

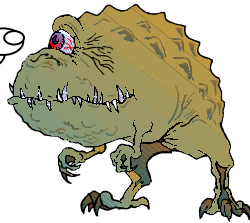
## A Publication of Accounting Services, Business and Financial Affairs

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### THE BEAST IS BACK!

Hello, I'm *Banner Job Submission* and I promise not to eat you...



When it comes to Prowling Beasts, we know certain truths: First, as the Jurassic Park film series amply demonstrates, when you fly tourists onto a remote island full of carnivorous dinosaurs, the return flight always has more empty seats. Secondly, if you're visiting *any* City within walking distance of a waking Godzilla, it's time to finish your cappuccino and get the heck out of town. (Has Godzilla ever stomped through a cornfield?) And finally, a new Banner process is coming to Western, and – honest – this Beast won't hurt a bit!

Job Submission is essential because the forthcoming Oracle upgrade does not support Hydra Report menus. So instead of a Query Forms accounting system and a separate Hydra Reporting system, we soon will have just one Banner accounting system. Imagine that!

There are some definite advantages of Job Submission: for one thing, you can save your individual report specifications. We've rolled out a test version of Banner Job Submission and placed a draft Job Submission Guide on our web: [www.acadweb.wvu.edu/BFA/BusinessServices/HelpDesk.htm](http://www.acadweb.wvu.edu/BFA/BusinessServices/HelpDesk.htm). Once you have your Guide, if you would like to test run any of the Budgeted Local Funds Reports, Trial Balance (FQGL01) or Changes in Fund Balance (FQCB01), please be our Guest. And after testing any of the above Job Submission reports, if you have comments or questions, please email George at [George.Edward@wvu.edu](mailto:George.Edward@wvu.edu) (Of course, assuming the Beast has spared all your fingers and toes!). ☺



### Welcome New Employees!

**Denise Bannister (Mail Services)** – Denise is our new Mail Carrier in Mail Services and can be reached at X/3770. Denise comes from Whatcom Community College. She will report to Judy Magnuson, Mail Services Supervisor.

**Leigh Ann Giles (Purchasing)** – Welcome to Leigh Ann Giles who will be working as Program Coordinator for the new Procurement Card, which will be launched campus-wide by Fall Quarter. Leigh Ann has been doing computer application training and web design for Huxley College and a number of other Bellingham businesses. Previously she was at UC-Davis as their Software Manager. You can reach Leigh Ann at X/2080 in the Purchasing Department.

**Kevin Scully (Financial Reporting)** – Kevin comes to us from Northwest Indian College where he was managing grants accounting. In addition to his knowledge of higher education, Kevin has experience in public accounting and in fund accounting. He will be working on special projects, balance sheet account reconciliations and assisting Shonda and Sharon with financial statement preparation. Kevin's phone is X/4067. Welcome aboard, Kevin!

#### Topics This Issue

1. *Banner Job Submission*
1. *New Employees*
2. *Questions and Answers*
2. *Procurement Card*
2. *Inkjet Cartridge Recycling*
3. *FY 2001 & FY 2002 Reminders*
3. *Travel Training July 25th*
3. *Clarification*



## Questions and Answers

**Question:** Do you guys carry the form to request Banner Finance access, or do I get that somewhere else?

**Answer:** You can either call George (X/5890) for this form, or else go to the Business Services website at [www.acadweb.wvu.edu/BFA/BusinessServices/](http://www.acadweb.wvu.edu/BFA/BusinessServices/) and click on Forms. This form is titled Banner Finance Access Request.

**Question:** I need to know what my Fast Index stands for... in FOAPAL\* terms for a Chart 2 fund? (\*Fund, Org, Account, Program, Activity & Location)

**Answer:** You might try FGIBDST. FGIBDST shows the current available balance for Operating Ledger accounts, and if you click on Transaction Detail Information, it will navigate to FGITRND containing the detailed transactions. A side benefit to FGIBDST is that when you plug in any Fast Index, the form shows the full FOAPAL string for that Index (for example):



**Question:** How do I refund a personal check to an employee? They paid for a training, and we cashed their check, but now the training is cancelled.

**Answer:** Use the General Refund Voucher. Fill it out (using the same account code you used to deposit the check), and send the Voucher to Student Accounts. Student Accounts will forward the approved Voucher to Accounts Payable, and they will process the refund.

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, Fax X/7724, [George.Edward@wvu.edu](mailto:George.Edward@wvu.edu) or MS 1420.

