



A Publication of Accounting Services, Business and Financial Affairs

Volume 12, Issue 12

DECEMBER 2003

Banner 6.0 New Icons *

| FUNCTION | OLD Icon | NEW Icon |
|----------------|----------|----------|
| EXIT | | |
| SEARCH | | |
| SELECT | | |
| ROLLBACK | | |
| NEXT BLOCK | | |
| PREVIOUS BLOCK | | |
| ENTER QUERY | | |
| EXECUTE QUERY | | |
| CANCEL QUERY | | |
| SHOW KEYS | | |
| INSERT RECORD | | |
| DELETE RECORD | | |
| SAVE | | |
| BOOKSHELF | | |

* The Old Icons contain a gray background.
The New Icons boast a light blue background.



**Farewell,
Bobbie!
Good Luck!**

Bobbie Hallock, Contract Administration, has retired from Business Services. Bobbie's last day in Contract Administration was on October 31st (Halloween). A farewell party was held for Bobbie at 32nd St. Many old (and new) friends dropped by to wish Bobbie the best in her retirement endeavors. Bobbie says that soon she'll have a "huge garage sale" as she focuses on refinishing her patio furniture. In the Spring, Bobbie and her husband, Lee, plan to take a trip to Florida.

Bobbie started with Western 17½ years ago. Bobbie fondly recalls the Christmas Parties in Old Main Room 110 complete with Christmas Tree and handmade gifts. It was "a warm and friendly time" Bobbie remembers. Bobbie says "I will really miss my extended Western family!" We sure will miss her... **Good luck, Bobbie!**

Out with the Old, In with the New!

As the New Year approaches, why not clean out your old ESign Web forms? You know, the old ESigns that were half filled out, or never sent, and just stagnate in your Web Forms Inbox. To find these forms, log into Web Forms Finder, and go to "My InBox." Click on the link that says "[Click here for all forms requiring your action.](#)" You will see a list of those forms requiring your actions. If you have any questions, call the ADMCS Help Desk at X/2853.

Topics This Issue

1. Banner 6.0 New Icons
1. Bobbie Hallock hangs up her Contracts!
1. ESign Web Forms Clean Up
2. Questions and Answers
2. Can you say FWRTRNH?
2. November Publishing Services Transactions





Questions and Answers

Question: I am trying to figure out how to look up Transport Services charges in the finance system. Their transactions show up on my budget status, but the reference numbers on the report are not referenced on their on-line form – consequently I have no way of matching my records to what appears on the budget status report. Can I get this information myself?

Answer: The old *Request for Transport Services* form was an Adobe interactive file, which did not contain a Document Reference Number. Transport Services charges were uploaded to Banner monthly with a document number MOV00XXX. Also, each work order was assigned an internal number, which was uploaded in the Document Reference Number field. However, an ESign form is now available to make referencing easier. The new *Request for Transport Services* ESign form has a system generated request number that Transport Services will use for billing.

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.

To Grandma's House We Go?

"My grandmother started walking five miles a day when she was sixty. She's ninety-seven now, and we don't know where the heck she is."

-- Ellen Degeneres



Can you say FWRTRNH?



We thought so. There are very few of us who can say this magical word without tripping on our tongues. As a matter of courtesy, the word 'FWRTRNH' should be avoided in mixed company or at *least* until after the kids are asleep...

What is the magical word you ask? Its main purpose is to provide a way to search for data that matches a peculiar pattern. This is helpful when you want a quick-and-dirty report on specific documents or are looking for unusual transactions or anomalies.

For example, let us say you want to know what FY02 period 14 transactions might have processed outside of our usual Summer-Fall timeframe. So we ran a FWRTRNH report for FY 02, period 14, and activity dates 01-DEC-2002 to 28-FEB-2003. The resulting report showed the detail on 40 records that met our stated criteria. This is a good example of how FWRTRNH can be useful.

If you are interested in FWRTRNH, and eager to try it, we have added it to the Distributed Access Users Group. If you need instructions how to run this report, just go to our Business Services web, select Help Desk, and scroll down to #16 "How to run the FWRTRNH report."

Just don't blame us if you wind up talking "liketh thith" for a few days... ☺

Banner 6.0 New Terms

"**Direct Access**" box is now called the "**GO:**"field
"**Personal Menu**" is now called "**My Banner**"
"**Products Menu**" is now called "**SCT Banner**"

The new Banner 6.0 Job Submission Guide and the new Query Forms Guide (aka Banner 6.0 Quick Guide) are posted on the Business Services web. Just go to Business Services, and click on the Help Desk, and then scroll down to References and Resources.

PUBLISHING SERVICES CHARGES

Due to the tragic loss of a staff member in Publishing Services' fiscal area, the departmental printing, copier and copying charges for November are incomplete. If a charge that you are expecting to see on your November accounting reports does not appear, it will be reflected on your December reports instead. Thank you for your understanding.