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You've Got Information

(The sequel to Sleepless in Bellingham)

The stars of last month's hit webpage (Student Fiscal Services Tuition Estimator) have hooked up again to deliver what critics believe to be a block buster, feature packed website! Once again in an effort to deliver accurate, useful, consistent and helpful information to Western's current and prospective students, Student Fiscal Services has rolled out the red carpet for its new website. Highlights include: a new look and feel that runs throughout the entire site; direct links to My Western and Web for Students on every page; pop-up windows with maps to important room locations in Old Main; links to important information relating to the Registrar's Office, Admissions and Housing; and interactive departmental forms.

Supporting members of the cast with front page billing include: Student Accounts, University Cashier, Loan & Collections, Staff Directory, FAQs, SFS Forms, Tuition Estimator, and Billing Statements.

Finally, over the summer, many hours were spent by Student Fiscal Services and Administrative Computing creating an on-line Web Bill that allows students to access up-to-the-minute financial information about their student account. Where possible, the web site directs students to this information to assist them with questions they have regarding the current status of their account.

Grab your popcorn and soda and be the first in your department to check it out at www.acadweb.wvu.edu/studentaccounts/index.htm. Suggestions can be sent to the webmaster nancy.larson@wvu.edu.

VENDOR SHOWCASE

Please join us on October 11th for the Corporate Express Vendor Showcase from 10 am – 2 pm in the VU Multi-Purpose room. Over 10 vendors will be on hand with their wares and lots of samples, refreshments, on-line tutorials, and a raffle! On-line ordering is now available through Central Stores. Please visit our new website to complete a participation form: www.acadweb.wvu.edu/BFA/BusinessServices/CentralStores/.

Over 400 stock items are available including copy/printer paper, cartridges and janitorial supplies. Prices are competitive and we deliver within 48 hours, or sooner if requested. Delivery days are Tuesday, Thursday, and Friday. For more information, please call John at X/3546.

“My Phone Ain't been Ringing, so I Guess it Wasn't You”



Howdy Pardners! Hearing that good old Country Western song, we realized it was time to streamline our phone system in Accounts Payable (A/P).

Unlike this song, A/P was receiving too many phone calls; many of which were meant for another department. So to better assist our customers, we now have a brand spanking new Phone Menu on our main X/3490. Try it - you'll like it. Just make your selection and you will get a response from one of our great staff persons in Accounts Payable or you will be directed to the information you requested. And if you don't have a clue as to what button to push, don't fret because we have thought of everything. Yup, we're just hankering to help you...

Maybe soon you'll hear our new hit song on all the Country Western stations: “If I'd a Knowed That, I Woulda Wrung X/3490.” So Happy Trails to You and remember our Motto - **Accounts Payable: Without Us, Happy is just HPY!**

Topics this Issue

| | |
|----|---------------------------------------------------|
| 1. | <i>New Student Accounts Web</i> |
| 1. | <i>Central Stores Vendor Showcase and New Web</i> |
| 1. | <i>Accounts Payable Phone Menu</i> |
| 2. | <i>Questions and Answers</i> |
| 2. | <i>PCard for Conference Pre-registrations</i> |



Questions and Answers

Question: What happens if I enter the same fund twice in the Budgeted Local Funds Status Summary (FBBS02) Report?

Answer: Absolutely nothing! Here is a first-hand account: "I recently tried to run the FBBS02 Report Budgeted Local Funds Status Summary with parameter E for Fund Specification, i.e. a list of funds. Though I had done this many times successfully in the past - I was unable to generate a report. Our list of funds included some funds with revenues we wished to review, and some funds with expenditures we wished to review - no additional organization, program, account, location, activity parameters, just funds. I finally realized that the list included one fund under both categories - I had entered that fund twice in the list. And whenever a list includes even one fund twice, *no report results!* I don't know why. When I eliminated the duplication - everything was fine. So when FBBS02 fails, consider that perhaps a list includes duplications."

(Thanks to Steve Mach for his contribution)

"To Card, or not to Card: That is the Question"

Here let us breathe and haply institute a course of learning and ingenious studies...



PCard Use for Conference Pre-Registrations

The Travel Desk and PCard offices have developed a process making it easier for WWU faculty and staff to use the PCard for conference pre-registrations.

Here's how the process works:

1. Initiate a Travel Authorization (TA) using either the paper or ESign form (coming soon). This is mandatory except if you are traveling within Washington for a day trip.

2. Submit your Travel Authorization to your Supervisor and Vice President for signatures and approvals. Your Travel Authorization needs to be approved before incurring any travel expenses. Contact Amber Ray (x3341) at the Travel Desk if you have any questions.

3. Use the PCard to make your Conference Registration. Request receipt or print online receipt to keep with your PCard file.

4. When you Review/Approve the PCard transaction on PaymentNet, record the conference registration TA # in the Comments/Requisitions field on PaymentNet.

5. Attach a copy of your signed Travel Authorization to the appropriate PCard transaction print out and receipts. Keep this documentation in your PCard file. Be prepared to show this documentation at your periodic PCard Review/Audits.

The PCard should not be used in place of a Travel Card for transportation, reservations, meals or lodging. For complete instructions, see the PCard web site.

PCARD TRAINING

Remember, if you don't have a PCard yet, the first step to obtaining one is to participate in a PCard training. The **Group Training** is about 90 minutes and allows you to ask questions specific to your department's needs. The Group Training schedule for October is as follows:

October 8 - Tuesday – 8:30 AM – 10:00 AM
Haggard Hall, room 253

October 23 - Wednesday – 3:00 PM – 4:30 PM
Humanities, room 108

To enroll in the Group Training, send an email with your name and department to 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.

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 in the WWU Index.

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.

"Most people want to be delivered from temptation but would like it to keep in touch." -- Robert Orben