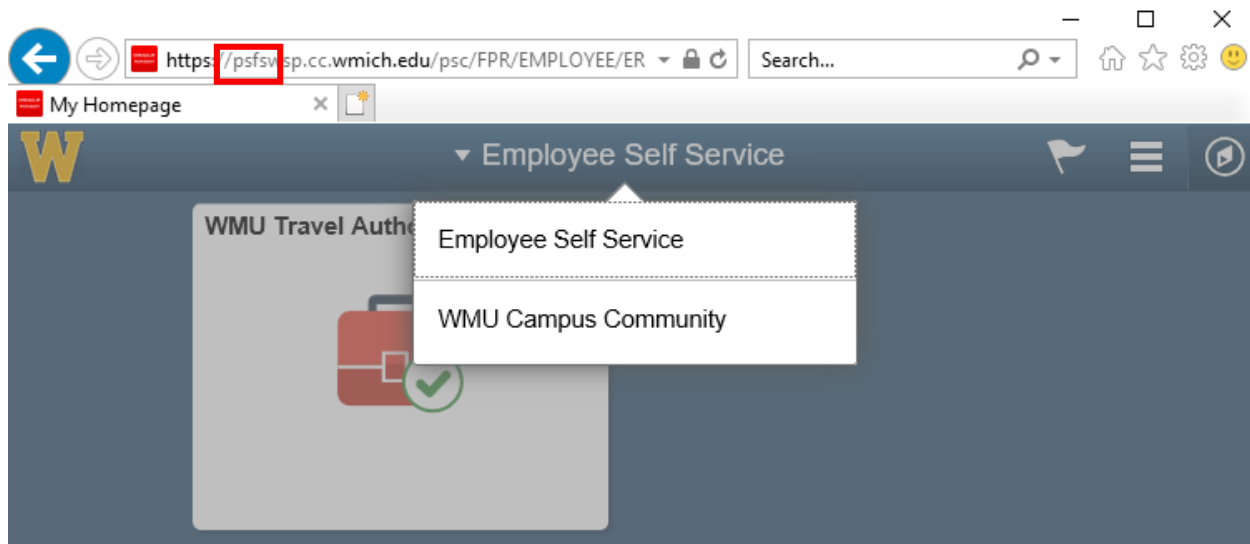
Please log-in to the new JES/BES system through **gowmu.wmich.edu**.



Do you see your payroll information when you log-in? You are in PeopleSoft HR (Employee Self Service) and need to be in PeopleSoft Financials. Even if you selected PeopleSoft Financials from GoWMU, if you recently viewed your paycheck, your internet browser will automatically take you back to PeopleSoft HR. Please (1) officially log-out of PeopleSoft HR by clicking on the three lines in the top right corner of the screen, (2) clear your browsing history, and/or (3) use a different internet browser to make journal entries than you do to view your paycheck (Chrome, Firefox, Internet Explorer, etc.).



If you can't see "WMU Campus Community" (see below), you are most likely in PeopleSoft HR and need to be in PeopleSoft Financials. Please (1) officially log-out of PeopleSoft HR by clicking on the three lines in the top right corner of the screen, (2) clear your browsing history, and/or (3) use a different internet browser to make journal entries than you do to view your paycheck (Chrome, Firefox, Internet Explorer, etc.).



****ACTION REQUIRED****

Please make sure you are able to log-in to the new system.

For JES access, please send a request form to acnt-contactus@wmich.edu. You can find the request form here: <https://wmich.edu/sites/default/files/attachments/u327/2020/JES%20Form%20PS.pdf>

For BES access, please send a request form to wmu-univbudgets@wmich.edu. You can find the request form here: <https://wmich.edu/sites/default/files/attachments/u224/2020/hr-form-information-access-authorization-02.19.20.pdf>

DEPOSITS:

The Cashiering office is working from home and from the office. The best way to get your deposits to Cashiering is via campus mail (mail stop 5282). Someone from Cashiering picks up the mail every Wednesday at a minimum. Alternatively, you can arrange for Public Safety to take your deposits directly to the Cashiering drop box. If you have questions, please contact Liana Fox at liana.fox@wmich.edu.

****ACTION REQUIRED****

Please send in your fiscal year 2020 deposits as soon as possible! The last day to get fiscal year 2020 deposits to Cashiering is **Tuesday, June 30, 2020 at 1:00 pm**. Any cash or checks received by a department but not received in Cashiering by **Tuesday, June 30, 2020 at 1:00 pm** should be recorded with a reversing JES for fiscal year 2020 (see the JES User's Guide for instructions on how to record reversing entries). All checks dated July 1, 2020 or later will be processed as fiscal year 2021 transactions.

VOUCHERS:

The Disbursements office is operative and is accepting electronic copies of vouchers. Vouchers, along with a copy of the invoice, contract, and W-9/W-8 should be emailed to acctspay-dept@wmich.edu. Electronic signatures are acceptable, or an email in place of a signature on a contract or voucher is acceptable during this time of reduced operations, if an individual does not have the ability to sign electronically. Please note that although we are accepting electronic vouchers, adherence to all University policies is required. If you have questions, please contact acctspay-dept@wmich.edu.

****ACTION REQUIRED****

General and travel vouchers for fiscal year 2020 must be received by the Disbursements office by **Monday, July 6, 2020 at 5:00 pm**.