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SHOP 'TIL YOU DROP!

How to create a shopping list in the Central Stores On-line Ordering System

Instead of having to search for regularly ordered items every time you place an order, create a shopping list.

Locate the commodity under 'BROWSE', click on the commodity code, e.g. 7530041001. A picture and details of the commodity comes up. Click on 'ADD TO SHOPPING LIST.' The shopping list will be displayed. Items can be deleted from here if necessary. To order, type in the quantity desired and click 'ADD QUANTITIES TO CART' and 'CHECKOUT' if the order is complete. For future orders go to 'SHOPPING LIST' under 'OTHER OPTIONS' in the header. For more information, please contact Central Stores X/3546.

Destinations to Western

Western is pleased to announce that we again have two travel agencies to serve you. In addition to *Bellingham Travel*, we now offer services through *Destinations Travel & Cruise, Inc.*, located in Mount Vernon. Contact personnel and information regarding both agencies may be found on Western's Travel Desk Webpage www.acadweb.wvu.edu/BFA/BusinessServices/TravelDesk.htm. All questions regarding travel may be directed to Amber Ray, X/3341.

MAILSTOP ORGANIZATION CODES – RESTRICTED USE

A reminder that any organization code with a preceding alpha character (e.g. A3456) is for determining payroll mailstops only. This code is not available to the general campus and may not be used for payroll forms, purchase orders, etc. If you have any questions, please call Diane Fuller at X/3675.

Welcome to Western!



Student Fiscal Services welcomes two new employees, **June Fraser Thistle**, Program Assistant in Loans and Collections, and **Ryan Clough**, Fiscal Technician II in Student Accounts.

June proudly hails from Alberta, Canada from a family of eleven children (she is number ten!). June has worked for the last ten years as a contracted bookkeeper for several clients in the Lower Mainland of BC. She has lived in Bellingham for the past five years and loves the place and the people. June says it was finally time to stop being a "border bunny" and work where she lives. So far so good!

Ryan graduated from Walla Walla College and has over seven years experience in accounts receivable and general ledger accounting. Ryan performed in the production of Mikado at Fairhaven College in the Spring of 2001 and has sung with the Whatcom Chorale and the Festival Chorus (Bellingham Festival of Music). Ryan lives in Sudden Valley with his wife and 18-month old son.

Both June and Ryan will report to the Bursar, Scott Moses.



Topics This Issue

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Questions and Answers

Question: How do I print out a list of Fast Indexes? I tried running FWRLCLST. FWRLCLST prints Funds, Orgs, Accounts, etc. but not a list of Fast Indexes.

Answer: The Job Submission Report for Fast Indexes is FQFD03.

Question: I received a work order with a 5-digit number for a Fast Index. How can that be?

Answer: Oh, it be! Grants and Contracts Funds (50000 series) and Capital Funds, (70000 - 76000) series do not use Fast Indexes. They carry organization and program defaults based on their fund code.

Question: Regarding deleting a Job Submission report, when I'm in GJAPDFT, I can't delete the report like your instructions state.

Answer: Because you entered GJAPDFT from GJRGPRM (the Job Parameter Set Rule Form). If you completely leave the Banner screens, and then enter GJAPDFT from the Direct Access box, the procedure works fine.

Network Security Issues – Passwords

by *David Auer, Dan Brunner, and Steve Treloar*

Hackers have easy access to password cracker programs, which can examine ENCRYPTED password files and easily determine insecure passwords. For example, more people than you'd imagine simply use the password "password." SO, the cracker program checks the word "password" in it's encrypted form to see if there are any matches in the password file. It also checks to see if the user used his or her LOGIN as the password. It will also check words in the dictionary. Within a relatively short period of time, most insecure passwords will be decrypted.

How do you create a secure (defined as taking a really long time to decrypt) password?

(1) Passwords should be AT LEAST eight (8) characters long (for technical reasons, this doubles the work the cracker program has to do).

(2) Do NOT use "password", your login, or any word found in the dictionary as your password.

(3) Use a combination of numbers, letters and a special character. If you decide to use special characters, you need to restrict them to one or more of the following: % (percent sign), _ (underscore), + (plus sign), , (Comma), or . (Period).

(4) Use an acronym for a phrase you know as the basis for the letters.

For example, "Mary had a little lamb" yields mhall. Combine this with some numbers: 123+mhall

(5) You can mix numbers and letters: 1a23+mha11

This may seem complicated, but if you use things that you (and only you) are familiar with and use simple substitutions (1 for L, 3 for E or vice versa), you can generate easy to remember combinations.

(6) NEVER write down your password and leave it by your computer, put it in your wallet or purse, or give it to someone. It's yours, and only yours.

(7) If you use student assistants, do NOT let students log in with your account and password so that they can "get to the files I need them to work on." Technical Services can easily set up shared directories for you so that your students can work on what you need them to while they are logged in using their own WWU universal login.

(8) Changing passwords often IS a good idea - and 120 days is about right. And if you're saying, "I'm not going to do that!" - then at least create a secure password as suggested above. However, you can only change your Hydra password once a month. If you want to change your password more often than once a month, ADMCS must do it for you.

You may think this is a lot to go through, but more than one WWU workstation has been hacked due to poor password security. And there are a lot of people out there who seem to have nothing better to do than to look for hackable machines to take over for various purposes. Please take password security seriously - the hackers do.

If you questions or need help, please contact the ADMCS Help Desk at X/2853.



"Man invented language to satisfy his deep need to complain." -- Lily Tomlin

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 X/5890, Fax X/7724, George.Edward@wwu.edu or MS 1420.

