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Fund Code Maintenance Form is *now* ESign!

Accounting Services and the Administrative Computing Services Department (ADMCS) have again collaborated on a new ESign accounting form: the Fund Code Maintenance form. ESign forms are working extremely well for our area, and we are happy that this form is now available to the campus. It can be found on the ADMCS web forms pages: <https://west.wvu.edu/admcs/forms/>. This is the second code maintenance form to join the world of ESign forms; the first was the Activity Code Maintenance form. At present, the Organization Code Maintenance form is under development. If you have questions, or problems with the ESign Fund Code Maintenance form, please contact George Edward at the Help Desk, X/5890.

Welcome Back, Navigant!

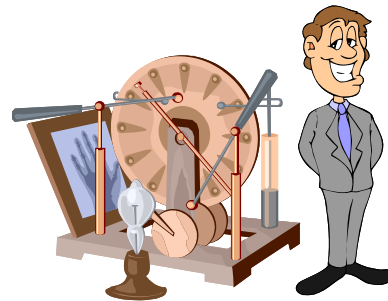
Western is pleased to announce the return of Navigant International as one of our local, state-qualified travel agencies. In addition to *Navigant*, services are offered through *Destinations Travel & Cruise, Inc* and *Bellingham Travel*. Contact personnel and information regarding all three agencies 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.



Our trusty PCard Coordinator (as well as Corporate Express auditor), Bill Santiago, and his wife, Brandy, are happy to announce the birth of their 21-inch, 8 lb. 10 oz. daughter, Isabella Marie, born on July 22nd. Yeah!

Brandy and Isabella Marie are doing fine... We also want to thank Elizabeth "Beth" Corcoran for dutifully covering Bill's desk the last two weeks. So why not call Bill at X/7362 and congratulate him? Also, ask Bill when was the last time he had a good night's sleep? ☺

BEFORE YOU SCHEDULE THAT SUPPLIER DEMO...



Demonstrations and presentations from suppliers can be a great way to gain knowledge about new technologies or new solutions to a problem.

However, before you start scheduling these types of meetings, give Purchasing a call. As a state agency, we have an obligation to make certain that all possible companies have an opportunity to participate in the procurement process. We can help you to make sure we meet that requirement as well as getting you the best possible solution, for the best value.

Generally, we will do this by putting out an initial Request for Information (RFI) with a brief description of the need. This would be distributed to all known vendors as well as being advertised in case there are some we do not know about. From the responses to the RFI, we can determine whom we want to invite in for demonstrations. The demonstrations help us to build our knowledge so we can issue a Request for Proposal (RFP). The RFP is the formal means to determine exactly what we want and exactly what it will cost.

You can reach Purchasing by calling X3340. We are happy to assist you in this process.

Topics This Issue

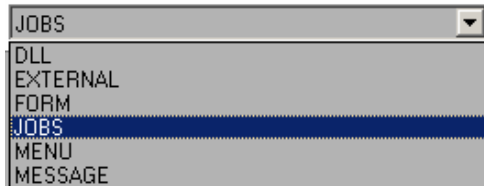
1. *Fund Code Maintenance Form is ESign*
1. *Welcome Back, Navigant International!*
1. *Congratulations, Brandy and Bill!*
1. *Supplier Demonstrations*
2. *Questions and Answers*
2. *Promotions and New Hires*





Questions and Answers

Question: How do I access the Banner Personal Menu?

Answer: At the Banner Direct Access box, type in **GUAPMNU**. You will be navigated to the Personal Menu Maintenance Form. This form allows creation of a personalized menu, which contains “job” submission reports and/or forms the user most often accesses. Creating a custom menu that will appear when you click the Personal Menu option is very easy. After you enter GUAPMNU in the “Direct Access” box, a list of Banner forms or jobs appears in the left pane. Use the pull down menu on the top left of GUAPMNU to select either



JOBS (Job Submission Reports) or FORM(s). Then highlight the job or form you want added to your Personal Menu and click on the  button to bring this form over to your Personal Menu. To remove a form from your Personal Menu, highlight it and click . When you are done, Click Save. Click Exit and go back to the Main Menu. To access your jobs or forms, click on Personal Menu.

Question: Can you tell me if **PO 076692** was paid?

Answer: Sure, no problem. Purchase Form 076692 was a Check Request. All Check Requests appear in Banner as Invoices (INV). So I go to Banner, and type in FOIDOCH in the *Direct Access* block and hit enter. At the next screen, when prompted for a “Doc Type” I enter INV and hit enter. When prompted for the Doc Code, I enter 076692 and then hit Ctrl-PgDn (or Next Block on the toolbar). FOIDOCH “yellow highlights” the Invoice block, and shows 076692 with a P next to it. “P” means paid. If I want the date this invoice was paid, I just select Invoice Information on the yellow navigation bar (top left), then select Invoice Header, and the Invoice/Credit Memo Query Form (FAINVE) shows the invoice was paid on 15-Jul-2003. Another way to find out when the check was paid is to click on the check in FOIDOCH. So I highlight Check 10251391 and then select Check Information. I type in 20 in the Bank block (A/P checks use Bank 20, Foundation checks use Bank 23) and press Ctrl-PgDn. The Check Payment History Form (FAICKH) shows it was issued on 15-Jul-2003.

Question: How do I run a list of codes in WOPACCT?

Answer: Run the WOPACCTDTL report as you normally do. Type in “WOPACCT” in the Direct Access box and then go to the report parameters block. After you select the Chart, Fiscal Year, and Beginning & Ending periods, then select “E” for List of Funds. Now follow these four steps. (1) Type in the first Fund in line C2. (2) Then hit F6. A blank line will appear below line C2. (3) After the blank line appears, hit F4. This copies the line above into the blank line. (4) Now edit the duplicate fund code by changing it to your next listed fund. When you are done, save your report.

(1) Parameters Values

C0	Fund specification	E
C2	Fund	14174
C4	Ending Fund	
D0	Diagn specification	

(2) Parameters Values

C0	Fund specification	E
C2	Fund	14174
C4	Ending Fund	

(3) Parameters Values

C0	Fund specification	E
C2	Fund	14174
C2	Fund	14174
C4	Ending Fund	

(4) Parameters Values

C0	Fund specification	E
C2	Fund	14174
C2	Fund	14178
C4	Ending Fund	

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.

Promotions and New Hires:

- **Lonnie Perrin** was promoted to Driver Warehouse Worker in Central Stores.
- Mail Services reports their new Mail Carrier, **Andrew Leonard**, starts work on August 1st.

“The first half of Life consists of the capacity to enjoy without the chance; the last half consists of the chance without the capacity.”

– Mark Twain