# FINANCE FOOTNOTES

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

**FEBRUARY 2003**

# What Report Would You Like?

Unlike Lucy, we *cannot* dispense **Psychiatric Help for 5¢**. However, we can try to help you with your Reports. Have you ever thought of an accounting report you would like to have? Of course, we are speaking of Banner data (*I would love to have a report on the Mariner's Spring Training Camp, but it isn't in Banner… Yet.*) Just send us a description of the report you would like, and we may be able to produce it.

If it is helpful, you can go to our website and peruse some of the 300+ existing Job Submission reports. Go to Business Services, select Help Desk, and scroll down to #**10** Hydra Conversion – All Reports. Maybe it would be easier for you to run one of these reports, and mark it up with your suggestions, and then send it to us.

Send or email your suggestions to George: Mail Stop 1420 or **George.Edward@wwu.edu**. We'll try to help you… (unless you want a date with the little red-headed girl). ☺

## Mileage Rate is 34½ Cents

Please be advised that due to budget constraints, the State of Washington will not be adopting the Federal Governments' privately owned vehicle (POV) mileage rate increase that took effect January 2003. The mileage rate is still 34.5¢ per mile. Please address any questions to Amber Ray X/3341.
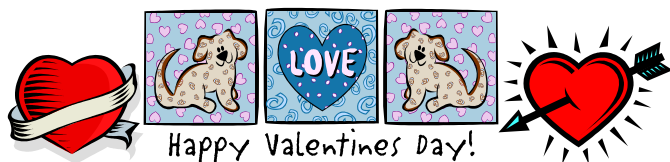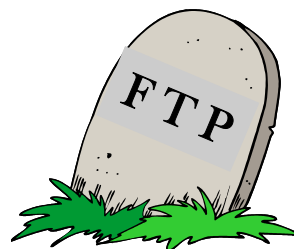
On January 23rd, our File Transfer Protocol (FTP) went the way of the buggy whip. Rest in Peace (RIP) FTP! But FTP was immediately replaced by Secure Shell (SSH). And now we have some new procedures on uploading files via SSH.

If you would like to preview these new procedures, please go to the Administrative Computing Services web: **www.wwu.edu/depts/admcs/**, and click on "SSH - replacing Putty and FTP on Hydra & Gecko." Just follow the instructions and you'll be a Secure Shell power user in no time!

## How to Delete a Job Submission Saved Report

1. Let us assume we ran an FBBS02 report, saving the values as a parameter set named "YOU_TEST."
2. Go into form GJAPDFT, entering "FBBS02" for the Process Name and "YOU_TEST" for the Parameter Set. Hit <Ctrl-PgDn> twice to put your cursor into the User Default block.
3. This message now appears on the Help line at the bottom of the form: "User Default Value; select CLEAR RECORD to remove this value or select CLEAR BLOCK to remove all default values."
4. Following those instructions, select "Block," and then "Clear" from the top menu. The User Default value that had been visible disappeared. Exit from the form.
5. Now you can return to the Job Submission form to run FBBS02. When you press on the Search button to look for "YOU_TEST" on the GJRJPRM form, you will notice this parameter set is no longer there.

Happy Valentines Day!

# Questions and Answers

**Question:** A Professor in my department wants to sell special course materials to her students for $5 per CD. What revenue code should I use?

**Answer:** Before you reach the point of determining the revenue codes, first check to see if the fees may be charged. It is Western's policy that Mandatory, Self-Sustaining Program and Special Course Fees receive Board of Trustee approval before they can be implemented unless authority is otherwise designated by the Board. Charges for Departmental Services receive administrative review through the Vice Presidents and approval by the President's Council before they can be implemented. For more information, see the Operating Budget's online fees and rates listing: **www.acadweb.wwu.edu/UPA/ /upa/ubo/oper_budg/fees_rates/ufeerate0102.html**

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**Following is a report formatting tip from Jane Friesen:**

"George, (in your Output Directory memo) you mentioned the possibility that the Job Submission printout would NOT retain the correct formatting seen on-screen. I played with this a little and found that if one changes the font in WordPad to 8 pt. and the left and right margins to .3 (I also changed the top and bottom margins to .5), all formatting is retained and prints out as it does if printed from Banner. Also, instead of just saying print, if one says print page 2 (assuming all your activity is just one page long), you bypass that blank page and the two following summary pages that always prints out (and is wasted paper) in Banner. Of course, if you have enough budget activity that covers two or more pages, you would choose to print pages 2 and 3 or however many your activity runs to." – *Thanks, Jane !*

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"The only people who can rightly use the editorial
WE are Kings, editors and people with worms."
– Mark Twain

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# DOCUMENT TYPES

The following is a reference list of Banner document types found in various Banner Forms and Job Submission Reports. If you enter the Banner Document History form (FOIDOCH), and hit F9 while in the Doc Type box, you will see this Document Type List (FTVDTYP):



| Document Type List (FTVDTYP) | |
|---|---|
| Find | % |
| Document Type | Document Description |

| Doc | Description |
|---|---|
| ADJ | Adjustments to Inventory |
| AGR | Agreements |
| BAS | Basis Code |
| BFM | Grant Billing Format |
| BID | Request for Bid |
| BND | Bonds |
| BRQ | Budget Request |
| CCK | Check Cancellation |
| CD | Certificate of Deposit |
| CHK | Check Disbursement |
| CIP | Construction Projects |
| CM | Credit Memo |
| COM | Commodity |
| CSC | Cost Share Charge |
| CSD | Cost Share Distribution |
| CSR | Cost Share Rate |
| DCR | Direct Cash Receipts |
| ENC | Encumbrance |
| EOC | Encumbrance Open/close Document |
| EVT | Research Accounting Events |
| FAA | Fixed Assets Accounting Adjustments |
| FAS | Fixed Assets |
| FED | Federal 1099 Disbursement |
| FND | Fund Records |
| FVD | Vendor Table |
| GBL | Research Accounting Grant Billing |
| GRT | Research Accounting Grants |
| IDC | Indirect Cost Charge |
| IDD | Indirect Cost Distribution |
| IDR | Indirect Cost Rate |
| IMG | Investment Manager |
| INV | Invoice |
| ISS | Issues |
| JV | Journal Document |
| MKT | Money Market |
| PAK | Packing Slips for Receiving |
| PMS | Payment Management System Code |
| PO | Purchase Order |
| PRJ | Project |
| PRO | Proposal Code |
| PTY | Appreciable Property |
| RCN | Reconciliation Items |
| RCV | Receiving Documents |
| REQ | Requisition |
| RTN | Returns |
| ST | State 1099 Disbursement |
| STK | Stocks |
| STO | Stock Option |
| SUM | General Ledger Summary Records |
| TRF | Transfers |
| TRN | Stores Transfers |