

## A Publication of Accounting Services, Business and Financial Affairs

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### Welcome, Nancy!!

Business Services is pleased to welcome Nancy Larson as the new Information Technology Applications Specialist II. Prior to arriving at Western, Nancy worked as a technology specialist, a database programmer and a web designer. Nancy graduated from Northwestern University with a major in computer studies. Nancy's office is temporarily in OM 370. She may be reached at X/2147 or [nancy.larson@wwu.edu](mailto:nancy.larson@wwu.edu).

## Banner Episode 5.3 : "Attack of the Clones"

**Banner Finance 5.3** was installed over Memorial Weekend. You're probably wondering what Banner 5.3 has in common with those brave starfighter pilots engaged in a series of death defying missions to save Naboo and the galaxy from the tyrannical abuses of the Trade Federation. Well ... almost nothing. But those of us Jedi Knights who have queried under Banner 5.3 think it's almost a "*clone*" of Banner 4.2 (which is great!). Unlike the last conversion from Banner 3.1 to Banner 4.2 (which disoriented several users, affecting their navigation and causing them to crash their N-1 crafts into the swampy lakes of Naboo), we think all users will be pleasantly surprised by the forms continuity and increased speed of Banner 5.3. The faster speed may be due in part to a new Solaris server and an Oracle upgrade supporting the Banner conversion. At any rate, courageous explorers in the Banner Episode 5.3 have reported back with just a few cosmetic changes: (1) the logon box is slightly smaller in Banner 5.3, (2) the highlighted rows are now yellow instead of blue (which makes it easier to read), and (3) some forms have added gray boxes. But the main point is the functionality of Banner 5.3 Finance remains the same as good old Banner 4.2. Kind of like your favorite Jedi Light Saber, right?

## Year End "Stuff"

Departments should check all open commitments closely. If a commitment should be closed, please circle the item on your commitment register (FBEN02), mark "CLOSE" next to the item, sign and date, and fax the corrected page to Diane Fuller at X/7724. Or if you see any errors in your accounting reports, please call George at the Help Desk X/5890 or [george.edward@wwu.edu](mailto:george.edward@wwu.edu).



### Happy Father's Day!

### Topics This Issue

1. *Welcome, Nancy!*
1. *Year End Reminder*
1. *Banner Finance 5.3*
2. *Questions and Answers*
2. *Scan Directories Available*
2. *PCard Training Schedule*

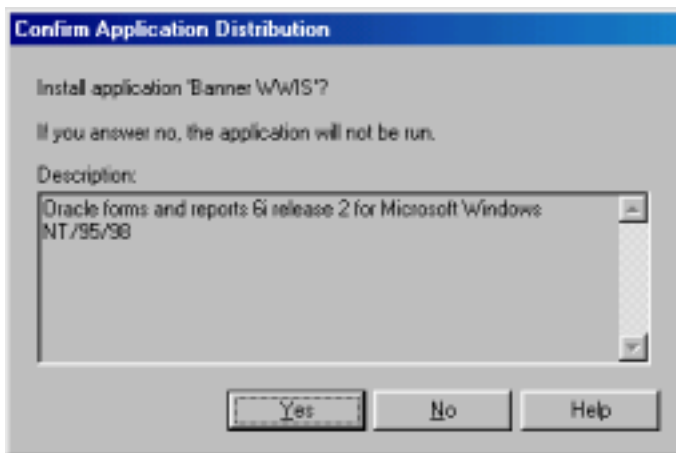
# Scan Directory



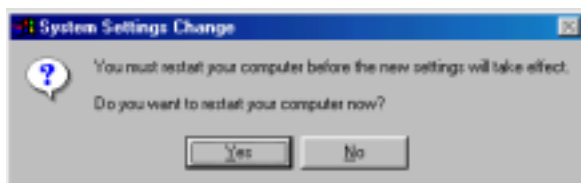
## Questions and Answers

**Question:** How do I start the new Banner 5.3?

**Answer:** Just click on the Banner WWIS Icon and the following message box will appear :



If you choose to install Banner 5.3, then after installation, you will receive this second message:



The second message instructs you to restart your computer. Therefore, we suggest that you close all applications on your desktop before starting your first Banner 5.3 session.

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.

*"I don't find excessive sanity a virtue."* – Mike Uris of Ramsey, NJ who eats a medium Domino's pizza for lunch & dinner every day (for the past five years).

2002-2003 Washington State Scan Directories are now available through Central Stores (MS 9116, Fax X/3417) at \$7.48 each. Please order using commodity code 2003-007-080. If you have any questions, please call John at X/3546. Thank you.

## PCARD TRAINING SCHEDULE

The **PCard**, Western's new purchasing card, is growing! We now have completed over **1700** PCard purchases from almost **700** merchants and the tally increases each month. With **60** PCards in the capable hands of WWU staff, we continue to offer PCard training each month with a goal to distribute 200 PCards by Dec of 2002.

How does the PCard benefit you and your department: Using the PCard for purchases less than \$1,000 eliminates purchase orders, check requests and departmentals. That means less paperwork! Using the PCard also speeds up order and delivery time. You no longer have to wait for your purchase order to get to the Purchasing Dept, or wait for Purchasing to place your order. In fact, using the PCard for online and telephone orders reduces order and delivery time. It gives you more control over your purchases.

Participating in a PCard Training is the first step to obtaining a PCard. The **Group Training** is about 90 minutes and allows you to ask questions specific to your department's needs. The Group Training schedule for June is as follows:

**June 10, Mon – 8:30 AM – 10:00 AM Haggard Hall 153**  
**June 24, Wed – 1:00 PM – 3:00 PM Haggard Hall 345**

To enroll in the Group Training, send an email with your name and department to [pcard@wwu.edu](mailto:pcard@wwu.edu).

The **Online Training** provides a similar training session except that you pick the place and time to view the online training from your computer. The online training can be found on the PCard web: [www.acadweb.wwu.edu/BFA/BusinessServices/PCard/trainopt.html](http://www.acadweb.wwu.edu/BFA/BusinessServices/PCard/trainopt.html).

For those of you who already have a PCard, and have questions about PaymentNet, running Queries or Reports, or any other PCard issues, please call x2080 to talk with a PCard administrator. You can also email the PCard Team at [pcard@wwu.edu](mailto:pcard@wwu.edu). We will also come to your department to assist you with reviewing and approving PaymentNet transactions.

Check out the PCard web site for FAQs, Tutorials and more PCard information. You will find the PCard web site by clicking on the Purchasing Card link located on the WWU Index.