FINANCE FOOTNOTES
www.acadweb.wwu.edu/BFA/BusinessServices
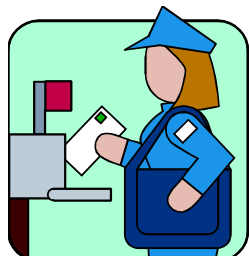
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32ⁿᵈ Street Mail Stops

It has come to our attention that a few departments on campus are not aware of our Mail Stops at the Administrative Services Center on 32nd Street:

Once again, here are our new mail addresses:

Western Washington University
Purchasing Department (and Contract Admin)
PO Box 29390
Bellingham, WA 98228-1390
MS 1390

Western Washington University
Accounting Services Department
PO Box 29420
Bellingham, WA 98228-1420
MS 1420

Western Washington University
Accounts Payable Department (and Travel Desk)
PO Box 29420
Bellingham, WA 98228-1420
MS 1420

Western Washington University
Telecommunications Services
PO Box 29450
Bellingham, WA 98228-1450
MS 1450

Western Washington University
**Administrative Computing Services (ADMCS) and
   Technical Services**
PO Box 29480
Bellingham, WA 98228-1480
MS 1480

Free Travel Information!

The Federal Consumer Information Center has several free publications online at: **www.pueblo.gsa.gov/ travel.htm**. One such publication is titled ***Fly-Rights*** : ***A Consumer Guide to Air Travel*** (58 pages). It contains helpful advice for travelers on getting the best fares, what to do with lost tickets and baggage, canceled flights, and more. Another publication, ***Fly Smart***, gives more than 30 steps you can take to help make your flight a safe one. Finally, other publications like ***Travel Smart*** provide tips on getting health and safety warnings, passport and visa requirements, and more when traveling to other countries.

Please use this information in conjunction with Western's travel policies and procedures which can be found at the Business Services Travel Desk website: **www.acadweb. wwu.edu/BFA/BusinessServices/TravelDesk.htm**.

New Fax Number!
Business and Financial Affairs' Assistant Vice President, Mary Carlson, Cash Manager, Gary Buma and Secretary Senior, Lori Torres have a new fax number. It is 650-2072. Thank you.

A "New Dawn" in the Cashier's Office

Welcome to Dawn Parsons, our new Cashier. Dawn will report to Supervisor Debbie Potes and can be reached at X/5360.   Be sure to say hello to Dawn the next time you're in Old Main!

Questions and Answers

Question: Why would the accrual period be **#14** instead of **#13**? Avoiding the unlucky number? – *Bonnie Drewes, Dean's Office, Woodring College of Education*

Answer: Well, it had to happen sooner or later. Bonnie has stumped Mr. Wizard with this question. Bonnie wins the Buick! We made inquiries with several people, but nobody knew the answer to Bonnie's question. The best answer we received was "The accrual period is Period 14. *It just is…*" Fear of the number thirteen, or of having thirteen people at a table, is known as tridecaphobia, tredecaphobia, or triskaidekaphobia. Are we triskaidekaphobic? If we are, we'll never tell!

Question: Will accounting information soon move into a data warehouse format?

Answer: The data warehouse (DW) is a separate database built on a separate server. The DW Project consists of two primary components: building a data warehouse and providing an end-user query/reporting front-end to the data warehouse. Various DWs are under development: Student Information DW, Alumni Data Warehouse, etc.

The DW is built by copying the data from the production Banner database, WWIS on Hydra, reformatting the data and loading it into the data warehouse server. The present DWs under development deal more with a "static" set of tabular data, rather than relational accounting data. In other words, names, addresses, phone numbers, etc. are readily converted from one tabular format to another. However, accounting data is more dynamic: it deals with interrelationships between accounting periods, sums, comparison totals, etc.

To make a long answer short: the DW process may eventually arrive at accounting's doorstep, but it must first travel a great distance.

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@wwu.edu or MS 1420.

PCard Update

The PCard Pilot has begun. We've conducted our first training session, submitted our first PCard applications and now await the arrival of our first PCards. The Pilot is geared to improve the training, application process and actual PCard use. The Pilot group's input will be used to ensure the PCard process is user friendly. We expect to roll out the PCard Program to the campus in October.

The first step in acquiring a PCard is the training. Everyone using a PCard for University purchases must participate in a training session. There are three to choose from:

1. Online Training: This is a web-based tutorial that you can go through when you have the time, at your own desk. It will take approximately 30 minutes to complete and there is a short review quiz at the end. The quiz results will automatically be emailed to the PCard Coordinator who will then email you the correct quiz answers and a PCard application form.

2. Group Presentations: We will be conducting training sessions on campus for groups of 10 –15 participants. The material will be in the same format as the Online training. At the end of a group presentation, PCard application forms will be distributed.

3. One-on-one trainings can be arranged in special circumstances. More on this later.

We will be adding new information to our web site so check it out periodically: **www.acadweb.wwu.edu/ BFA/BusinessServices/PCard.htm**

"There are three kinds of lies: lies, damned lies, and statistics." — Benjamin Disraeli (1804-1881)