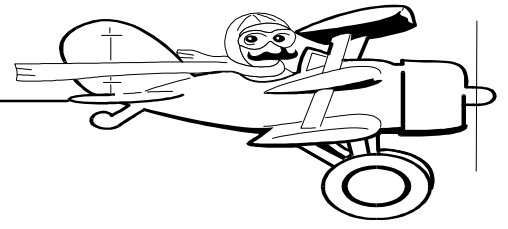


FINANCE FOOTNOTES

www.acadweb.wvu.edu/BFA/BusinessServices



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Do you have a new Financial Manager who you haven't told us about?

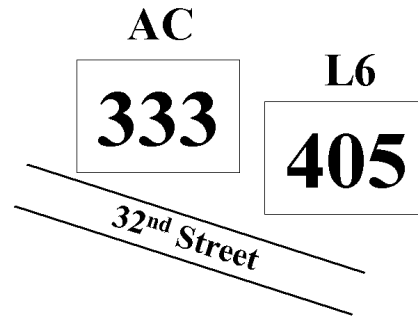
We are in the process of updating and verifying all Financial Managers. If your monthly departmental accounting reports contain the name of a Financial Manager who is no longer in your department, please let us know. You can tell who is the Financial Manager in an accounting report by the name and address in the report header (about 5 lines down on the right side of the report). If your Financial Manager has changed, please go to our website (above) and select "Forms" and then "Change of Financial Manager." Please fill this form out, sign it, and send it to Joanna Luther at MS 1420, or fax to X/7724. If you need more information, you can reach Joanna at X/3040. Thank you!



Month End Closing Schedule

Month and Year	Final Date to submit uploads & interfaces	Last day to key online JVs	Scheduled Closing Date
July 2001	Aug 2	Aug 3	Aug 6
Aug 2001	Sep 5	Sep 6	Sep 7
Sept 2001	Oct 2	Oct 3	Oct 4
Oct 2001	Nov 2	Nov 5	Nov 6
Nov 2001	Dec 4	Dec 5	Dec 6
Dec 2001	Jan 3	Jan 4	Jan 7
Jan 2002	Feb 4	Feb 5	Feb 6
Feb 2002	Mar 4	Mar 5	Mar 6
Mar 2002	Apr 4	Apr 3	Apr 4
Apr 2002	May 2	May 3	May 6
May 2002	Jun 4	Jun 5	Jun 6
June 2002	Jul *2	Jul *3	Jul *4

* Tentative date – subject to change
Closing will occur as early as possible on the day scheduled.



Have you ever driven a BMW L6?

No? Well, have we recently changed the name of the Administrative Services Center? No. That's right. We are still "AC" which stands for the Administrative Services Center.

A number of departments are presently moving into the new "L6" building at 405 32nd Street. "L6" stands for "Leased, sixth building." Currently, the University leases the top two floors of L6. Payroll Services, Human Resources, and HR Training & Development will occupy the third floor of L6. Campus Compact and the Extended Education & Summer Programs (EESP) will occupy the second floor of L6.

Because people need to distinguish one building from another, and because the term "L6" sounds more like an automobile model than a building, a number of people have begun referring to the AC building as "Building A" and the L6 building as "Building B."

While we do not mind if you refer to us as "Building A," please remember our name has not changed and it is still officially AC. Also, if you drive down to 32nd Street, just keep in mind there really aren't any signs saying "Building A" or "Building B" at 32nd Street. The only visible signs are the street numbers: 333 32nd Street (which is us) or 405 32nd Street (which is definitely not us).

Topics This Issue

1. Do you have a new Financial Manager?
1. Month End Closing Schedule
1. Us versus Them
2. Questions and Answers
2. Procurement Card Update



Questions and Answers

Question: Is the proper term Self-Sustaining Fund or Self-Supporting Fund? – *submitted by Sandy Keathley, Woodring College of Education.*

Answer: Self-Sustaining Fund. In general, Self-Sustaining Funds generate their own revenue to sustain themselves. This can be through course fees, lab fees, travel fees, etc.

Question: Can there be two Financial Managers for the same Fund?

Answer: There will always be just one Fred Astaire, and just one Ginger Rogers, or – depending on your perspective – just one John Deere Grain Cart. So, too, there can only be one Financial Manager per organization or fund. Banner does not permit more than one manager per org or fund. If it helps you, think of Fund Managers like snowflakes: no two can be alike. You can have multiple budget authorities, however.

Question: Is there a Banner form or report which will show all activity against a Blanket Purchase Order?

Answer: Yes, FPIBLAR (the Blanket Order Activity Form). Just plug in the Blanket Purchase Order and hit "Next Block" (or Ctrl-PgDn).

Transaction Date	Term	Document Code	Day	Seq	Action	Fund	Transaction Amount	Reviewing Employee
10/24/2001	SP	000000					17.41	11146.00
10/24/2001	SP	000000					16.00	11188.00
10/24/2001	SP	000000					10.00	11188.47
10/24/2001	SP	000000					1433.31	9645.16
10/24/2001	SP	000000					42.00	9687.12
10/24/2001	SP	000000					27.91	9479.17

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.



The first PCards have been distributed and our first transactions have been made. Our PCard Pilot Team is providing valuable feedback and input as we test and retest our systems and processes. We expect to roll out the PCard to campus in October/November. Some of you may have heard about the PCard. Here are the **Facts about the PCard.**

Did you know that the:

- PCard is a Visa credit card and can be used with many merchants who accept Visa.
- PCard use is intended for Faculty and Staff.
- PCard purchases can be made up to \$1000 per transaction.
- PCards replace the need for Check Requests and Departmentals in many cases.
- PCards reduce paperwork and save time.
- PCard users still need to check they are getting good values.
- PCards can be used for Internet, phone, US mail and in person orders.
- PCards are distributed to individuals approved by Budget Authority.
- PCard security is supported by two-levels of approval for all purchases.
- PCards allow merchants to get paid faster.
- PCards require only one check from the University at the end of each month.
- PCard's reviewing and approving process takes place on a specially designed web site.
- PCard web site allows reviewers and approvers to correct budget string information.
- PCard purchases require you to save your receipts.
- PCards can be distributed to more than one person in a department.
- PCard Training is the first step to obtain a PCard.

See our growing web site at www.acadweb.wwu.edu/BFA/BusinessServices/PCard.htm.



“The truth is, I look like an accountant, which was my trouble. I looked the part of an accountant, so I'd get hired as an accountant even though I got my degree in Management. I was not what you'd call an efficient accountant. I'd always end up in the debits or credits by \$3.76 or something which I'd make up out of my pocket.”

— Bob Newhart