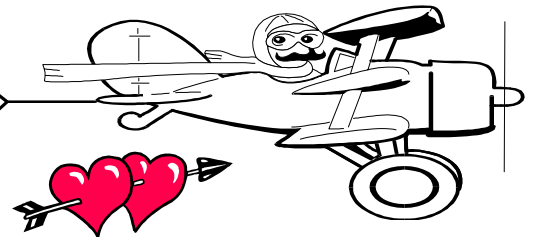


FINANCE FOOTNOTES

www.acadweb.wvu.edu/BFA/BusinessServices



A Publication of Accounting Services, Business and Financial Affairs

Volume 11, Issue 2

FEBRUARY 2002

Foundation Gifts & Reports

Due to the conversion to Banner for the Alumni/Development System there have been some changes in how gifts received are posted to individual budgets. The bi-monthly gift reports which are distributed from the Alumni/Development system show the actual gift date for each donation while the accounting reports show the date the gift was entered into the system. Prior to the Banner system, the gift date agreed to the accounting transaction date and departments could easily reconcile the gift reports to the budget reports. Now there will be some gifts from the prior month posted in the following month. We are researching our options regarding how gifts are posted to the accounting system and hope to have an easier reconciliation process prior to year-end.

If there are questions regarding specific gifts they can be directed to Pam Gibson at X/6101. For help in reconciling budgets you can contact either Pam Gibson or Debra Reid at X/3408.



Please remember that every donation received must be sent to The Western Foundation to be processed correctly. Please send all checks received as a gift to the Foundation office, OM 445, MS-9034, for processing. If a gift deposit IS made (of course by accident) by a department then a copy of the check and deposit slip MUST be sent as soon as possible to Pam Gibson, OM 490, MS-9030. Revenue deposited into Foundation accounts should primarily be gift revenue. However, if there is some "other" revenue, including what might be considered "fundraising," which a department wishes to be deposited into Foundation accounts, please call Debra Reid, Finance Officer at X/3408 to discuss if it is appropriate. If there are any questions regarding these procedures, please call either Debra Reid at X/3408 or Pam Gibson at X/6101. Thank You!!!

What's This "PCD Thing" In My Budget Report?

A PCD prefix on the document number means this was a purchase placed with the new WWU Purchasing Card. The PCard program has over 700 transactions since it began in September and users are now seeing these transactions appear on Banner reports. If you used your own PCard to place these, you probably recognize the information you see. But even if you don't have a card you might see a PCD item because Purchasing has been using their Buyer PCards to place certain orders.

Banner reports or queries will have a number similar to PCD00001 as the Document Number (this is the batch number for all the PCard transactions that are downloaded at any one time). The Document Ref Num has a 2 or 3 digit number which is the Transaction ID on the PCard web site. If you are a PCard cardholder or Approver you can go to the PaymentNet web site and look up this Transaction ID and see the detail of the purchase. You may also see a second line which has a description "Comp Tax \$XX.XX @ 7.9%" that represents the tax we must add to out-of-state transactions. In the Description field you will see a date (in the format MMDDYYYY) followed by the name of the Vendor.

If you don't have a PCard and still see the PCD Document Number appearing, this means that Purchasing used one of their cards to place your order. You will receive back from Purchasing a copy of the Purchase Form stamped with "This Order Placed On Procurement Card by Purchasing". The form will also show the transaction date and the Trans ID. The price on the requisition should be corrected to the exact amount of the transaction, although out-of-state taxes will not be shown.

Downloads from PaymentNet are being done weekly as transactions are approved, with a final monthly wrap-up download being done about the end of the first full week following the end of the calendar month. If you are interested in getting a PCard for your departmental purchases under \$1000 see the Procurement Card web site for training schedules or call X/2080.

Be My Valentine

A graphic of two red hearts with an arrow passing through them, positioned between the words "My" and "Valentine".

