

A Publication of Accounting Services, Business and Financial Affairs

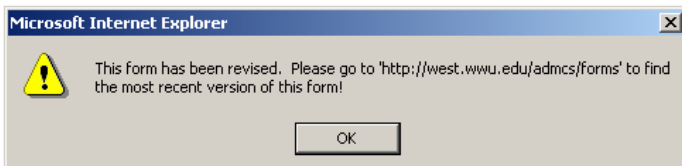
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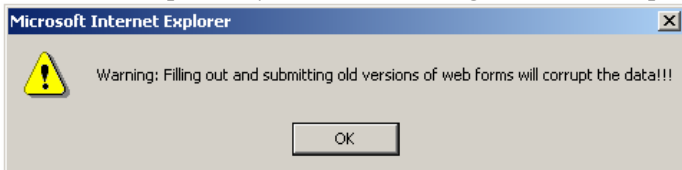


Old Bookmarks & Old ESign Forms

Painters create paintings, sculptors create sculptures, and we create Accounting forms. It's a gift... and it's what we live for. We have designed numerous "ESign" forms (from the Greek word, Epenthesis meaning "just like papyrus, but faster") in Accounting Services, Accounts Payable, Purchasing, and the Travel Desk. However, we regard our ESign forms as temporal "Works of Art" because we need to regularly update these forms in order to keep up with the ever-changing needs of the ESign form users. As a result, the number of revisions to our ESign forms is staggering. In the case of the Travel Authorization (TA) form, we probably have revised it over three dozen times.



Now if you "bookmark" an ESign form, you are essentially locking in one static design of that form. If the ESign form is subsequently revised, your bookmark will not automatically "update" to the new and improved ESign version. Instead, you will retrieve the older version, and sometimes it will no longer print right, or the data will not flow into the proper fields. In short, your bookmarked ESign form will be a mishmash (which is an Oracle Developer analytical term meaning "all screwed up.")



So please do not bookmark particular Business Services ESign forms. If you like, you can bookmark the Administrative Computing Services (ADMCS) ESign forms website <https://west.wvu.edu/admcs/forms/> and then you can simply scroll down to the correct ESign form. Thank you!

Accounts Payable Webpage



Why don't you check out our updated Accounts Payable webpage? We have added a new list of websites to assist you in completing your paperwork.

Can't remember a Zip Code? Or do you need a phone number for a vendor? Do you need to track down a shipment from UPS or FedEx? Just go to Business Services, select Accounts Payable, click on "References and Resources" and there you are. These are just some of our favorite websites that make our days a lot easier. And remember our motto: Without AP - Happy would be just be HPY.



BANNER TIP!

Since Services/Reimbursement Forms have 5 digits starting with the letter "Q", look for a Services/Reimbursement in Banner under Invoice and Qxxxxx.



Happy July 4th!

Topics This Issue

1. To Bookmark, Or Not to Bookmark
1. A/P Webpage
1. Banner Tip: Services/Reimbursements
2. Questions and Answers
2. FY 2004 Month End Closing Schedule



Questions and Answers

Question: If two departments are transferring funds, which department should prepare the Journal Voucher?

Answer: Traditionally, the department receiving the revenue will originate the Journal Voucher (JV). For example, Dept. A wants to charge Dept. B for a printing job. Dept A would originate the JV and attach backup documents to explain the transaction. The backup documentation should include evidence of Dept B's approval of the charge. Examples of this could be a memo from Dept. B or a registration form signed by Dept. B.

Question: Is there a Banner form to look up blanket purchase orders to find out if they are still active?

Answer: Yes there is! Try the Blanket Order Activity Form (FPIBLAR).

Blanket Order: 8056738 Vendor: W00002112 West Communications International Inc
 Order Date: 01-MAY-2002 Term Date: 30-JUN-2003 Doc Control Ind: Total
 Orig Blanket Amt: 1400.00 Remaining Blanket Amt: 96.83

Item: 1 Commodity: 9729 Telecommunications Services
 Orig Commodity Total: 1400.00 Commodity Rem Balance: 96.83

Transaction Date	Type	Document Code	Chg Seq	Action	Pend	Transaction Amount	Remaining Balance
03-JUN-2002	INV	0061597				100.06	1299.94
27-JUN-2002	INV	0062088				100.06	1199.88

Question: How come the *Footnotes* is dated a month ahead of the Monthly Closing Reports? For example, I received the June *Finance Footnotes* with the May Month End Closing Reports.

Answer: Ready for some ancient history? The *Finance Footnotes* began in July 1997. It was formerly called the *Banner By-Lines*, which started in August 1992. Before the *Banner By-Lines*, the Accounting Services publication was called the *Memo*. The *Memo* was attached to the Month End Closing Reports and dated after those reports were printed, usually the first week of the succeeding month. So to make a long answer short, "it's always been that way..." 😊



FY 2004 MONTH END CLOSING SCHEDULE

Month & Year	Final Date to Submit Uploads and Interfaces to Accounting	Tentative Month End Closing Date
July 2003	August 4th	August 6th
August 2003	September 3rd	September 5th
September 2003	October 2nd	October 6th
October 2003	November 4th	November 6th
November 2003	December 2nd	December 4th
December 2003	January 5th	January 7th
January 2004	February 3rd	February 5th
February 2004	March 2nd	March 4th
March 2004	April 2nd	April 6th
April 2004	May 4th	May 6th
May 2004	June 2nd	June 4th
June 2004	July 1st*	July 6th*

*Tentative date – subject to change

Ten to Five

As of July 1, 2003, Accounting Services/Travel is reducing the amount of lead-time necessary for meals and light refreshments. As of this date, the Coffee & Light Refreshments/Meals with Meetings form must be completed and signed by the appropriate Vice-President no later than **five** days prior to the event. You will find that the necessary changes have been made to the on-line form and instructions.

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.



"I was coming home from kindergarten -- well they told me it was kindergarten. I found out later I had been working in a factory for ten years. It's good for a kid to know how to make gloves." – Ellen DeGeneres