FINANCE FOOTNOTES

www.acadweb.wwu.edu/BFA/BusinessServices

Happy Mother's Day!

A Publication of Accounting Services, Business and Financial Affairs

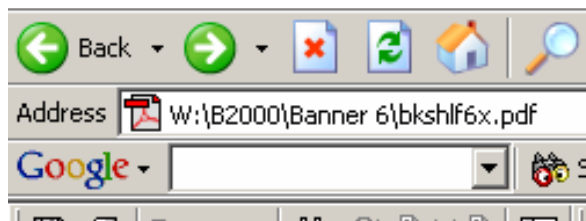**Volume 13, Issue 5**   **MAY 2004**

Banner Documentation Bookshelf

Banner User Guide Documentation, Release 6.0 is available by simply pasting this URL into your Internet Explorer or Netscape browser: **W:\B2000\Banner 6\bkshlf6x.pdf** You will find information on all the Banner modules, and descriptions of all the Banner forms and reports.

You can open up the Bookshelf by just double-clicking on this file. Or for easy access, you can create an icon to this file. To do that, go into Windows Explorer (right-click on "Start," then select "Explore"), go to the directory shown above, and then right-click on the file name to "Create Shortcut" on your desktop. Double-click on the icon to open up the Bookshelf.

Once the Bookshelf opens, it will contain links to the documentation for the all Banner modules: Accounts Receivable, Alumni, Finance, Financial Aid, HR, Student, etc. You can click on those links, and they will reveal other links below them. Most of the documentation is contained in user manuals, which are broken into chapters, each chapter being a separate link.

Due to the large amount of documentation, sometimes the best way to find something is to use the Search feature. To do this, you'll have to add some indexes. It takes a few extra steps, but once this is done, you won't have to do it again until the next major Banner upgrade (e.g. to Banner 7.0).

To add indexes:
- Click on the "Search" icon (looks like binoculars). A window will open on the right-hand side of your screen.
- Under the "Look In" scroll box, select "Select Indexes." A dialog box will appear.
- Click on the "Add" button. Another dialog box will appear. This is where you have to identify the location of the indexes you want to add.

From the "Look in" scroll box at the top of that dialog, navigate to this directory: **W:\B2000\Banner 6_index6x.**

- You will see a number of folders and some cryptically named files. Those files are the indexes. One at a time you can add the indexes you want, depending on which module's documentation you want to search through:
- Accounts Receivable = arsys6x.pdx
- Finance index = finance6x.pdx
- Financial Aid index = finaid6x.pdx
- HR = posnctl6x.pdx and humres6x.pdx
- Student = student6x.pdx

(Note: don't add the setup index – it will cause problems)

- Select an index you want, then click on the "Open" button. You will be returned to the previous dialog, and you will see that index has now appeared in your list of Available Indexes.
- To add another index, click on the "Add" button again. It will go a little faster this time, because you're already pointing to the correct directory.
- Once you've added all the indexes you want, click on the "OK" button. You will be return to the search window.
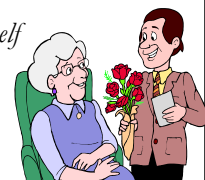
To do a search 🔍, enter your search term in the "What word or phrase would you like to search for?" box, and in Advanced Search Options, set "Look In" to "Currently Selected Indexes," and click on the "Search" button. Adobe uses the list of indexes you've selected to figure out which parts of the documentation to search through. When the search is done, you will see a list of clickable links in the bottom half of the search window. Clicking on those links takes you to that section of the Banner documentation. You probably find a surprising number of "hits" on these searches.

By the way, there will be many reports you run through Banner that do not have a write-up in the documentation because they're not part of Banner baseline. For example, most of our Finance reports are locally written. So if you are looking for information on WOPACCT or FQAF01, etc, you will not find it in this documentation.

(Thanks to Sharon Colman for her expert advice in this article)

Questions and Answers

Question: I am doing a JV. What JV type transfers between different funds but in the same chart?

Answer: There are three types of JVs: J079, J096 and J089. J079 is the Intrafund Transfer: it transfers within the same fund. J096 is the Interfund Transfer: it transfers between different funds **but** within the same chart. Finally, J089 is the Transfer between Charts. In your case, the JV type is J096.

PCARD YEAR END NOTIFICATION

The end of fiscal year 2004 is fast approaching. If you need your purchases (especially if they utilize grant funds) to be charged to your fiscal year 2004 budgets, we advise that you place your orders no later than Friday, June 18, 2004.

This allows 2-3 days for the transactions to show up in PaymentNet, time for you to verify the goods are received, and finally a chance to review and approve each transaction.

We will perform a download to capture these final year-end transactions at 3:00 PM Wednesday, June 30, 2004. Any purchases placed after June 18, 2004 which are not reviewed and approved before this download will be charged to fiscal year 2005.

If you have any E999 (Unreconciled PCard transactions) in your budget, please prepare a JV to move these expenses to the appropriate account code classification. If you have any questions, please call us. Thank you!

> 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.

"What is the difference between a taxidermist and a tax collector? The taxidermist takes only your skin."
-- Mark Twain

2004 CALENDAR OF IMPORTANT DATES

Date		Description
May 14	◊	Submit requisitions over $42,300 to Purchasing.
May 28	◊	Submit requisitions less than $42,299 but greater than $3,000 to Purchasing.
June 7	◊	Last day to submit payroll redistribution requests for pay periods prior to May 1.
June 15	◊	Computer Purchases for Equipment on Contract.
June 18	◊	Last day to use PCard for purchases and allow time for the transaction to be posted, reviewed and approved.
June 18	◊	Last day to submit June adjustment vouchers to Accounting Services and Budget.
June 25	◊	Last day to submit orders to Central Stores for delivery by June 26.
	◊	Purchases with Total Value $1,000-$2,999
June 28	◊	Departmental Orders/Check Requests under $1,000 (If delivery can be made by June 30)
June 28	◊	Purchase orders under $1,000
June 29	◊	Last morning (before Noon) to request State Cash Reimbursements for June Deposits.
June 30	◊	Goods and services must be received to be included in FY 2004.
	◊	All cash received must be deposited to be included in FY 2004.
	◊	Inventory counts must be completed.
	◊	Petty cash and imprest funds to be reimbursed.
	◊	Petty cash and change funds ready for audit.
	◊	Last day to approve PCard transactions
	◊	Last day for "will call" orders to Central Stores
July 1-2	◊	Central Stores closed for inventory
July 7	◊	Last day to submit May & June Payroll Redistribution requests to Accounting Services.
July 8	◊	Travel Expense Reports due for travel completed prior to July 1.
July 8	◊	Distribution of June Accounting Reports.
July 8	◊	Last day to submit old year invoices/receiving reports/approval letters to Accounts Payable.
July 8	◊	Year-end inventory counts due to Accounting Services.
July 9	◊	Last day to submit bills/invoices to General Accounts Receivable for 2004 FY amounts owed WWU by others.
July 20	◊	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 2004 Closing Procedures on the Business Services homepage.

WARNING: Toner & Office Supplies Scams

Some firms are sending notices to campus departments and the return address line reads "Purchasing Dept" so it appears WWU's purchasing department sent the message and sanctioned use of their company. If you have any doubts, please contact Hal Verrell in Purchasing, X/3127.