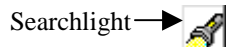
Topics This Issue

1. *Foundation Gifts & Reports*
1. *PCard Charges and Budget Reports*
2. *Questions and Answers*
2. *Job Submission – Departmental Main Menus*



Questions and Answers

Question: O.K. I saved my Job Submission Report. Now what do I do?



Answer: In the Process Submission Control Form, click on the **Searchlight** button to the right of the Parameter Set box. You will go to a table of your saved reports. Double-click on the report you want to retrieve, and that report will be returned to the Parameter Set. Then if you click twice on Next Block, you can view and edit the saved report parameters. Now save and print this new report, just as you would any other report. (If you are having trouble with Job Submission, 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: When I go into FBBS02 and print, I get three additional sheets I don't need. Can I eliminate those unwanted pages and save paper and toner?

Answer: The short answer is "No." And the long answer is "Nope." We have been advised by programmers, who presumably know about such things, that there is absolutely no way to eliminate the blank pages in Job Submission. But it could be worse. A real wicked programmer might change the recurring one-paragraph message "PL/SQL procedure was successfully completed" to "Have a Nice Day!!!"

Question: How do I print a list of account codes in Job Submission?

Answer: All of the Chart of Accounts (COA) reports, e.g. wfundsel, worgnsel, wactsel, wprogsel, wactvsel, wlocnsel, etc. now can be run through one Job Submission report called FWRCLST. For instructions on how to use this new report, go to the Business Services website, click on Help Desk, scroll down to References and select "Hydra Conversion - How to Print COA Reports."



"Training is everything. The peach was once a bitter almond; cauliflower is nothing but cabbage with a college education." – Mark Twain, The Tragedy of Pudd'nhead Wilson

Job Submission - Departmental Main Menus

Departmental Finance Information Main Menu

M	Budget Status Inquiry Forms Menu
M	Transaction Status Inquiry Forms Menu
M	Budgeted Funds Reports Menu
M	Activity/Locn Code Reports Menu
M	Grant/Project Reports Menu
M	Management Reports Menu
M	General Ledger Reports Menu
M	Chart of Accounts Reports Menu

Budget Status Inquiry Forms Menu

F	Organization Budget Status Form	FGIBDST
F	Organization Budget Summary Form	FGIBSUM
F	Organization Encumbrance List Form	FGIOENC

Transaction Status Inquiry Forms Menu

F	Detail Transaction Activity Form	FGITRND
F	Invoice/Credit Memo Query Form	FAIINVE
F	Vendor Invoice Query Form	FAIVINV
F	Vendor Detail History Form	FAIVNDH
F	Document Retrieval Inquiry Form	FGIDOCR
F	Document History Form	FOIDOCH
F	Purchase/Blanket/Change Order Query Form	FPIPURR
F	Entity Name/ID Search Form	FTIIDEN

Budgeted Funds Reports Menu

R	Budget Status	FBBS02
R	Transaction Detail	FBTD02
R	Commitment Register	FBEN02
R	Transaction Detail - HR	PWRTD02

Activity/Locn Code Reports Menu

R	Budget Status by Activity/Location	FBBS03
R	Transaction Detail by Activity/Location	FBTD03
R	Commitment Register by Activity/Location	FBEN03
R	Transaction Detail by Activity/Location - HR	PWRTD03

Grant/Project Reports Menu

R	Grant/Project Budget Status Report	FQGR01
---	------------------------------------	--------

Management Reports Menu

R	Summary Organization Budget Status	FQBS03
R	Monthly Revenue/Expenditure Summary	FMMSUM
R	Operating Account Cumulative Activity Report	WOPACCT
R	Changes in Fund Balance	FQCB01

General Ledger Reports Menu

R	Trial Balance	FQGL01
R	General Ledger Detail Report	FQGL03
R	Balance Sheet Account Cumulative Activity Report	WGLACCT

Chart of Accounts Reports Menu

R	Chart of Account Listings	FWRCLST
---	---------------------------	---------

M = Menu, F = Form, R = Report