

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

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### By popular demand, Accounting 101

A **DEBIT** increases an expense (or asset) account and decreases a revenue (or liability) account.

A **CREDIT** decreases an expense (or asset) account and increases a revenue (or liability) account.

And **CASH** is as good as money (says Yogi Berra)...



### SLEEPLESS IN BELLINGHAM

Have you ever lain awake at night, fretting over not being able to find an accurate dollar amount of how much it costs per year to attend Western? (Never mind the cold sweats brought on by how you'll afford it – that's another department!) Well, your sleepless nights are over!

In an effort to deliver accurate, useful and timely information to Western's current and prospective students, Student Fiscal Services has recently unveiled an online Yearly Tuition Estimator. Through the use of a simple fill-in form, a user can get a quick estimate of their 2002-2003 tuition. This estimate includes appropriate fees, quarterly credits, housing, meal plans, parking fees and miscellaneous expenses. A link is included to an interactive pdf planning sheet that computes a quarterly breakdown – including financial aid.

Since August 1st, there have been over 300 hits to the estimator, averaging about 15 inquiries per day.

The estimator is the first step towards a new look for the Student Fiscal Services web site. Check it out at [www.acadweb.wvu.edu/studentaccounts/estimator.htm](http://www.acadweb.wvu.edu/studentaccounts/estimator.htm) Suggestions can be sent to the webmaster [nancy.larson@wvu.edu](mailto:nancy.larson@wvu.edu).

## Travel Training

We will offer a 2-hour, Travel Training Class on Sept 11th in OM 435 from 10 am to Noon. If you would like to attend this class, please call Amber Ray at X/3341 or email [amber.ray@wvu.edu](mailto:amber.ray@wvu.edu). If you cannot attend our training but would like a copy of the Training Manual, please visit the *Travel Desk* website and click on Western Travel Manual.

## Moving Notes


Last month, Accounting Services, Accounts Payable, Purchasing, Contract Administration, Travel Desk and Financial Reporting left campus and moved back to the Administrative Services Center on 32<sup>nd</sup> Street. We will maintain an on-campus Service Center in Old Main 401. Forms will be available and George will routinely conduct Banner Finance and Purchase Form Guidelines training classes there. If you need assistance, call George at X/5890 and arrange a time for him to meet you there.




### Topics this Issue

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## Questions and Answers

**Question:** I would like to access the SCT Banner Bookshelf Documentation. But when I click on the Bookshelf  button, nothing happens. What should I do?

**Answer:** You need to enter the General User Preferences Maintenance Form (GUAUPRF). In the Direct Access box, type GUAUPRF. Then click on the Customize Toolbars  button. Next **right** click on the Bookshelf  button (located at the top right). A box will open. Click on the  button. You need to “**Look In**” the W: drive for a particular file so pull down the “Look In” menu and select the W: drive. Select B2000. Select Banner 5.x. Look for the file bkshlf5x.pdf. Click on this file and select Open. This file and the file path will be returned to your Program line. Click OK and the box will close. Now click Apply. Now click OK. Then Click Exit. You should see the following message:



Exit Banner, log back in and then Click on the Bookshelf icon. This will launch the SCT Banner Bookshelf Documentation:



**Question:** I would like to print out a list of Financial Managers. What report should I use?

**Answer:** FWRFMGR. If you want to see a gigantic list of Hydra reports converted to Job Submission, just go to the Business Services website, click on Help Desk, and scroll to References & Resources. Select #7. FWRFMGR is at the bottom of page 3 (line 198).

“I took a speed reading course and read *War and Peace* in twenty minutes. It involves Russia.”  
-- Woody Allen



The **Banner Finance Focus Group** is now accepting members.

### **Purpose of the Group:**

- To provide a forum for feedback on Banner Finance and Accounting Services.
- To review drafts of proposed Banner Finance reports and forms, and to solicit departmental comments and suggestions.
- To address the reporting needs of the Banner Finance users.
- To share tips and tricks on how to get the most from your Banner data.

The next meeting is scheduled on September 20, 2002 from 1:30 pm – 2:30 pm in Old Main 435. The Focus Group meets once a month. If you are interested, please email [george.edward@wwu.edu](mailto:george.edward@wwu.edu). Thank you!



## Central Stores

Central Stores continues to stock various types of paper, new and rebuilt printer toner cartridges, and janitorial supplies. Our updated web page will be available soon. Features include, easier on-line ordering and confirmation of orders, contacts, and links to Corporate Express. Central Stores can also process bulk Corporate Express purchases and negotiate volume pricing. We will continue to strive to provide deliveries in a timely manner. Mark your calendars for October 11th, 10.00am-2.00pm for a Corporate Express Vendor Showcase at the VU Multi-Purpose Room. Lots of freebies and a raffle! If you have any questions, please call John at X/3546.

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.