

How do you pronounce FWRRLCL?

One of the greatest riddles in the world is the “Riddle of the Sphinx.” History tells us the Sphinx asked the Thebans: “*How do you pronounce FWRRLCL?*” Each time a Theban gave the wrong answer, the Sphinx ate one of them. Some people might say this was a little harsh, but the Rules of Accounting were very strict in ancient Egypt. (And they haven’t changed that much in 4,500 years). As you might surmise, the presence of the Sphinx *significantly* reduced the number of questions posed to the Egyptian Accounting Services department. And until that smart aleck, Oedipus, came along, nobody knew the answer to the Riddle of the Sphinx because it was a deep, dark secret (or least as large as the hole behind the Environmental Studies building).

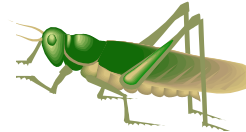
In order to find out how to pronounce this mysterious *FWRRLCL*, and to avoid being eaten, we sent a tiny microchip Rover Robot into the Accounting Services Department. The Rover Robot carried a high-resolution camera, which sent back live pictures as it explored. And guess what? The Rover discovered *FWRRLCL* is the *Rule Classes* Job Submission report!

What are Rule Classes you ask? Rule Classes are codes which help the Banner Finance module post transactions. There are 435 Rule Class codes (see Chart on back page). *O.K., so how do you pronounce FWRRLCL?* The answer is it cannot be pronounced. This is why we accountants refer to it as the “Rule Classes Report,” rather than “*FWRRLCL*.” ☺

The Banner Job Submission Guide can be found on our Business Services’ Help Desk web site. If you have any questions on running *FWRRLCL* or any other report, please call X/5890 and we promise not to bite your head off... just don’t ask us how to pronounce *FWRRLCL*!

What’s the Difference between a BUDGET AUTHORITY and a FINANCIAL MANAGER?

BA



FM

It’s amazing how many people are confused over the functions of a Budget Authority (BA) and a Financial Manager (FM). Here is the way we remember it. BAs are like locusts; there are hordes of them. But FMs are like snowflakes; only one FM is created per fund or organization. Once authorized, BAs can sign fiscal documents, i.e. journal vouchers, purchase reqs, check requests, etc. In many cases, BAs are restricted (e.g. to a maximum of \$1,000) but FMs are never restricted. FMs have the ultimate responsibility for a fund; e.g. only an FM may terminate a fund. We have ESign forms for creating a BA, or a FM on the ADMCS forms website. Just look under “Locust Horde” or “Snowflake.” ☺

TRAVEL TRAINING

We will offer a 2-hour, Travel Training Class on Nov 13th 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. 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.

Topics this Issue

1.	<i>Rule Classes Report - FWRRLCL</i>
1.	<i>Budget Authority versus Financial Manager</i>
1.	<i>Travel Training</i>
2.	<i>Questions and Answers</i>
2.	<i>Most Common Rule Class Codes</i>
2.	<i>PCard Training and Information</i>

Happy Thanksgiving





Questions and Answers

Question: I am running WOPACCTDTL and I would like to do a List of Funds. What report parameters should I use?

Answer: E (List of Codes) – For those users who want to specify several funds, or organizations, which are not sequentially numbered, then E (List of Codes) will be helpful. However, you must include each fund, organization or program on a separate row in the Job Submission Form. The easiest way to do this is by using the <F6> (Insert Record) and <F4> (Duplicate Record) keys. (For step by step instructions, go to the Business Services web, select Help Desk, and click on References, select #3. Banner Job Submission Guide, and refer to pp. 5-6.)

Question: Under "Transaction Type" in some reports, there are entries like INNI, INEI, or RS01. What are these?

Answer: Rule Classes. Rule Classes are codes which help the Banner Finance module post transactions. INNI stands for "Invoice without Encumbrance," INEI stands for "Invoice with Encumbrance" and RS01 stands for "Central Stores Receivable." Presently, there are 435 Rule Class codes, in various Rule Groups. (See List of Most Common Rule Codes). If you would like to print a list of Rule Classes, the Job Submission report is FWRRCL.

PCard Training Schedule

The next PCard training is scheduled for:
November 12th, Tuesday 8:30 to 10:00 am in Bond Hall Room 112.

Email the PCard Coordinator at pcard@wwu.edu if wish to attend.

Additional PCard training sessions may be requested by contacting the PCard Help Desk at pcard@wwu.edu or by phone at X/2080. We will be happy to do one-on-one trainings, or training for a small group at your convenience. Remember you can also take the training online at your desk and at a pace you are comfortable with. Please call with any training questions.

Most Common Rule Class Codes:

<u>CODE</u>	<u>TITLE</u>
AS79	Acct. Serv. Intrafund Transfer
AS89	Acct. Serv. Transfer between Charts
AS96	Acct. Serv. Interfund Transfer
CNEI	Cancel Check – Invoice w. Encumbrance
CP01	Copy Duplicating Interfund Transfer (D/C)
CR89	Miscellaneous Cash Receipts
E032	Encumbrance Liquidation
INEC	Credit Memo with Encumbrance
INEI	Invoice with Encumbrance
INNI	Invoice without Encumbrance
ISSU	Direct Issue (No Request)
J079	Intrafund Transfers (D/C)
J089	Interchart Cash Transfers (D/C)
J096	Interfund Cash Transfers (D/C)
PCRD	Cancel Purchase Order
PORD	Establish Purchase Order
REQP	Requisition - Reservation
REQS	Stores Requisition
RR01	General Acct – A/R (D/C)
TAXI	Sales Tax on Invoice

*Things you may **not** know about the PCard:*

- The PCard can be used at our Assoc Student's Bookstore.
- The PCard is a VISA credit card.
- The PCard does not affect your personal credit history.
- PCard transactions can be viewed on PaymentNet (the PCard web site) and also in Banner.

WWU Accounting Services:

- Receives one statement each month.
- Makes one payment for all WWU PCard purchases.
- Saves the university time and money.
- The PCard is great for purchasing: Memberships, Subscriptions, Conference pre-registrations and much more!

Central Stores would like to thank all staff who attended the Corporate Vendor Showcase and helped to make it a success. The attendance count was 115. Congratulations to Cathy Cleveland of Engineering Technology who won the refrigerator in the raffle drawing! Please direct all Corporate Express account changes, and additions to Central Stores, fax 3417 or John.Zuzarte@wwu.edu. For those who have not registered for Central Stores on-line ordering, please send in your participation form. The process has been designed to be user friendly and displays all items available and costs.

"I wonder whether what we are publishing now is worth cutting down trees to make paper for the stuff."
– Richard Brautigan (1935-1984)