



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

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### Hello, Dede

Business Services welcomes Dede Clark, our new Student Accounts Supervisor. Dede previously worked as a Senior Buyer for Alpha Technologies. Dede moved to Bellingham from scenic Cambria, California.

You may contact Dede by calling X/2866, emailing [dede.clark@wvu.edu](mailto:dede.clark@wvu.edu) or why not stop by OM 366 and just say Hello?

### COFFEE AND LIGHT REFRESHMENTS/ MEALS WITH MEETINGS AUTHORIZATION

We now have a new Coffee and Light Refreshments/Meals with Meetings Authorization Form. Go to the Business Services web, click on Forms, and check it out! If you have any copies of the old form, please discard them because we need the latest Authorization Form on all "Chart 1" future refreshment purchases.

### Banner Finance Access Request (BFAR) Form

Along with our new Coffee and Light Refreshments/Meals with Meetings Authorization Form, we now provide our Banner Finance Access Request (BFAR) Form in an Esign format. We would like to thank the Administrative Computing Services (ADSMCS) Department for their assistance in this project. To access the BFAR, simply go to our Forms website [www.acadweb.wvu.edu/BFA/BusinessServices/Forms.htm](http://www.acadweb.wvu.edu/BFA/BusinessServices/Forms.htm), and click on the BFAR form. Or go to the Administrative Computing Services Forms web [www.acadweb.wvu.edu/admcs/forms/](http://www.acadweb.wvu.edu/admcs/forms/), and you will find the BFAR there as well. Either way, the Esign version is a lot easier to use than the old paper form!

### We're moving!

*Ease on down, ease on down the road, ♪ ♪*  
*Come on, ease on down, ease on down the road. ♪*  
*Don't you carry nothing, that might be a load, ♪*  
*Come on, ease on down, ease on down the road. ♪*

#### The Wiz (1975), "Ease On Down The Road #2"

Once again, Munchkins, we are movin' on down the road. Accounting Services, Accounts Payable, Purchasing, Contract Administration, Travel Desk, and Financial Reporting are moving back this month to the Administrative Services Building on 32<sup>nd</sup> Street. All telephone numbers, fax numbers, and mail stops will remain the same.

Here is our tentative move schedule: Financial Reporting and the Help Desk move on August 8<sup>th</sup>. Purchasing will leave Wilson Library and move to 32<sup>nd</sup> Street on August 12<sup>th</sup> and 13<sup>th</sup>. Accounts Payable, Accounting Services & Travel Desk move on August 14<sup>th</sup> and 15<sup>th</sup>. Finally, Contract Administration moves back on August 16<sup>th</sup>.

Normal operations should resume soon after each actual move. We have posted our latest moving schedule on our website: [www.acadweb.wvu.edu/BFA/BusinessServices](http://www.acadweb.wvu.edu/BFA/BusinessServices) Your cooperation during this brief moving period is greatly appreciated.

We are looking for your thoughts on how we may maintain good communication and service for our on-campus customers. If you have any suggestions or questions concerning the move, please call George at X/5890. Thank you!

#### Topics this Issue

1.	<i>Welcome to Dede Clark</i>
1.	<i>Coffee and Light Refreshments/Meals w. Meetings</i>
1.	<i>Banner Finance Access Request Form</i>
1.	<i>Movin' on down the road</i>
2.	<i>Questions and Answers</i>



# Questions and Answers

**Question:** The HyperSnap 4 (Screen Capture Utility Program) does not copy to the clipboard like the old HyperSnap program. What should I do?

**Answer:** Here's how to put your capture into memory. (1) Next time you start HyperSnap, click on *Capture*. (2) Click on *Capture Settings*. (3) Click on the *Copy & Print* tab. (4) Check the box that says "Copy each capture to clipboard."

(Answer provided by Nancy Larson in Business Services)

**Question:** How do I look up a description of an item that was ordered? All I have is a PO number.

**Answer:** Enter the Banner form FOIDOCH. Type in PO and the PO number. Click on Next Block and then you will see "Purchase Order Information" on the left hand, yellow highlighted navigation pane. Click on Purchase Order Information, and when the next screen appears, click on Document Information. Another screen will open up (FPIPURR). Now click on "Commodity/Accounting Information." Next click on "Item Text" (near the bottom of the navigation pane). You will next see the Procurement Text Entry Form. If you hit Next Block (or Ctrl-PgDn), a text description of the ordered item will appear:

Procurement Text Entry Form FOAPOXT 5.0 (WWIS)

Text Type: PO Code: F030520 Chg

Vendor: W/00009072 Northwest Computer Supplies Unlimited Inc

Commodity Desc: Computer Printer Ribbons

Modify Clause:  Copy Commodity Text

Text

HP Black InkJet Print Cartridge, HP5164A

(Thanks to Dan Lindeman for the tip!)

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.

"A Doctor can bury his mistakes but an Architect can only advise his client to plant vines."  
-- Frank Lloyd Wright

**Question:** I use FOIDOCH a lot. How can I tell what documents I can look up in FOIDOCH?

**Answer:** When you are in FOIDOCH's "Doc Type" box, hit F-9 and it will give you a Document Type List and the appropriate codes. Keep in mind, all of these Document Types may not be accessible in FOIDOCH. For example, one of the Document Types listed is "JV" but FOIDOCH does not show Journal Vouchers. Instead, you must use FGIDOCR to look up a JV.

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*A fine is a tax for doing wrong. A tax is a fine for doing well.*

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**Why not do this local Merchant a big favor and use your PCard?**

Many local merchants are anxious to accept the Purchasing Card for your purchases under \$1000. When you use the PCard, the merchant gets their money much faster, and Western doesn't have to spend a lot of administrative time processing POs, invoices and checks. Northwest Computer, Michael's Arts & Crafts, Hardware Sales and Home Depot are just some of the local businesses with whom we do a lot of business, and who have agreed they would prefer to have Western employees use the PCard. Bay Engraving has just recently upgraded their system to be able to accept the card.

Please be sure to ask whether you can use the PCard to pay for your purchase. If you use a merchant who is reluctant about accepting the card, please let us know at the PCard Help Desk, X/2080. And if you don't yet have your own card, go to the Purchasing Card web site on the WWU Index and take the online training, or attend one of our group sessions in Haggard Hall 153 on August 7th from 9 am to 10:30 am, or August 22<sup>nd</sup> from 3 pm to 4:30 pm.

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### Reminder from Purchasing:

➤ Provost or Vice President Approval is still required for Travel and new Equipment orders over \$1,000. Any questions? Call Purchasing at X/3340.