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## *Banner Finance Focus Group*

Now Accepting Members

### **Purpose of Focus Group**

- To provide a forum for feedback on Banner Finance and Accounting Services.
- To review drafts of proposed Banner Finance reports and forms, and to solicit departmental comments and suggestions.
- To address the reporting needs of the Banner Finance users.
- To share tips and tricks on how to get the most from your Banner data.
- To provide perspective on special finance projects e.g. the upcoming off-campus move.

### **Timeline**

The first meeting will be scheduled on April 26, 2000 at 1:00 in Old Main 110. It is anticipated the Focus Group will meet once a month. If you are interested, please email [george.edward@wwu.edu](mailto:george.edward@wwu.edu).



## *Payroll Redistributions Deadline!*

When it is necessary for a department to reallocate payroll expenses, and to change the funding account for a particular employee's salary, a "Redistribution Request" form is required by the payroll department. For wages occurring before April 30, 2000, the Redistribution Requests are due to payroll by **June 9<sup>th</sup>**.

For wages occurring in May and/or June, Redistribution Requests are due to payroll by **July 7<sup>th</sup>**. However, due to the lengthy and complex process of keying in each redistribution form, please send your Redistribution Requests **as early as possible**. If you have any questions, please contact Diane Fuller at X/3040.

## *New Staff*

**Gretchen Kulpa** has assumed the position of Fiscal Technician I on the Progressive Pay Desk in Accounts Payable, X/3492. *Welcome Gretchen!*



## *Topics This Issue*

1. *Banner Finance Focus Group*
1. *Redistributions*
1. *New Staff*
2. *Questions and Answers*
2. *Notes*
2. *University Cashier Move*




## Questions and Answers

**Question:** When I run my Budgeted Local Funds Status Summary Report (FBBS02), sometimes I get a "Beginning Fund Balance As of 01-JUL-1999" and other times I have no beginning fund balance. Why is that?

**Answer:** The Budget Status Summary Report, FBBS02, is a valuable tool for any department wishing to monitor its monthly and year-to-date revenue and expenditures, open commitments and changes in fund balance. If all organizations are included in your initial report request, the FBBS02 report will show a "Beginning Fund Balance" from the prior fiscal year, and will show a "Current Fund Balance" at the end of the report. If a beginning and ending fund balance are not displayed, you may not have a complete report.

It is important to remember that an individual fund may contain transactions with more than one organization/program, etc. This usage may be intentional, or may be caused by an unintentional error. In either case, a fund balance will display only if all organizations/programs are included in the original report request. For example, if you use a Fast Index Code in your FBBS02 request, and that Fast Index is tied to a **specific** organization/program within the fund, your request will be limited to the combination of fund/orgn/program indicated by the Fast Index. If you request the report by entering the fund and orgn, the report will exclude any other organizations contained in this fund. In both these cases, this omission **may** cause FBBS02 to be incomplete and so it will not show an ending fund balance on your report. To remedy this situation, request the report again, asking exclusively for the fund, and leaving the other selectors blank.

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, X/5890,  
MS 9013,  
FAX X/7724, or  
george.edward@wwu.edu



## Notes

Presently, there are 887 Account Codes ranging from E050 to Z101. If you would like a copy of an Excel file containing all 887 Account Codes and descriptions (about 19 pages long), email [george.edward@wwu.edu](mailto:george.edward@wwu.edu) requesting the "Account Codes" file. George will reply to your email with the Excel file attachment.

## University Cashier Move and Depository Bag Procedure

The University Cashier's office has moved to Old Main 245 for the Viking Union Renovation.

Although there is not a night depository or drop box in Old Main, we are committed to expediting the receipt of locked depository bags. We currently have a sign at one cashiering station that reads "Locked Depository Bags." By ringing the bell, a cashier or the supervisor will meet you to receipt the locked bag. The funds will be counted and verified later, as is currently done. Department personnel must always deliver the bags to a cashier for receipting during normal business hours.

For after hours deposits, you may drop the locked deposit bag (without the key) at the Campus Police Dispatch. Please include a written notation of "University Cashier" on the bag(s), and leave voice mail at the University Cashier's Office (X/2930) so we know to retrieve it. If you do not wish to take it to Campus Police, please leave it in an approved secured area within your office and take to the Cashier's the next business day.

For those making after hours **tuition payments**, there is a drop slot located on the South wall of Edens Hall (to the left side of main doors that face Old Main). This slot is for tuition payments only.



## Corporate Express Catalogs

The Corporate Express catalogs for 2000 are due out sometime this spring or early summer. If you would like to receive one, please complete the form below:

<i>Send me a Corporate Express Catalog</i>	
NAME:	_____
ADDRESS:	_____
Or MS How Many?	<i>Please send this form to Central Stores, MS 9116</i>
	1999 Corporate Express Catalog(s) Now
	2000 Corporate Express Catalogs
	(when they become available)