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Student Fiscal Services will be closed **March 21st** and **22nd** to attend a workshop. Office closures include University Cashiers, Student Accounts, Loan Repayment and Student Fiscal Accounting.

There will be limited cashing activities available at the University Housing Office. If there are questions regarding this closure, please call Debbie Potes at X/2930.



Welcome!



Business and Financial Affairs is pleased to welcome our new Fiscal Officer, Cathy Cameron. Cathy is a certified public accountant. Prior to working at Western, Cathy served as CFO for the Pacific Northwest Ballet. Cathy may be reached at X/2917.



Coffee & Light Refreshments

If you need information about our new "Coffee and Light Refreshments" guidelines, please go to our Business Services website above and click on General Accounting, and then Accounting Procedures. If you need a Meals and Light Refreshments Authorization Request form, please go to our website and click on Forms. Finally, if you have any questions on Meals and Light Refreshments, you can call Amber at the Travel Desk, X/3341.

Happy  St. Patrick's Day

New Guidelines for Travel and Equipment Purchases

President Morse has issued a memo to the campus community regarding the Governor's directive to State agencies imposing a hiring and expenditure freeze. Please see VP George Pierce's Memorandum on **new** "Approval Requirements" at the Travel Desk website or on the Purchasing website. Just go to the WWU Index and click on **Purchasing** or **Travel Desk**.

Do You Know Zuno?

Western is pleased to announce that we again have two travel agencies to serve you. In addition to *Bellingham Travel*, we now offer services through *Zuno (Gutman) Travel*, which has a local Bellingham office. Contact personnel and information regarding both agencies may be found on the Travel Desk Web page at [www.acadweb.wvu.edu/BFA/Business Services/TravelDesk.htm](http://www.acadweb.wvu.edu/BFA/BusinessServices/TravelDesk.htm). This is a reminder that Navigant Travel withdrew from the State Contract effective January 1, 2002, and may no longer be used for business purposes. All questions regarding travel may be directed to Amber Ray, X/3341. Thank you!



Can anybody tell me how to download a Job Submission Report?

We're glad you asked. We now have a set of download instructions on our website. Just go to Business Services, click on Help Desk, scroll down and select "Download Procedure - How to Download a Job Submission Report & Import Using Excel or Access." Just follow the instructions. If you need more help, call George at the Help Desk, X/5890.

Topics This Issue

1. SFS Closed March 21st & March 22nd
1. Welcome Cathy Cameron
1. Coffee & Light Refreshments
1. VP Memo on Approval Requirements
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1. How to Download a Job Submission Report
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2. PCard - Don't Leave Home Without It!



Questions and Answers

PCard: Don't Leave Home Without It!

(Editor's Note When we called Elaine Furlong to schedule this Interview, Elaine's immediate concern was "Just don't make me sound stupid, O.K.?" Of course, wanting to assuage Elaine's fears, and desperately wanting her interview, we agreed. What follows now is our unabridged interview with Elaine, and if anything Elaine should say in this interview sounds even remotely stupid, please disregard it.)

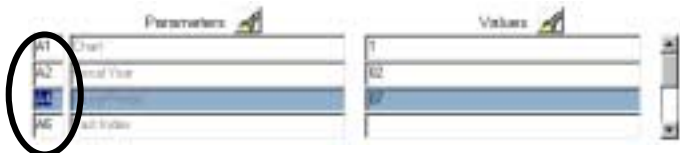
Question: I printed a whole ream of reports when I meant to download. What did I do wrong?

Answer: The Job Submission Printer Control menu appears as a second menu following the Process Submission Control Form (GJAPCTL). On the Printer Control menu, you must check "N" in the "Print?" box. If you do not check this box, you could download the report and unwittingly print your report at the same time.

Question: How do I change my default printer in Banner Job Submission?

Answer: At the present time, there is no Job Submission procedure which allows you to change your default printer. So you must still use the old Hydra Printer Management menu. Go to the Banner Finance menu in Hydra, select "Etc. Etc.," choose Printer Management and then follow the Temporary Change Default Printer Menu or the Permanent Change Default Printer Menu.

Question: By mistake I tried to enter a report parameter in the far left column of the Job Submission Control Form's Parameter Values block (see illustration). Now my Banner screen is frozen and I don't know what to do. What should I do?



Answer: Pray. Banner has just dealt you a *Coup de Grace* or Death Blow. There is no way that we know of to correct this error. The far left column of the Parameter Values block is not meant for user input. If a user tries to input a value into this column, the entire Banner Job Submission form – to use a technical term – **freaks out!** At this point, the hapless user's Banner session freezes solid and the user's keyboard controls are useless. So if the Death Blow should happen to you, just return to Banner's start-up WWIS Icon, click on it and start a fresh Banner session. Be thankful you lived to talk about it.

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.

"If it's true that we are here to help others, then what exactly are the others here for?" – George Carlin

Question: Could you tell us how you first heard about the PCard?

Answer: I first heard about the PCard at our Banner Finance Focus Group meeting.

Question: Where was your physical training for the PCard or did you train Online?

Answer: I first attended a Group presentation in Miller Hall on the PCard. Then the Purchasing Dept did a training presentation at the Library for a number of staff people who were interested in the PCard.

Question: What do you use the PCard for?

Answer: Oh, Library supplies. Special items like booking repair tape, and archiving supplies. We have a couple of vendors we prefer to order from using the PCard. We also like to order over the Web with the PCard.

Question: What **do** you like about the PCard?

Answer: We don't have to fill out Purchase Orders, of course! And the PCard is real fast, just like using your own personal credit card to buy something.

Question: What **don't** you like about the PCard?

Answer: Haven't come across anything yet.

Question: What advice would you give other departments who are thinking of using the PCard?

Answer: Get one – it is worthwhile. The reports are good - - You'll like the reports that you can generate. (Elaine presented to us one of the detailed reports she ran off the PCard website).

Thanks, Elaine, for sharing your experiences with us!



*Elaine Furlong joined WWU in 1984 and is currently an Administrative Assistant at Wilson Library. And, **no**, in case you're wondering, we did **NOT** pay or otherwise induce Elaine for her favorable comments on the PCard ☺.*

If you are a Happy PCard user and would like to be interviewed in the *Finance Footnotes*, please call George at X/5890. If you are not a Happy PCard user and would like to be interviewed, please call the *Des Moines Register*. (*Seriously*, if you do have PCard problems, please call us and we'll try to fix them).