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Congratulations to **Leslie Pinkston**, **JoAnna Luther** and **Sheryl Spurling** on their new assignments in Business Services. It all started when Leslie assumed the vacant Fiscal Technician Supervisor position in Student Accounts. Then JoAnna assumed Leslie's old Fiscal Technician III position, also in Student Accounts. So that left open JoAnna's position in Accounting Services which Sheryl has assumed. Are you following this? So even though Leslie, JoAnna and Sheryl all have new jobs, they're still here at Western which makes us very happy!



### Can you do us a favor?

**Please** fill in the Employee's ID# on all Travel Expense Vouchers (TEVs), as well as the Social Security # box for all Personal Services or Honoraria on the Services/Reimbursement Form. In the case of the Services/Reimbursement Form, it cannot be processed without that information. In the case of the TEV, if no Employee's ID# is provided, the AP technician must look up each employee (in Banner) and sometimes there are dozens of persons with the same first name and last name (we know this is hard to believe). If you are using the old TEV form, please write in an ID number (either a SS# or a WWU ID#). In a recent A/P sample, out of 50 TEVs received, only **8** contained an employee ID#. This just slows down our processing!



▶ Traveling to Seattle and need an inexpensive Hotel? Check out [www.seattlesupersaver.com](http://www.seattlesupersaver.com). Over 40 Seattle Hotels are listed here and many of them advertise 50% off the normal room rates (subject to availability).

## BUDGET NEWS

### A Message from University Operating Budget

As we rapidly approach the end of fiscal year 2002 we must begin the process of preparing next fiscal year's budget. To establish the baseline for fiscal year 2003, the Operating Budget Office must temporarily cut-off the budget processing of Personnel Action/ Position Control Forms (PA/PCF) by April 30, 2002. Please process your PA/PCF's as soon as possible. This provides the best chance of getting your permanent changes into the baseline for FY 2003. It is important to remember that all PA/PCF forms not received by the cut-off date will be processed once we have loaded the FY 2003 budgets (approx. in the July/August timeframe). If you have any questions, please contact Dianna Scoles at X/4762 or [dianna.scoles@wvu.edu](mailto:dianna.scoles@wvu.edu).

## Sale! Sale! Sale!

▶ Check out the Central Stores **Special Sale Items!**  
<http://www.acadweb.wvu.edu/BFA/BusinessServices/CentralStores/>

### Topics This Issue

1. Employee Moves
1. AP: Can you do us a favor?
1. Seattle Hotel Discounts
1. University Operating Budget Message
2. Questions and Answers
2. Spring Cleaning!



## Questions and Answers

(*Editor's Note* A couple of experienced Banner users have pointed out to us there are solutions to the Job Submission "Death Blow" scenario discussed in last month's *Footnotes*. Here is one reply from Lynda Baker)

"There is another resolution to the "Coup de Grace" featured in the March 2002 *Finance Footnotes*. The far left column of the Parameter Values block on the GJAPCTL form in fact is 'meant for user input.' The error message on the status line \*Error\* Could not retrieve parameter information from GJPDEF indicates that the value the user has keyed has no corresponding parameter for the specified job. All the user needs to do to clear the error is key in a valid parameter identifier for the job. Until he or she does this, or aborts the session, the user cannot proceed with submitting the job on the GJAPCTL 'Process Submission Control Form.' The user can either: (1) Restore the value that was originally there before he/she keyed the invalid value or (2) Key in *any* valid parameter number for the job, as in the case where they do not recall what was originally in that position. In this case, putting any valid parameter number will free them from the \*Error\* condition. It is then recommended that the user 'Rollback' or exit the form and start over, rather than proceed with parameters that may have been distorted."

*Lynda B. Baker*

Administrative Computing Services

### Here is another reply from Sharon Colman:

"Lynda's quite correct that this is very fixable. Here are two easy solutions: (1) If the report has more than one parameter, just enter the parameter number you see in the row above or the row below, then hit <Shift-F7> to roll back up to the key block, then hit <Ctrl-PgDn> to restore your valid parameter numbers. (2) If the report has only one parameter, hit <F9>, and you'll be taken to the GJAPDEF screen, which will show you the parameter number that belongs in that column."

*Sharon Colman*

Banner Finance Support Analyst

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](mailto:george.edward@wwu.edu) or MS 1420.

"There is a very fine line between 'hobby' and 'mental illness.'" – Dave Barry

## Questions and Answers (continued)

**Question:** How do I run the Fast Index Code (FQFD03) default report in Job Submission?

**Answer:** Enter FQFD03 in Banner's Direct Access box. Press enter. Use Next Block to move down to the Parameter Values block of the Process Submission Control Form. In the Parameter Values block, enter B for Fast Index Specification and then % for Fast Index. You need to run FQFD03 once for Chart 1 and again for Chart 2.

**Question:** I attempted to run FBTD02 in Job Submission. But when I forgot to enter the A in the Fund Specification block, the Job Submission report printed out every fund on campus. What happened?

**Answer:** When you omit the Fund Specification in Job Submission, and you leave Org and Program blank, you will print a huge report of 50,000 lines or so. So to avoid having to kill large print jobs, always try to include either a Fast Index or else a Fund Specification in your Job Submission report!



## Spring Cleaning!



It's Spring (at least that's what the calendar says) and Spring Fever is spreading fast. Start your spring cleaning right here at WWU with those budget status reports and prepare for Fiscal Year End coming soon to a department near you.

Clean up those old commitments that keep hanging around month after month. Start preparing for spending before the big rush. Get all your Travel reimbursements for mileage that you have been accumulated for the year to the Travel Desk and get that extra cash. So many little things you can do now to make your life easier. Free yourself of all that paper.

This message is brought to you by **Accounts Payable** where our Motto is: **Without us, Happy is just Hpy!**

