

Our Location Code Maintenance ESign Form is ready!



The Happy Accountant !

This is the type of announcement that only Accountants can truly appreciate. Our last FOAPAL ESign form is available online! Of course, FOAPAL stands for Fund, Organization, Account, Program, Activity and Location.

Previously we have rolled out the Fund Code Maintenance Form, Organization Code Maintenance Form, Account Code Maintenance Form, Program Code Maintenance Form, and Activity Code Maintenance Form. In addition, we developed the Fast Index Code Maintenance Form. Now if there is any FOAPAL maintenance required, you can do it easily with an ESign form. We know, it is so exciting we can hardly stand it...

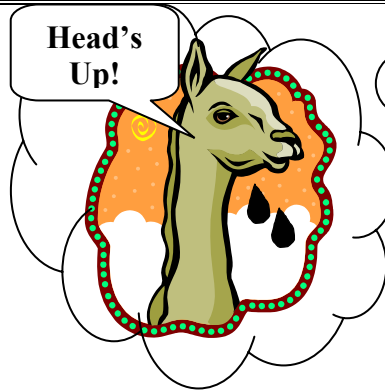
package Delivery OR NOT!

We have been in touch with the package delivery services and they have expressed minor frustration in trying to deliver packages to University Departments without the proper addresses. So here are a few easy tips to remember:

- (1) 516 High Street is **not** a package delivery address
- (2) DHL, FedEx, and UPS cannot deliver to a PO Box
- (3) **BUILDING NAME** and **ROOM NUMBER** are all the package delivery services really need. They do not care what Department you work in.

Thank you!

👉 **Congratulations** to Lori Torres on her new position with Science, Mathematics, and Technology Education (SMATE). On July 19th, Lori started work in SMATE as an Administrative Assistant. Lori reports to Dr. George "Pinky" Nelson. Lori began her Business Services career in April of 1999. We will miss you, Lori!



Elaine dreams of Lu-Lucy

Elaine Hughes is retiring on **August 31st** after spending thirty-five years as a Western employee. Upon her retirement, Elaine intends to become a Llama rancher, as soon as she learns how to recognize when a Llama is ready to spit a whole ball of cud at you. George suggested to Elaine that she train her Llamas to say, "Head's Up!" or "Watch Out!" However, Elaine informed us that teaching a Llama to speak would be even more difficult than teaching George the Chart of Accounts. Go figure.

Of course, in order to assist Elaine, we researched Llamas and their smelly predilections and we shared the results of our extensive research with Elaine. It seems Llamas like to spit at their owners when the following conditions are right. *Perfect conditions for a Llama to spit at you:* (1) the sun is up, (2) the sun is down, (3) they've been working all day on a big, juicy cud ball, (4) they've been working half of the day on a little cud ball but it is still repulsive, (5) you just happen to be in the line of fire or (6) you just put on a fresh shirt or blouse or any item of apparel whatsoever. Ready, aim, fire! Puh-tui!

For some reason, Elaine did not appreciate our research. But she did advise us that her first two Llamas would be named Lu-Lucy and Lu-Lewett. Frankly, we think that is a good reason right there for the Llamas to spit at her...

So please plan to stop by 32nd Street, Building A, anytime on Tuesday, August 31st to wish Elaine a wonderful retirement. Refreshments will be available all day long. Unless, Lu-Lucy hurls a cud ball into the salad bowl...☺

Topics This Issue

1. Last FOAPAL ESign Form is ready!
1. Package Delivery or Not!
1. Good Luck, Lori and Good Luck, Elaine!
2. Questions and Answers
2. For Elaine ...



Questions and Answers

Question: I would like to get a list of all invoices, dates, and checks paid for a particular vendor over the span of several years. What report will give me this information?

Answer: FQVH01. This report gives you a list of all the vendor's invoices, the amount of each invoice, and the date the invoice was paid, as well as the check number paying each invoice. FQVH01 also totals the amounts of all the invoices (excluding cancelled invoices).

Question: Can you tell me if PO 012345 been paid yet?

Answer: You can easily find out if PO 012345 was paid by going into Banner form FOIDOCH. Input PO as the Document Type and 0123456 as the Document Code. Do you see the PO? If the PO is approved, then there should be an invoice also listed in FOIDOCH. If no invoice is listed, then the PO will not be paid. Likewise, if no check number is listed next to the invoice, no payment has been sent. If the PO is approved, and an invoice is listed in FOIDOCH, but no check number appears, then place your cursor on the Invoice number and pull down Options to select Invoice Information. Pull down Options again, select Invoice Header, and look for the Payment Due date. You can always call the Help Desk at X/5890 if you get lost in FOIDOCH.

Question: How long must we keep budget documentation?

Answer: We referred your question to one of the State Auditors. The Auditor says "six years."

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.



“There's no such thing as bad publicity except your own obituary.”

— Brendan Behan, in Dominic Behan's *My Brother Brendan* (1965)

For Elaine ...

It was a cold evening in December of 1999, on the shortest day of the year. I arrived at Old Main and took the elevator to the third floor, where I immediately turned in the wrong direction. I was looking for Room 330. When I found the right room, I explained to the person at the door the purpose of my meeting: a job interview. Within a few minutes, I met a smiling, middle-aged woman, who introduced herself as Elaine Hughes.

I was nervous because it was a job interview. But Elaine's warm laughter and good spirit reassured me. I met the Director of Accounting Services, Terry Ely, and the three of us had a wonderful interview. I was hired.

My job was the Accounting Services Help Desk – which is essentially a one-person function. Everyday people would call the Help Desk and ask incredibly detailed questions. On my inaugural day at the Help Desk, my first phone call was somebody questioning a \$101.00 transaction #FDS01841 in Account 240203. Of course, I had no clue what to say to this person. Not only did I not know the answer, I did not even understand their question! I took the caller's name and department information, and promised to call them back. I then walked over to Elaine's desk and asked her for the answer. Elaine dropped what she was doing, and patiently explained the answer to this Accounting question. Amazingly, Elaine repeated this process half a dozen times every day for the next couple of years...

Elaine showed such attention and kindness to me and my work, that I never felt I could not learn the Accounting system. And I constantly bugged Elaine with Accounting questions. However, Elaine never once said, “George, I'm really pretty busy, could you come back this afternoon?” Elaine's professionalism and profound patience were demonstrated to me on a daily basis.

Of course, you must submit to Elaine's good-natured banter if you want to converse with her. For example, the phrase “Don't you Californians know anything?” Elaine said this to me at least once a week for the first six months I worked at Western. Sometimes I would walk into Elaine's office and beat her to the punch by announcing, “I know I'm from California, and I don't know anything, but can you help me just this once and I'll never bug you again?” Naturally, I lied. I was back an hour later with another question. Elaine just looked at me and said “I thought you weren't coming back?!?”

After a few years and some experience, the number of questions I asked Elaine diminished considerably. Instead of barging into Elaine's office six times a day, I gradually asked Elaine a question just once a day, and then just once a week, then once a month, and now, seldom do I ever ask Elaine a question. Frankly, I miss going into her office and getting zinged. Nevertheless, I am eternally grateful for everything that Elaine has done for me. I could not have succeeded without her. I will miss Elaine greatly, as a coworker and as a friend. Thank you, Elaine!