



FY 2001 Hydra Reports

*How can I run
Hydra Reports
for July 2001?
The parameter
defaults to
2000!!*



```
Fiscal Year 00
Ending Fiscal Period 12
Chart 1
```

The Hydra Report Menu currently defaults to the above: Fiscal Year (2000), Ending Fiscal Period 12 (June) and Chart (1). If you attempt to change the fiscal year from 00 to 01, you will receive an error message "**Invalid fiscal period for specified fiscal year.**" This error message is triggered because currently there is no June or Ending Period 12 in Fiscal Year 2001.

In order to run Hydra reports for Fiscal Year 2001, it is necessary to **accept** the Fiscal Year parameter "00." Next go to the Ending Fiscal Period box and change 12 to 01. Press Enter to accept the 01 parameter. Then utilize the keystroke Escape-Tab to **go back** to the Fiscal Year box. Change the Fiscal Year box from 00 to 01. It now should look like this:

```
Fiscal Year 01
Ending Fiscal Period 01
Chart 1
```

Now scroll down through the Hydra Report Control Menu as you normally do and choose your report parameters. Please call George at the Help Desk (X/5890) if you have any questions.

Update on our Anticipated Move to 32nd Street

This winter several administrative departments are moving off campus including Purchasing, Accounting Services and Accounts Payable. We anticipate moving to the new 32nd Street facility around December. As we approach our moving date, we will include more specific information (new phone numbers, fax numbers and even a new mailstop) in *Finance Footnotes* and *FAST*. In the meantime, if you have any questions or concerns about our relocation, please call George at the Help Desk (X/5890).

Central Stores is Looking for a Few Good Departments

The yearend inventory is over and we are back in business. We are no longer subcontracting with Washington State Stores to supply other state agencies in Whatcom, Skagit, and Island counties. We believe this change will give us more time to focus on giving our campus customers improved service.

We are looking for a few departments to participate in a Beta test of ordering office supplies from an on-line catalog ordering program. Corporate Express has a web site with a catalog (with pictures) and an order form. We are planning to offer the campus departments the ability to browse the catalog and place an order directly with Corporate Express. Corporate Express will deliver the order on their next truck (often next day). Central Stores will deliver the order within one day. Our goal is to make ordering supplies easier and delivery faster. If you would like to participate, please call George Edward at X/5890.

Topics This Issue

1. *Running FY 2001 Hydra Reports*
1. *Move Off Campus*
1. *Corporate Express Beta Test*
2. *Questions and Answers*
2. *Document Reference Contact List*



Questions and Answers

Question: I just received a call from a vendor wondering where is his check. How do I find out if a PO or invoice has been processed or paid? I don't have the PO/invoice number. All I have is the vendor's name and I'm not sure of the spelling.

Answer: This scenario is quite common. The best way to track down a PO or Invoice via a vendor name is by using two Banner forms: FTIIDEN and FAIVNDH. FTIIDEN is the form used to look up system ID numbers. Enter FTIIDEN through Banner's Direct Access box (opening screen). Let's assume the vendor is Clark Feed & Seed. Now you may not recall if the vendor's correct name is Clark Seed, or Clark Feed, or Clark Feed AND Seed. So in order to obtain the most accurate data on the vendor's ID, it is necessary to use a wildcard sign (%) **before** and **after** the Vendor's name to be sure all information is displayed. So type %Clark % in the last name box of FTIIDEN (notice I have left a space after the word Clark in order to eliminate "Clarks"). Click on the SEARCH button at the bottom of the form and in a few seconds you will receive 21 matches to %Clark %. One of these matches is Clark University and another match is Lewis & Clark College. But for our purposes, the most important match is "Clark Feed & Seed" with Vendor ID W00001859.

Now that we have the Vendor ID number, let's EXIT FTIIDEN (click on Exit at the bottom right of FTIIDEN's screen) and Enter FAIVNDH – the Vendor Detail History Form. Enter FAIVNDH through Banner's Direct Access box (opening screen) just as you entered FTIIDEN. At FAIVNDH's first screen, you next enter Clark's ID number – W00001859 – in the top left box titled "VENDOR." Use the **Control + Page Down** keystroke and in a few seconds your screen displays seven invoices for Clark Feed & Seed. Notice the Invoice Number, Dollar Amount, Check Date and Check Number. Given this information, you should be able to discern if a particular vendor's PO and invoice has been processed and paid. If you have any questions when using these forms or other forms, please contact George Edward at the Accounting Services Help Desk (X/5890).

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 X5890, Fax X7724, george.edward@wwu.edu or MS 9013.

DOCUMENT REFERENCE CONTACT LIST - July 2000

Listed below are document reference numbers which may appear on your transaction detail report under "Document Number." These references refer to accounting documents processed by Accounting Services, or to documents processed by other departments using sub-systems which are not directly related to Banner Finance. Sub-system and recharge documentation is not retained by Accounting Services. For detailed information on these transactions, please contact the person referenced on the following list:

For other questions on whom to call or help with Finance Reports, contact George Edward at the Accounting Services Help Desk X5890. * For HR questions contact the HR Hotline at X6543.



"I love criticism just so long as it's unqualified praise."
– Noel Coward