

JV Deadline Reminder

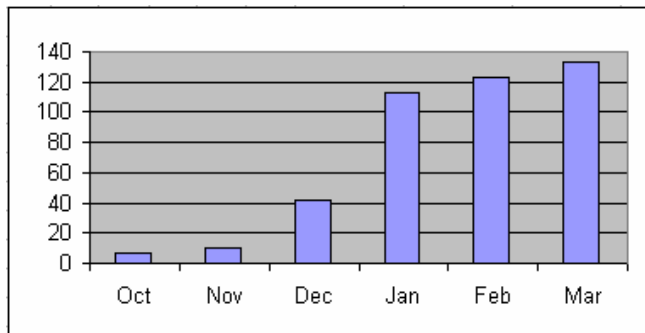
Please remember that Journal Vouchers (JVs) are DUE in Accounting Services by the **22nd** of each month to ensure they will be posted to the current month. Accounting Services will continue to accept and key JVs received after the 22nd on a "Time Available" basis and process as many as possible prior to monthly closing.

The Fiscal Accounting Year is more than half completed. Please review your monthly reports on a regular basis and submit any necessary corrections as soon as possible to avoid the year-end rush.

If you need help in tracking or interpreting the information you receive, contact the Help Line at X/5890.

A Message from the University Operating Budget Office

As we rapidly approach the end of fiscal year 2003 we must begin the process of preparing next fiscal year's budget. To establish the baseline for fiscal year 2004, the Operating Budget Office must temporarily cut-off the budget processing of Personnel Action/ Position Control Forms (PA/PCF) by April 30, 2003. Please process your PA/PCF's as soon as possible. This provides the best chance of getting your permanent changes into the baseline for FY 2004. It is important to remember that all PA/PCF forms not received by the cut-off date will be processed once we have loaded the FY 2004 budgets (approx. in the July/August timeframe). If you have any questions, please contact Diana Scoles at X/4762 or diana.scoles@wvu.edu.



ESign Travel Authorizations per month (last six months)



PLEASE HELP US !!!!!

We're not clowning around! If the Departments take just a few quick steps when they're completing the Purchasing forms and Services/ Reimbursement form, it could help us immeasurably.

- On the Purchase Form, complete the name, address **and phone number** of the vendor.
- Complete **either** the Social Security number **or** the Employee Identification number when filling out the Services/Reimbursement form. This allows us to identify precisely who should receive the check. All Western employees will have an employee identification number ("W#"). Non-employees and vendors will have a social security number or tax id number. If these are not completed, we have to contact you again, which takes more time for all of us.
- Use the full legal name (e.g. First, MI, Last.) Many names are too close to call. Nicknames (e.g. "Bozo" or "Clown") are never appropriate.

Completing these items on your order will save us a lot of time, and will speed up your reimbursement or your order.

(And for those of you already doing this, thanks a million)

Topics This Issue

1. *JV Deadline Reminder*
1. *Message from the Operating Budget Office*
1. *ESign Travel Authorizations*
1. *Please Help Us !*
2. *Questions and Answers*
2. *Your Personal Shopper*



Questions and Answers

Question: What does “Cmt” mean in FGITRND and why is every box filled with a U?

Description	Cmt	Fld
Phonathon Support	U	YTD
Foundation Operations	U	YTD
Phonathon Support	U	YTD

Answer: “U” means “Uncommitted” and the CMT in the column means “Commitment.” This relates to the Banner Budget module, which is not installed. Since there is no Banner budget module associated with the FGITRND transactions, ALL transactions appear as “Uncommitted.”

YEAR-END REMINDER

Question: What should I be looking for on my budget status reports as fiscal year-end approaches?

Answer: Reviewing reports as fiscal year-end approaches involves the same procedures as those that should be used monthly. Look at your current month revenue and expenses on the Budget Status (FBBS02) report. Does this month multiplied by nine (we now have nine months of transactions recorded) approximately equal the year-to-date? If any figures seem extremely high or low, do you know why? If not, go to the Transaction Detail (FBTD02) report for the month and see if the variance can be identified and if it is correct. If the current month transaction detail does not provide a satisfactory answer, consider running the "Operating Account Cumulative Activity" (wopacctd) report. Just type in WOPACCT in the Banner Direct Access box. This report will list all detail activity for the year. It can be run for just one account or all. If you need help running this report or any reports, please call the Business Services Help Line at X/5890 for instructions. We also have a nifty Job Submission Report Guide, and a Banner Quick Guide on our Help Desk website: www.acadweb.wvu.edu/BFA/BusinessServices and click on Help Desk. Or if you need one-on-one training, just call George at X/5890.

“No matter how much cats fight,
there always seem to be plenty of kittens.”

– Abraham Lincoln (1809-1865)

Did You Know You Have A Personal Shopper?



One of the many benefits you have as a Western employee is that you have your very own personal shopper, at least for your University business needs! Purchasing handles orders for hundreds of items each week, and we have contacts with vendors, historical purchase information and catalogs which

may help you with your needs. Even if you plan to use your PCard but are uncertain where to get the best price, give us a call and we can give you some ideas on the best places to go. Sometimes we have information about special sales, contract prices, closeouts or quantity discounts that can help you save money and get what you want.

So you don't need to get in your car and go downtown or to the Mall. You don't need to spend hours surfing the Internet. Chances are that whatever you need, we have probably seen it before and we can give you some ideas.

And remember if your purchase exceeds \$3000 and is not covered by a contract, it needs to be competitively quoted to at least three sources, including a minority and women-owned business where possible. If it goes over \$41,000 it has to go through the more rigorous sealed bidding process. So on those larger dollar items, contact us before you start asking vendors for quotes. There are many things to be considered on these purchases like shipping, insurance, installation, set-up, warranty and payment terms. We are happy to do those quotes for you, or we can provide you a format so we can make sure that the quotes you get can be considered competitive and in proper legal form. Proper handling will ultimately save you time and money!

Call the Purchasing main line at X/3340, or you can check out the commodity responsibility listing at the Purchasing web site if you want to know specifically which Buyer you should talk to depending upon what you want to buy.

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@wvu.edu or MS 1420.