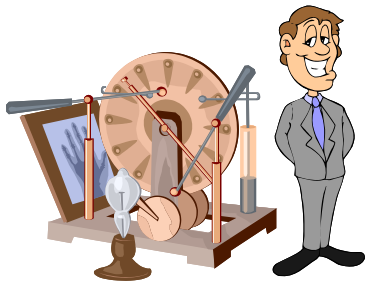


UNIVERSITY CASHIER HAS NEW BARCODE SCANNING EQUIPMENT FOR UNIVERSITY PAYMENTS

~ SEATTLE P.O. BOX DISCONTINUED ~

The University Cashier's office has new scanning equipment! They are now able to scan and process payments for tuition, fees, housing and other student account university charges. The new address for payments with a billing remittance slip and barcode is: Western Washington University, University Cashier MS9003, 516 High St., Bellingham, WA 98225-9003. Payments without the remittance slip and barcode should be sent to the same street address but at MS9004. The Seattle P.O. Box address will no longer be used (mail will be forwarded to WWU). Questions may be directed to the University Cashier's office at (360) 650-2930. Thank you.

VENDOR SHOWCASE



Please join us on **October 20th** from 10 am – 2 pm for a Vendor Showcase in the Viking Union Multi-Purpose Room.

What is a Vendor Showcase you ask? Well, technically a Vendor Showcase provides an environment for office supply vendors to display their product inventory, while meeting with the campus users and answering their questions. But for the rest of us nontechnical folks, a Vendor Showcase is a great place to get FREE STUFF! (I am still using the colored highlighters I snatched from the Vendor Showcase two years ago!) In addition to the Corporate Express 2005 Catalog Kick-Off, a number of departments will have tables set up and personnel in attendance to answer your questions. Some of the Business Services departments scheduled to attend the Showcase are Accounting Services, Accounts Payable, Purchasing, Travel Desk, Mail Services, Inventory Control, etc. For more information, please call John Zuzarte at X/3546.

New Report!



Is this fantastic or what?

Granted, our new report is really neat. But to be honest, we think Agnes is a little too excited about the report. For goodness sakes, it's not like we

landed on the planet Saturn or, even better, put ketchup and mustard in the same bottle... So to Agnes we want to say just one little thing: "GET A LIFE!"

Our report is **FWRCBFD**, the Combined Fund Type Changes in Net Assets report. This report is an adaptation of another report, **FQCB01** (Changes in Fund Balance). **FQCB01** reports the actual fund balance and compares it to the fund balance as of the same date one year prior. An advantage to **FQCB01** is that it provides variance and percent change information to compare this year with the prior year. A disadvantage to **FQCB01** is you cannot query for multiple funds. However, **FWRCBFD** now allows multiple funds or a "List of Funds" as a report parameter. However, please be cautioned the **FWRCBFD** fund balances **do not** include assets (i.e. receivables) or outstanding liabilities (i.e. Accounts payable or Salaries payable).

☛ **FWRSREF (Statement of Revenues and Expenses)** Another new report! It allows the user to input up to seven Fast Indexes, and it gives you the Year to Date (YTD) revenue and expense totals summarized by account code. (Please don't tell Agnes about this new report because she'll get too excited and her heart won't be able to stand it!)

Topics This Issue

1. University Cashier's new Barcode Equipment
1. Vendor Showcase on Oct. 20th
1. Agnes and the New Report(s)
2. Questions and Answers
2. Traveling on the Foundation's Dime



Questions and Answers

Question: Is there a way to get a list of Banner reports and maybe also a description?

Answer: **GJAJOB**S. Simply type in GJAJOB in the Banner Go: block and you will arrive at this form. Then under Name, you type in FWR% and hit F8. You will see a list of Western written reports, the titles of these reports, and a brief description. You can scroll down and find the ones that interest you.

Question: I printed out the Western University Travel Form and it only printed the first two sections, and the authentication box. But the printed copy omitted most of section three, as well as sections four through seven. Why was that?

Answer: ADMCS did some troubleshooting on your form and it seems you mistakenly entered an apostrophe (') in the middle of a date in the **Return Date** block. This block does not expect nonnumeric data. However, just by removing the apostrophe, the form printed out fine.

Question: I need an online Banner screen where I can see my carry forward fund balance from a prior year.

Answer: Go to **FGITBAL**. The first column represents the beginning balance (as of the prior year's accrual period) for any particular fund.

SPAM ALERT

Our campus is receiving numerous email offers for cheap computers or other products. The most recent email spam arrives from an "Administrator" with a misleading subject line of "Staff Bulletin." This spam advertisement offers computers at great prices just for educators who respond by a deadline date. Offers that seem to be too good to be true are just that, too good to be true, and costly to the buyer who takes the bait. We cannot purchase these computers with university funds and caution everyone to check out the offer very carefully. (Did you notice it did not mention an operating system?) Before spending your own hard-earned dollars on spam offers, call Debbi Baughn in Purchasing at X/7731. She'll tell you about:

COMPUTER DISCOUNTS FOR UNIVERSITY EMPLOYEES

WWU faculty and staff are eligible for employee discounts from several reliable university vendors. If an employee is interested in purchasing a personal computer for their own use, Debbi will email you the contact information.

Traveling on the Foundation's Dime



In Fiscal Year 2004, the Western Washington University Foundation provided almost \$200,000 for staff and faculty travel. If you examine the individual expense account codes, \$24,228 was expended for airfare (E352 & E374), \$30,202 for out of state subsistence (E370), and \$40,739 for conference registration (E193) among others.

With so many departments using Foundation funds for travel, it stands to reason that those departments would submit Travel Authorizations to the Foundation for approval prior to embarking on a trip. Unfortunately, this is not always the case.

Sometimes, Western departments submit a Travel Authorization (TA) to the travel desk and earmark Chart 1 operating funds for the trip. But when the traveler(s) return, they submit a Travel Expense Voucher (TEV) for reimbursement with Chart 2 Foundation as the indicated source of funds. By doing this, the Foundation is being asked to reimburse a trip for which they had neither prior notice nor the opportunity to approve the trip.

So if you want to make the Foundation folks really happy, please submit your TAs to the Foundation whenever you plan to travel using Chart 2 funds! This will also speed up processing the claim, which should make the traveler really happy, too. 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.



“The trouble with being punctual is that nobody's there to appreciate it.”
— Franklin P. Jones