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Esign Travel Authorization Form ("TA") & Esign Activity Code Maintenance Form

Just in time for the Holiday Season, Accounting Services has rolled out two amazing ESign forms: the Travel Authorization Form and the Activity Code Maintenance Form. Merry Christmas! (Batteries not included). Both forms may be accessed on the ADMCS forms website. We want to thank ADMCS' Danny Chan and Earlene Kent for their assistance with these forms. In the case of the Travel Form, it took us six months to develop the final ESign product. We probably revised the ESign TA over two dozen times, and even started from scratch on several occasions. As far as the Activity Code ESign form, eventually all our code maintenance forms will be available in ESign format. We selected the Activity Code Maintenance Form to be our first ESign code maintenance form because it is the most popular. If you don't presently use Activity Codes in your office, you may want to look at them. By adding an activity code to your accounting string, you can group together all transactions for a single project. For more information, or just to wish us a "Happy Holiday," call George at the Help Desk, X/5890.

Toner Fraud

The toner scam artists are still hard at work. You have probably had one of the calls from the persistent toner salesperson promising toner cartridges at low, low prices. Or recycled toner cartridges that not only work fantastic but also hold the promise of helping to save the environment? One typical tactic is to make a call and try to get the name of someone in Purchasing or Copy Services, and then call another department saying that person has authorized them to contact you. Another tactic is to claim they belong to a Washington State "university cooperative" sanctioned by one of the University officials.

Do not be fooled or intimidated by these callers! Refer them to Purchasing (Hal Verrell, Purchasing Manager at X/3127) and do not give them any indication you want to order. Some will use a yes answer to a question like, "You use toner cartridges, don't you?" as justification to ship you a case of cartridges.

In the recent Western case, a department received a call from Total Imaging Systems in Redan, Georgia. The department received three "below cost" Brother Cartridges at a price of \$123.50 each when they generally cost us closer to \$30! Western subsequently returned the cartridges to the vendor, rather than pay the invoice.

Central Stores stocks most of the common toner cartridges used on campus. If you have a unique cartridge, contact Rita Sinclair in Purchasing for guidance on where to purchase. We also have an ongoing program to evaluate recycled cartridges to make sure they provide good yields and do not damage our equipment. Part of our program with our current toner vendor is the return of the used cartridges, which Central Stores will gladly collect from your department upon request. Thank you.

Good Luck, Leigh Ann!



Leigh Ann Giles, our wonderful PCard Coordinator, is leaving Purchasing to assume a Book Buyer position at the Associated Students Bookstore. We want to thank "L.A." for all her hard work in the PCard program. And we wish Leigh Ann well in her new Western career. Don't forget to write, L.A.!

Welcome, Scott Moses!

Business and Financial Affairs is pleased to welcome Scott Moses as the new Bursar of Student Fiscal Services. Scott starts work on December 16th. Prior to coming to Western, Scott served as Purchasing Manager for Georgia-Pacific Corporation and Chief Financial Officer for the Cascade Joinery. Scott is a graduate of Western Washington University. Welcome aboard, Scott!

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Questions and Answers

Question: How do you use Banner Internet Native Forms? Do you first go through an install process?

Answer: Yes, you need to install the Oracle JInitiator and instructions are on the ADMCS website. Banner Internet Forms is run basically the same way as network Banner. A couple of differences immediately come to mind: (1) the Banner Internet screens are almost entirely gray with wispy black lettering. It's like staring at a battleship (or, come to think of it, the back of my head). (2) There is no yellow, left-hand vertical navigation pane in Banner Internet Forms. Therefore, all the normal, left-hand navigational selections are accessed by "drop down" menus usually under the heading "Options." So, for example, if you are running a Job Submission Report via Internet Banner, say FBBS02, and you want to check the status of the Job, you cannot click on the Job Submission Status (GWISTAT) link on the navigation pane. Instead, you pull down the Options menu and click on GWISTAT, which looks almost the same (but much, much grayer). ☺



A Moving Notice

Two work groups in Student Fiscal Services are switching places. The first group, Loans and Collections (Jenny Hebert, Wendy Gegenhuber, and Laurie Porter), will vacate OM 375 and move across the hall to OM 370. Their new mail stop is 9022. The second group, the Bursar (Scott Moses), Leslie Pinkston, and Nancy Larson will vacate OM 370 and move to OM 375. Their new mail stop is 9023. All phone and fax numbers remain the same.



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.



Card in the News

Bill Santiago is the new PCard Coordinator, as Leigh Ann Giles is off to new adventures (see Good Luck to Leigh Ann on page 1). Many of you already know Bill in his other roles as the Corporate Express administrator as well as the PCard and Corporate Express reviewer. Bill will be answering your questions now and can be reached at pcard@wwu.edu and X/2080.

Here's what happy PCard Holders have to say about the PCard:

Gary Malick (Classroom Services) – Gary says Purchase Orders *Stink*, PCard *Rocks!* Actually, what he really said was that he has gotten so used to using the PCard that, he no longer wants to use purchase orders.

Rita Sinclair (Purchasing) – Rita says "the best thing about the PCard is the time it saves placing orders. You can research an item, walk into the store and make your purchase, easily. Almost all vendors accept the PCard. This week I saved a department \$300.00 because a company offered a discount if I used the PCard. There's no PO to enter, no invoice to get approved, no fees, no mess. So the PCard saves the University time as well as money."

Gary Hardman (Motor Pool/Facilities Management) – (Editor's Note: in November, Gary was the top PCard user with 61 transactions) Gary says "the PCard is a good tool for your toolbox. It gives us flexibility we've never had before. When I make a purchase using the PCard the paperwork is processed within 2-3 days. It's a breeze. I would fight tooth and nail if someone said I could not use the PCard anymore."



➤ **ZUNO TRAVEL** is no longer in business. They closed on December 2nd. Please use Bellingham Travel for your travel needs. Western is presently looking for a replacement for Zuno Travel. If you have any questions, please call Amber at the Travel Desk, X/3341.

"An archaeologist is the best husband a woman can have; the older she gets the more interested he is in her." -- Agatha Christie