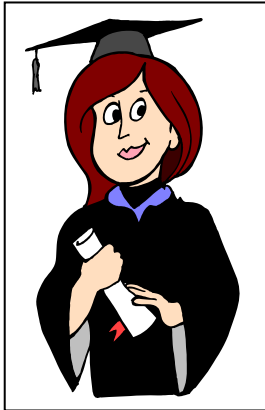


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Congratulations, Donna!

Our AP Supervisor, Donna Foley, recently completed the Supervisor Certificate Training Program conducted by HR Training & Development. Over a fourteen-month period, Donna completed eleven classes. Nice job, Donna!



**WELCOME
ABOARD,
Kathy
and
James!**

- **Kathy Roundy**, a recent Western graduate, joins our Student Fiscal Services staff as a Fiscal Technician II. (Kathy replaces Leslie Schiffman who moved to Everett).
- **James McClusky** will be joining Transport Services October 1 as the Transportation Helper!!



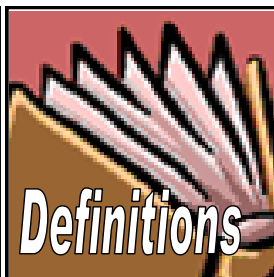
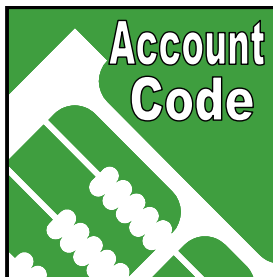
Besides Some Serious Wardrobe Help, What Does This Guy Need?

Answer: He needs some expert training on "How to Travel." If you need some travel training, and especially if you think this fellow's wardrobe looks good, you may want to attend Amber's next Travel Workshop. It is scheduled from 9:30 am to Noon on Thurs, Oct. 16th in Old Main Room 435. Please RSVP to Amber at X/3341 or Amber.Ray@wvu.edu.



*Do you have a
new Financial
Manager or new
Budget Authority
who you haven't
told us about?*

We are updating all Financial Managers and Budget Authorities. If your monthly departmental accounting reports contain the name of a Financial Manager who is no longer in your department, please advise us. Or if a Budget Authority has changed, please go to our website (above), select "Forms" and choose either "Change of Financial Manager" or "Budget Authority Authorization." If you need more info, please call George X/5890 or george.edward@wvu.edu.



Is it **E191 (Education & Training Fees)** or **E193 (Convention Fees & Registration Expense)**? Maybe you cannot decide and you could use some help? Why not look up the definitions of each account!?! Check out our new **Account Code Definitions** list on our website. Just go to Business Services, click on Account Services, and then click on Account Code Definitions. We hope you like it!

Topics This Issue

1. *Congratulations, Donna!*
1. *Travel Training*
1. *Account Code Definitions*
1. *Welcome Aboard!*
2. *New FMs & New BAs*
2. *Questions and Answers*





Questions and Answers

Question: We are sending two faculty members to B.C. and we want to book airfares. Can we put both travelers on the same ESign Travel Authorization Form (TA) ?

Answer: More than one person can use a TA for a field trip or other trip when the total reimbursement for all travelers will be claimed by one person (example, a faculty member leading a group of students). However, when two or more travelers claim individual reimbursements and each intends to file a Travel Expense Voucher (TEV), then that TEV must be matched with an individual TA. So in this case, you need to fill out two ESign TAs.

Question: I have a couple of questions regarding meals and light refreshments. First, do self-supporting funds have to follow the exact same rules as operating funds?

Answer: Yes.

Second Question: If we are holding an event off campus, do we have to use SODEXHO?

Answer: If the off campus event is in a state facility, like Lakewood, and you are serving food, then you need a SODEXHO waiver to use another caterer. If you are not serving food, but just providing snacks or a sandwich tray, then a waiver is not required. The same rules apply to a SODEXHO waiver for an on campus event when meals or refreshments are offered.

Question: How do I get a list of Self-sustaining funds?

Answer: Run FWRCLST, select Report F, download it into Excel, and sort by Fund Type. The Self-sustaining Funds are Type 12.

Question: What does it mean, "Activity Codes are not chart specific?"

Answer: It means you can use the same Activity Code in both charts, but you have to set it up for Chart 1 & Chart 2.

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.

BANNER Keyboard Shortcuts

By Dan Lindeman

- **F3** and **F9** take you to the Document Retrieval Inquiry form or give you a list of values
- **F4** takes you to the last record on the form, but only for the financial forms
- **F7** is a shortcut for doing queries (it clears the block)
- **F8** executes (as in implements) a query
- **Ctrl + Q** has the same function as the exit button
- **Ctrl + Page Down** has the same function as the Next Block button
- **Page Down** moves you nine records (lines) down
- **Page Up** moves you nine records (lines) up

Accounting Transfers



I'd rather teach a horse to talk than figure out Accounting Transfers!

From the Horse's Mouth

Oh, it's not that difficult. A couple of carrots and maybe a seminar with the Horse Whisperer, and even your horse has the *potential* to recite poetry. But if you're talking Accounting Transfers, it will probably take more than a couple of carrots before you can make horse sense of those little guys.

Which is why we have placed a fabulous guide to **Accounting Transfers** on our website. This three-page guide explains when to use the dreaded **H codes**, and when to use the even more frightening **K codes**. What's the difference between K206 and K207? What's the difference between K200 and K201? Most importantly, why should you even care? To access the **Accounting Transfers** guide, go to the Business Services web and click on Accounting Services, and then click on Accounting Procedures. On the Accounting Procedures page, select the link to **Accounting Transfers**. Please remember to tell all of your friends!



"October. This is one of the peculiarly dangerous months to speculate in stocks. Other dangerous months are July, January, September, April, November, May, March, June, December, August and February."

– Mark Twain