FINANCE FOOTNOTES

A Publication of Accounting Services, Business and Financial Affairs

Travel Training!

We will offer a 2 ½ hour, Travel Training Class on **May 14th** in OM 110 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@wwu.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**.

Data Mining in Banner

by Dan Lindeman,
Center for Int'l Studies & Program

I have a confession. I like data mining. I must clarify that this is a good thing because I often come across transactions about which I want more information than I have. I generally start looking for information about a transaction in the Detail Transaction Activity Form (FGITRND). Recently, I came across a quick way to access several different Banner forms while in FGITRND using the F9 key. I start by typing [FGITRND] in the Direct Access box in the opening Banner form (GUAGMNU). Once in FGITRND, I type in my fast index, hit tab, and then hit the Ctrl key and the Page Down key simultaneously. (Ctrl Page Down has the same function as left clicking the "Next Block" button.) Then I push F8 to get a listing of the transactions. I use the tab key to position the cursor in the "Type" box of the item I want to investigate. Then I push F9. Pushing F9 brings me to the next level of inquiry forms (FPIPURR, FRIREQN, FGIDOCR, etc.), which will vary depending on the type of document.

I can then go to the Options column on the left-hand side of the screen to access such things as document information, commodity/accounting information, vendor information, and product descriptions. I find this process is particularly useful for getting descriptions of items acquired through Central Stores and the Purchasing Department. For example, let's say I want to know the actual items in the following purchase order listed in FGITRND:

Acct	Org	Prog	Date
E111	xxxx	xxxxxx	1-May-2003

Type	Document	Description
POLQ	xxxxxxx	Vague Descriptions, Inc.

I place the cursor under the "Type" box and push F9. Banner takes me to the Purchase/Blanket Order Inquiry form (FPIPURR). I push Ctrl Page Down to open the screen. Then I go to the left-hand side of the screen under options and select either Commodity Supplemental Information or Review Commodity Information. It is that simple.

Happy Mother's Day!

Topics This Issue

Questions and Answers

Question: I tried running the Budgeted Position and Assigned Personnel Report (NBRWBPS) and it doesn't work. What am I doing wrong?

Answer: The Budgeted Position and Assigned Personnel Report (NBRWBPS) aka "Big Boy" was converted from Hydra to Job Submission Reports. The new report designation is N**W**RWBPS.

Question: Where can I get an updated copy of the Document Reference Contact List? My copy is three years old.

Answer: The latest and greatest Document Reference Contact List is on our website. Click on Business Services, select Help Desk, and scroll down to References and Resources #5.

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.

Fiscal Year Closing Procedures

We are once again approaching the close of a fiscal year. We have posted closing procedures on our website, which will assist departments in completing this task and ensure that the University's records are accurate and ready for audit. To access the 2003 Fiscal Year Closing Procedures, go to the Business Services web and click on the scrolling marquee titled "*Fiscal Year 2003 Closing Procedure.*"

Questions on fiscal procedure or concerns regarding this information should be directed to Elaine Hughes at X/3562.

"Anyone who thinks there's safety in numbers hasn't looked at the stock market pages."
— Irene Peter

2003 CALENDAR OF IMPORTANT DATES :

May 16	◊	Submit requisitions over $41,000 to Purchasing.
May 31	◊	Submit requisitions less than $40,999 but greater than $3,000 to Purchasing.
June 6	◊	Last day to submit payroll redistribution requests for pay periods prior to May 1.
June 13	◊	Computer Purchases for Equipment on Contract.
June 20	◊	Last day to submit June adjustment vouchers to Accounting Services and Budget.
June 20	◊	Last day to submit orders to Central Stores for delivery by June 26.
June 20	◊	Purchases with Total Value $1,000-$2,999
June 25	◊	Last day for "will call" orders to Central Stores.
Jun 26-30	◊	Central Stores closed for inventory.
June 26	◊	Departmental Orders/Check Requests under $1,000 (if delivery can be made by June 30)
June 27	◊	Last morning (before noon) to request State Cash Reimbursements for June Deposits.
June 27	◊	Purchase Orders under $1,000.
June 30	◊	Goods and services must be received to be included in FY 2003.
June 30	◊	All cash received must be deposited to be included in FY 2003.
June 30	◊	Inventory counts must be completed.
June 30	◊	Petty cash and imprest funds to be reimbursed.
June 30	◊	Petty cash and changes funds ready for audit.
July 3	◊	Travel Expense Reports due for travel completed prior to July 1.
July 8	◊	Distribution of June Accounting Reports.
July 8	◊	Last day to submit May & June Payroll Redistribution requests to Accounting Services.
July 9	◊	Last day to submit old year invoices/receiving reports to Accounts Payable.
July 9	◊	Last day to submit bills/invoices to General Accounts Receivable for 2003 FY amounts owed WWU by others.
July 10	◊	Year-end inventory counts due to Accounting Services.
July 18	◊	Last day to submit Closing Period adjustment Vouchers ("JVs") to Accounting Services. If you become aware you cannot meet this deadline, please call Elaine Hughes at X/3562 to discuss possible options including death ☺.

For more exciting details, please see the Fiscal Year 2003 Closing Procedures on the Business Services homepage.