

# FINANCE FOOTNOTES

[www.acadweb.wvu.edu/BFA/BusinessServices](http://www.acadweb.wvu.edu/BFA/BusinessServices)

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You can tell the whole gang! Our Sales Tax is **going up!** It was 7.9%; but now it is 8.2%. So please use the new rate in your Purchase Orders and Requisitions ...

**Sales Tax Increases to 8.2%**

Effective January 1, 2003, Whatcom County increased the local sales and use tax by an additional three-tenths of one-percent (.003). These changes were approved by public vote during the September 2002 election. As of January 1, 2003, the total sales tax rate is 8.2%. If you have any questions, please call Donna Foley at X/6815.

## TRAVEL TRAINING CLASS

We will offer a 2½ hour, Travel Training Class on **Jan 22nd** in OM 435 from 9:30 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.

## Welcome, Scott Moses!

Business and Financial Affairs is pleased to welcome Scott Moses as the new Bursar of Student Fiscal Services. Scott oversees the University Cashier, Loans & Collections, and Student Accounts. 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!

**HAPPY NEW YEAR**

## Uploading & Downloading Banner Files

As part of Administrative Computing Services' (ADMCS) ongoing effort to provide improved functionality for the users of administrative systems and to improve security for sensitive administrative data, ADMCS has installed an easy way to access your report files produced through Banner Job Submission. The Output Directories Project provides an easy Windows based interface to access the report files.

Benefits of this approach include:

- Easy drag-and-drop access to the files, for use with other Windows applications like Excel and Word.
- Ability to read report files (with Word or Wordpad) rather than print them. Ever want to view a file without printing it? Now you can!
- Eliminates the need for FTP (file transfer protocol) for most users.
- Improved file security on the main administrative machine (Hydra).

ADMCS has conducted two training classes and will conduct another in early January. For more information or to sign up for a class, please contact Earlene Kent, ADMCS Help Desk X/7200 or X/2853.

Instructions for using this new feature can be found on the ADMCS home page:

[www.wvu.edu/depts/admcs/](http://www.wvu.edu/depts/admcs/)

Click on the link: "Access your individual Banner Jobsubmt output via Windows on Gecko/Hydra."

If you have any questions or comments please contact the Administrative Computing Help Desk at X/2853.

### Topics This Issue

1. Sales Tax Increase
1. Travel Training Class
1. Welcome Scott Moses!
1. Output Directories Project
2. Questions and Answers
2. Document Reference Contact List

## Document Reference Contact List – January 2003



### Questions and Answers

**Question:** How can I track a Travel Authorization (TA) in Banner?

**Answer:** You can't. Which is why you need to use the amazing TA ESign form. Like any web based ESign form, you can track the TA with the Web Form Finder. The ESign TA was utilized 7 times in October, and 42 times in December, a six fold increase.

**Question:** Is there training on accessing Banner reports?

**Answer:** George provides one-on-one instructional training for Banner reports. He also includes instructions on accessing Banner forms (since much of the data can be obtained by querying). Finally, he usually adds a Chart of Accounts refresher (about 5 minutes) since the COA is integral to obtaining the right report.

If you are interested, please call George directly at X/5890. He will ask a few questions e.g. "Have you ever used Banner before?" in order to assess how long the training session will last. It can take anywhere from 1 hour to 3 hours depending on the caller's needs (if it is more convenient, George can train in Old Main 401 or at his office on 32nd Street).

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"After getting his master's degree -- Bob got a job as a postman -- reconciling that he was still a man of letters." -- Anon

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.

Listed below are document reference numbers which may appear on your transaction detail report under "Document Number." These references refer to accounting documents processed by Accounting Services, or to documents processed by other departments using sub-systems which are not directly related to Banner Finance. Sub-system and recharge documentation is not retained by Accounting Services. For detailed information on these transactions, please contact the person referenced on the following list:

Document Reference	Department or Transaction Type	Contact	Ext.
A0xxxxxx	WWU Foundation	Pam Gibson	X6101
ACGxxxxx	Accounting Services	George Edward	X5890
ATSxxxxx	Academic Tech User Serv	Linda Strock	X3142
Bxxxxxxx	Budget	Steve Ludemann	X3029
BDRxxxxx	Budget	Steve Ludemann	X3029
BFRxxxxx	Bureau For Faculty Research	Rose-Mary Barstad	X5313
BKSxxxxx	Bookstore	Mike Ulrich	X5602
BUDxxxxx	Budget	Steve Ludemann	X3029
CMGxxxxx	Cash Management	Gary Buma	X3720
COPxxxxx	Copy Duplicating	Karen P. Clark	X7315
CSTxxxxx	Central Stores	John Zuzarte	X3546
Exxxxxxx	Encumbrances	Donna Foley	X6815
Fxxxxxxx	Payroll* - See note below	Marilyn Johnson	X3565
Gxxxxxxx	Accounting Services	George Edward	X5890
HSGxxxxx	Housing/Univ Res	Kelley Flaherty	X6835
Kxxxxxxx	Accts Rec, Student Accts	James Jacobsen	X2924
Kxxxxxxx	Cash Receipts (Kxxxxxxx with a Doc Ref #)	Debbie Potes	X2930
LKSxxxxx	Lock Shop	Dave Doughty	X3555
MOVxxxxx	Transport Services	John Zuzarte	X3546
MPGxxxxx	Motor Pool	Reatha Cammack	X3413
MSVxxxxx	Mail Services	Judy Magnuson	X3770
OMSxxxxx	Computer Maintenance	Fred Robson	X7737
PCDxxxxx	Purchasing Card	Bill Santiago	X2080
PHYxxxxx	Physical Plant	Gary Jordan	X2876
PRTxxxxx	Print Plant	Karen P. Clark	X7315
Sxxxxxxx	Student Accounts	James Jacobsen	X2924
TELxxxxx	Telecommunications	Valerie Klein	X3768
TNGxxxxx	Staff Training & Devel	Training Secretary	X7764
TRVxxxxx	Travel Expense	Amber Ray	X3341
Uxxxxxxx	Central Stores	John Zuzarte	X3546
VUUxxxxx	Associated Students Viking Union	Mary Mc Clary	X6132
WCExxxxx	Woodring College of Ed	Sandy Keathley	X7506

For other questions on whom to call or help with Finance Reports, contact George Edward at the Accounting Services Help Desk X5890. \* For HR questions contact the HR Hotline at X6543.