**Question:** Does anyone know when we will be required to use just Banner job submission?

**Answer:** Right now we don't have a definite date. Initially, we were told the conversion would occur in March of 2002. The point we want to make is that all department staff should start familiarizing themselves with Job Submission because *it is* coming sooner or later to a theatre nearest you! "Oh, no!! *The Beast is Back!*"



## Don't leave Campus without your PCard!

It's almost here, the card you won't want to leave campus without! The Procurement Card, or PCard for short, is a charge card which Faculty and Staff will be able to use to order items under \$1000. No more Purchase Forms, no more waiting to get a PO issued. Just check to make sure you are getting a good value, give the merchant your card, then in a day or so go to a specially designed web site to confirm your purchase and adjust the budget code if needed. Keep the receipts in a file (in case of audit) and you are done!

The PCard should be a great time saver and allow campus departments to get a hold of what they need much faster. Merchants get paid faster, and there is only one check the University must write to the Card Provider at the end of the month. A functional team and focus group are working out the implementation details right now. A pilot user group will get the first cards in July. Then, once all the bugs are worked out, we will begin a training program for all potential Card users. Just follow a few simple rules, attend a PCard training, and you're ready to buy!

Watch the Purchasing web site for more details as we get ready to implement <http://www.acadweb.wvu.edu/BFA/BusinessServices/Purchasing.htm>.

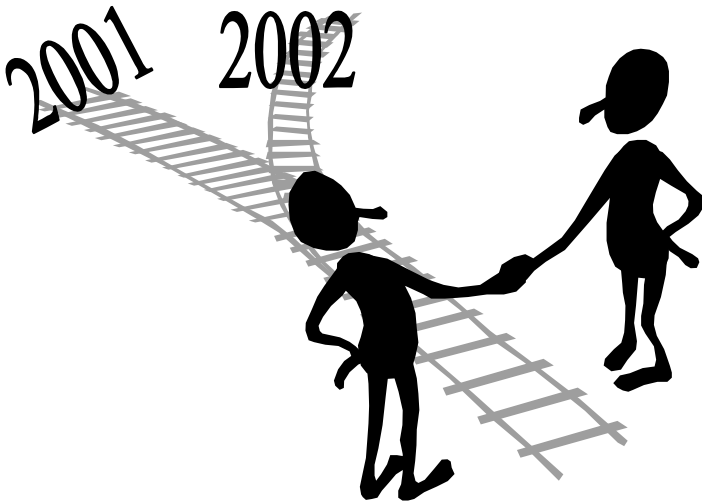
### Inkjet Cartridge Recycling

You may now recycle your inkjet cartridges. If you put them in the campus mail to Central Stores at MS9116, Stores will recycle the cartridges. We have been told that these inkjet cartridges will not leak. And please continue returning your toner cartridges to Central Stores. If you have any questions, call John Zuzarte at X/3546.



*"I don't like the life here in New York City. There is no greenery. It would make a stone sick."*

— Nikita S. Khrushchev



## Make Sure that You're On the Right Track!

Please remember to check your budgets carefully as we move from the Old Fiscal Year (2001) to the New Fiscal Year (2002).

- During the closing period it is important that Departments clearly mark Journal Vouchers as “**2001 Closing Period**” or “**2002 Activity**” in red in the upper right hand corner of the JV. This will reduce the possibility of an entry being made against the wrong year.
- ***The last possible date that Closing Period (accrual) entries may be submitted to Accounting Services or the Budget Office will be noon of July 16.***
- Please promptly return all “salmon” colored INVOICE/CREDIT MEMO APPROVAL FORMS. This form indicates that the Accounts Payable department has received an invoice for payment which requires the department’s confirmation that the goods were acceptable and the account coding is correct. Payment for this invoice will be made after return of this confirmation is made to Accounts Payable, MS 1420. Signing, dating, and returning the salmon “invoice notification” will confirm payment. If there are problems, please use the Invoice Problems section to identify them. In order for us to meet the State mandate for timely payments, it is necessary to have the signed form returned as soon as possible.

- Please look for coding errors in your Current Month Transaction Detail report (FBTD02). Do you recognize every transaction? If a transaction is not yours, refer to the Document Reference Contact List under our Help Desk References and Resources: [www.acadweb.wvu.edu/BFA/BusinessServices/HelpDesk.htm](http://www.acadweb.wvu.edu/BFA/BusinessServices/HelpDesk.htm). Then call that person responsible for the transaction and request an explanation or backup materials.
- Making sure all your Department detail transactions are appropriate is the best way to help thwart outside fraud attempts as well.



We will offer another two-hour Travel Training Class on July 25th! The class will be held in **Old Main Room 435** from 10 to 12. If you would like to attend this class, please email [Amber.Ray@wvu.edu](mailto:Amber.Ray@wvu.edu).

## Clarification

Last month's *Footnotes* stated that all exempt advertising should be placed through the EOC or the HR Dept. The EOC reviews the text of all advertisements for faculty and exempt positions and posts position announcements on Western's website. Upon EOC approval, departments must place the ads. Please use the University account with each newspaper to place your ads. If you need Western's account number, please contact Brenda Campbell at X/2220.