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Travel Training!

We will offer a 1½ hour, Travel Training Class on **April 20th!** If you would like to attend this class, please call George Edward X/5890 or email george.edward@wwwu.edu.

If you cannot attend our training but would like a copy of the Training Manual, please email George Edward (remember to include your mail stop) and we will send you a copy.

It's that time again...

The June 30th fiscal year end is fast approaching. Remember to review your accounting reports and correct (or ask us to correct) any transactions which are erroneous.

O.K., what did you do with the Cashier?

Due to the renovation of the Viking Union, the Cashier's Office has moved to its temporary location in Old Main Room 245. The office closed on Friday, March 3rd and reopened in its new location on Monday, March 6th. The University Cashier's Office will return to the Viking Union once renovation is complete.



Happy St. Patrick's Day!



Notice from The Western Foundation regarding the Foundation's (Chart 2) Deposit Policy

Please remember that every donation received must be sent to The Western Foundation to be processed correctly. Please send all checks received as a gift to the Foundation office, OM 445, MS-9034, for processing. If a gift deposit **is** made by a department then a copy of the check and deposit slip **MUST** be sent as soon as possible to Pam Gibson, OM 490, MS-9030. Revenue deposited into Foundation accounts should primarily be gift revenue. However, if there is some "other" revenue, including what might be considered "fundraising," which a department wishes to be deposited into Foundation accounts, please call Debra Reid, Finance Officer at X/3408 to discuss if it is appropriate. If there are any questions regarding these procedures please call Debra Reid.



Topics This Issue

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2. *Change to Fund Org. Security*



Questions and Answers

Question: In Banner FOIDOCH, if I enter an invoice number, and a check has been issued, I can see the check number. How do I find out the date of the check?

Answer: When you enter FOIDOCH, you first specify a Document Type. In this example, type "INV" for invoice and your invoice number, and then press CTRL-Page Down. The next screen you see is the Document History Form. A check number will appear next to the invoice number if a check has been issued. Highlight the check number and click on Document Inquiry. Wait about 15 seconds. Now you are presented with the Check Payment History Form. The check number has been carried forward from the previous screen. In the box which says "BANK:" type **20**. This is the bank code for our AP checks (Note: Foundation is Bank **23**). Now press CTRL-Page Down and a check date will appear below the "Check Number" box. This represents the date that the check was issued.

Question: In our accounting system, how many character spaces are allocated for the description of a Fast Index, Fund Code, Organization Code, Program Code, Activity Code, and Location Code? *Submitted by Sandy Keathley, Woodring College of Education*

Answer: A Fast Index description can be up to 35 characters, lower and upper case, including blank spaces. Likewise, all of the FOAPAL elements (Fund, Organization, Account, Program, Activity, and Location) have a title or description which is 35 characters long.

Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk, Fax X/7724, george.edward@wwu.edu or MS 9013.

Notes

As everybody knows, telephone directory assistance is expensive, particularly long distance directory assistance. Have you seen www.555-1212.com? This is a directory assistance website which extensively searches national Yellow Pages and White Pages for business or residential phone numbers and addresses. And here is the best part: the service is **free!**

Tidings of Joy

The President's Council has approved a new policy for access to the University's computer systems. Of foremost importance to the University is the security of its data. The second priority is that employees who need access to the University's computer systems in order to service the campus efficiently and effectively shall have that access regardless of their organizational affiliation.

Each Banner application (i.e. Finance, Human Resources, Student) will have its own form which you must fill out to apply for access. This form will include a statement of the University's Code of Responsibility for Security and Confidentiality of Records and Files. The user and their supervisor must sign the forms.

All employees who currently have access to the systems, as well as all new employees, will be required to sign this form agreeing to abide by its conditions. Upon return of the signed form, full access to the Banner system covered by the application will be granted with **no more limitations by fund and organization.**

Each year, all supervisors will be sent a list of employees under them who have Banner access. The supervisors will be asked to list any changes in access for those employees or any terminations.

We will be sending out the Code of Responsibility statements in the next two weeks to all users currently in the Finance system. Other offices will be sending out their access application forms at this time as well. Since it is necessary for each application custodian's office to track their own granted access, it is necessary that each office send out these forms separately. Please sign them and return them at your earliest convenience.

From the Finance application, we will be releasing **four new reports** to the campus as a result of this policy change. The reports are fund level reports. Three reports will show your general ledger activity, that is – your assets and liabilities. The fourth report shows your fund's change in fund balance with comparative totals to the prior year. We will be offering training on how to run and use these reports in the next two months.

Rolling out this new access scheme will take us a little time. Some report parameters will need to be revised and some programming is required. We anticipate completion of the project to be May 1, 2000.