New Definitions and New Reporting for Client Services

Contract Administration received notification from the State's Office Of Financial Management (OFM) that beginning January 1, 2003 there are new "personal service" and "client service" reporting requirements.

Defining Client Services: Client services are defined as services provided directly to agency clients. Clients are generally members of the public, external to state government, who have social, physical, medical, economic, or educational needs. These individuals may require government assistance to meet those needs. Clients are those for whom the agency has statutory responsibility to serve, protect, or oversee.

Defining Personal Services: The state law governing personal services is Revised Code of Washington 39.29. Personal services or consulting services, as they are commonly called, include a variety of types of professional and technical services which Washington State agencies purchase such as, but not limited to: actuarial services, financial and economic analysis, environmental planning, legal services, management consulting, marketing services, needs assessment, quality assurance, research, scientific studies, statistical analysis, strategic planning, etc.

Existing Personal Service Account Codes:

Account Codes:

E050	Roll Up – Non Data Entry
E051	Auditing Services Exp.
E052	Legal Exp.
E053	Medical & Health Services Exp.(incl. Evaluation and consultative services)
E054	Research/Survey; Appraisals Exp.
E055	Other Personal Service Contract Exp.
E056	Recruiting Services (professional search firm).
E057	Management & Organizational Service
E058	Computer Information Services (feasibility studies, needs assessments, business planning, disaster performance planning).
E059	Social Research Services
E060	Marketing Services
E061	Communication Services (incl. design, development of audio/video productions, brochures, pamphlets, maps, signs, posters, annual reports).
E062	Employee Training Services (offered to specific categories or classes of employees, or most of the agency employees six times or less in a fiscal year.

In order to meet the new OFM reporting requirements, we have established a new client service account code:

New Client Service Account Code:

Account Code:
E661 Client Service

Includes:

Internship
Interpreter
Performances
Lecturers and Facilitators
Training and Classes Directly to Clients
Services that Directly Benefit Students
Other Client Services Contracts

To familiarize your department with the current OFM Personal Service, and Client Service Guides to Contracting, access the OFM websites below to review and/or print copies.

Personal Service Guide to Contracting:

www.ofm.wa.gov/contracts/psc/psctoc.htm

Client Service Guide to Contracting:

www.ofm.wa.gov/contracts/csg/csg.htm

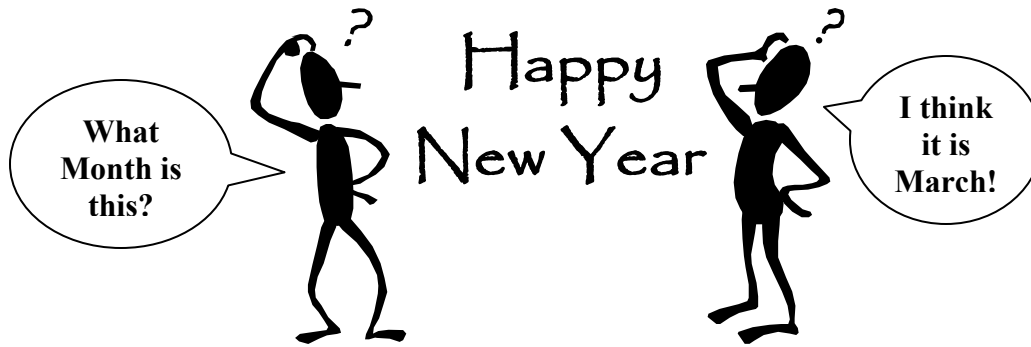
More information is available by accessing Western's Contract Administration website at

<http://www.acadweb.wvu.edu/BFA/BusinessServices/contractadministration/>

or, by contacting Bobbie L. Hallock, Western's Contract Administrator directly at X/3036.

Thank You.





Happy New Year! It's the end of another biennium budget period. Time to take a look at those budgets and budget balances and determine what purchases you need to make before the end of the year. June 30 is not that far away!

OLD YEAR vs. NEW YEAR

When preparing the Purchase Form be sure to indicate whether it is necessary for the purchase to be completed in the current 2003 fiscal year. If it must be paid against 2003 funds, then the goods must be received no later than June 30. In the "Comments" portion of the Purchase Form, indicate "Old Year" if the PO must be entered in FY 03 and must also be paid from FY 03 funds. If not, or if you want to make sure the order is charged to FY 04 funds, indicate "New Year."

DEADLINES

Major Purchases-Total Value Over \$41,000	May 16
Purchases With Total Value of \$3000 - \$40,999	May 31
Computer Purchases for Equipment on Contract (Dell, Gateway, Apple, Hewlett-Packard)	June 13
Purchases With Total Value \$1000 – \$2,999	June 20
Purchase Orders under \$1000	June 27
Departmental Orders/Check Requests under \$1000	June 26

These deadlines assume there is a short lead time to produce and ship the products being ordered. If you have an item that has a long lead time, such as furniture or a complex piece of lab equipment, please allow additional time. Also, remember that any purchase of equipment over \$1000 still must be signed by the Provost or one of the Vice-Presidents. It will generally be faster if you secure that approval before sending the Purchase Form to Purchasing.

Purchase Forms received after these dates will be processed against FY 2004 unless special handling is arranged with Purchasing and Accounts Payable.

Remember, purchases which must be paid for and applied to the current fiscal year must be received on campus no later than June 30. The packing slip or invoice approval memo you receive from Accounts Payable must both confirm the June 30 or prior delivery. Please be sure to forward any original invoices or invoice approval memos to Accounts Payable promptly.

Please contact Purchasing (Hal Verrell X/3127) if you have any questions about a purchase your department is planning. Or contact Accounts Payable (Donna Foley X/6815) for questions about invoices or payment processing.