

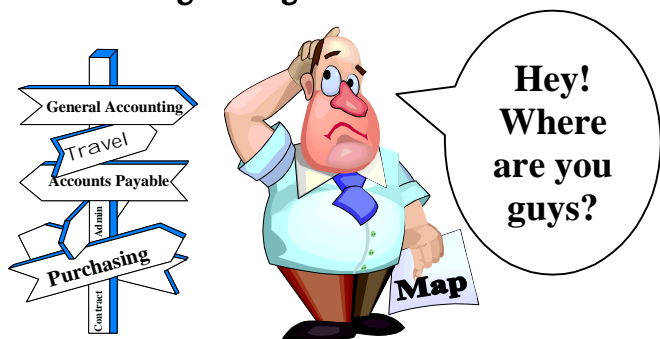


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A Moving Message from Business Services



The following employees have temporarily relocated from the first floor of the Administrative Services Center (32nd Street) to these office locations:

Ancheta	Brenda	Contract Ad	Edens Hall, Room 115
Andersen	Audrey	Purchasing	Wilson Library, Room 677
Baughn	Debbi	Purchasing	Wilson Library, Room 677
Campbell	Brenda	A/P	Old Main, Room 580
Colman	Sharon	Accounting	32nd Street, Room 238J
Edward	George	Accounting	Old Main, Room 320
Ely	Terry	Accounting	Old Main, Room 401
Foley	Donna	A/P	Old Main, Room 580
Fuller	Diane	Accounting	Old Main, Room 580
Giles	Leigh Ann	PCard Admin	Wilson Library, Room 677
Hallock	Bobbie	Contract Ad	Edens Hall, Room 115
Ho	Tony	Accounting	Old Main, Room 580
Ho	Van	A/P	Old Main, Room 580
Hughes	Elaine	Accounting	Old Main, Room 580B
Hurt	Sharon	Accounting	Old Main, Room 320
Kulpa	Gretchen	A/P	Old Main, Room 580
Luther	Joanna	Accounting	Old Main, Room 580
Monroe	Dale	Purchasing	Edens Hall, Room 115
Painter	Marsha	Accounting	Telecommuting
Ray	Amber	Travel Desk	Old Main, Room 580
Santiago	Bill	Purchasing	Wilson Library, Room 677
Shipman	Shonda	Accounting	Old Main, Room 320
Short	Debby	Purchasing	Wilson Library, Room 677
Sinclair	Rita	Purchasing	Wilson Library, Room 677
Verrell	Hal	Purchasing	Wilson Library, Room 677
Yano	Ellen	A/P	Old Main, Room 580

Please remember all phone numbers, fax numbers and Mail Stops remain the same (the same as our 32nd Street Office). Questions? Call George at X/5890.

A Message from the Assistant Vice President, Business and Financial Affairs

"During the Winter break, seven Business Services units temporarily relocated from the Administrative Services Center on 32nd Street to campus. Purchasing, Accounting Services, Accounts Payable, Financial Reporting, Contract Administration, Travel and Help Desks relocated to six different offices in Edens Hall, Old Main and Wilson Library. Our Transport Services employees, Dave, Lonnie and James, did an incredible job moving all of our offices in a very short time frame.

I appreciate the staff's willingness to relocate, and join others in welcoming them back to the campus while 32nd Street Building air quality concerns are resolved. I was especially impressed with how Business Services employees kept up with their month-end workload while completing the move. When I took a brief tour during the move, I found Shonda Shipman could not wait one day for her regular office furniture to be moved, so she placed a monitor on a wobbly work table in order to work on vital reports. Likewise, in order to meet deadlines, Tony Ho keyed journal vouchers while sitting on the floor in front of his computer awaiting the arrival of his desk. I know other employees were taking similar actions during the relocation and I would like to thank Shonda, Tony and all of our Business Services employees for their exemplary efforts in making this relocation a success."

– Mary Carlson, Assistant Vice President, Business and Financial Affairs



➤ Effective January 1, 2002, Navigant Travel has elected to withdraw their participation on the State Qualified Travel Agency Program. You may not use them for business purposes after that date.

You may continue to use Bellingham Travel at 733-1270. We anticipate adding another local agency in the near future. If you have questions or concerns, please contact Amber Ray at X/3341. Thank you.

Topics This Issue

1. *Temporary Relocation of Employees*
1. *A Message from the Assistant VP of BFA*
1. *Bon Voyage, Navigant!*
2. *Questions and Answers*
2. *Central Stores & Travel Training Class*



Questions and Answers

Question: I read in last month's *Footnotes* that Hydra Reports is going away on January 19th. Yikes! How do I use the new Banner Job Submission?

Answer: First, go to our Business Services website, select Help Desk, and then scroll down to References, and click on Banner Job (Report) Submission Guide. The Guide may be helpful. But if the Guide doesn't make any sense to you, call George at X/5890 and he'll walk you through a sample report. Or, if you like, call George, make an appointment, and you and he can practice running a few Job Submission Reports together.

Question: I'm looking for a Hydra report which was converted to Job Submission but I don't know the name of the new report.

Answer: For all Hydra Reports users, we now have a table illustrating (1) which Hydra finance reports have been converted to Banner Job (Report) Submission as well as (2) the new Job Submission report names. Just go to our Business Services website, select Help Desk, and then scroll down to References, and click on Hydra Conversion. We will update this Hydra Conversion table as often as possible.



Travel Training

The Travel Desk will offer a Travel Training Class from 1 pm to 3 pm on Wed, Jan 30th! The class will be held in OM435. If you would like to attend this class, please email Amber.Ray@wwu.edu. Seating is limited. Amber normally will hold a Travel class on the last Wednesday of every other month, so if you cannot attend this class, the next class is Wed, Mar 27th, in OM 110.

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 1420.



Central Stores invites to browse their updated website at: <http://www.acadweb.wwu.edu/BFA/BusinessServices/CentralStores/>. We are particularly interested in hearing from you -- our customer. Do you have product or service needs that we don't now meet? Please call us, fax us or send e-mail stating your needs. We want to hear from you.

Our main purpose is to benefit our customers by aggregating acquisition of commonly used supplies. Central Stores makes purchases that leverage quantities and commodity groupings of similar items to obtain the lowest possible costs, and warehouses and distributes those supplies, as customer demand requires. Typically, buying from Central Stores saves customers 20% or more. Smaller customers benefit from the effects of volume purchases and larger customers can benefit from quantity discounts.

Check out our sale items! All available commodities are listed by type and price and the site also includes clearance items that Central Stores has discontinued. For faster service, the Central Stores Order form is now Online with an easier to use format. The new interactive version allows you to submit the form online to john.zuzarte@wwu.edu. If you have any questions, please call John at X/3546. Thank you.



"I may not have gone where I intended to go, but I think I have ended up where I intended to be."

-- Douglas Adams

(-- Sentiments echoed by 32nd Street Staff)