



Western says:

HOWDY, HOLLY!

Business Services welcomes Holly Motherwell, our new Administrative Assistant to Mary Carlson, Assistant Vice President. Holly is originally from Topeka, Kansas. She has lived in the Pacific Northwest since 1999.

Holly was stationed at Ft. Lewis, Washington in the US Army as an Administrative Personnel Supervisor from 1999-2002. Holly joined Tacoma Community College in 2002 as the Administrative Assistant to the Dean of Learning Resources, Distance Learning and English as a Second Language.

Holly and her husband have two children, Elissa (5 years) and Liam (3 months). Holly is very excited to be at Western Washington University and she looks forward to meeting everyone! So why not call Holly at X/3066 and give her a big Western welcome?

It's Ten O'Clock in the Morning, Do You Know Where Your Staff Is?

If today is **October 20th**, then they're all over at the Vendor Showcase in the Viking Union Multi-Purpose Room. Staff always knows a good deal when they see one! Of course, the Vendor Showcase is an excellent opportunity to check out the latest Office Supplies, and grab some freebie samples. I don't know about you guys, but I have a personal motto: "If it's for Free, then it's for Me!"



Corporate Express will be hosting the Vendor Showcase. Exhibitors include many of the Corporate Express regular suppliers, among them the 3M Company, Acco Office Supplies, Avery Office Products, Brother International Corporation, C-Line Business Products, CEB Branded Products, Fellowes Office Products, Sanford Corporation, Tops Office Supplies, and Verbatim Corporation. Other suppliers like Smead Office Supplies and Pentel of America will provide product samples in lieu of attendance.

In addition to the commercial and retail suppliers, many Western Washington University departments will attend the Vendor Showcase to "meet and greet" the campus staff. Among those attending departments are: Accounting Services, Accounts Payable, Business Services Help Desk, Central Stores/Transport, Equipment Inventory/Surplus, Mail Services, Purchasing & Contracts, Telecommunications Services and the Travel Desk.

Two "mini-Presentations" are scheduled:

- 11 AM – Journal Vouchers (Diane Fuller)
- Noon – Travel Questions (Amber Ray)

So why not truck on down to the VU and check out the Vendor exhibits, and enter the drawings. If it is your "lucky day," you could win one of several door prizes.

Coffee, juice and cookies will be served. The Vendor Showcase runs from 10 am – 2 pm. If you have any questions, please call John Zuzarte at X3546.



Topics This Issue

1. Welcome Holly Motherwell
1. Vendor Showcase on Oct. 20th
2. Questions and Answers
2. How do I run a Chart of Accounts Report?



Questions and Answers

Question: I heard you could grab data from Banner and then display it using Excel? How do I do this?

Answer: Data Extract allows you to screen capture the results of a query or a list of FGITRND transactions. It drops the data into a comma-separated values (.csv) text file, which can be opened using Microsoft Excel or imported into a Microsoft Access database. Here is how you do it: First call up a Banner form, such as FGIBDST. Next, enter the appropriate Fast Index code in the Key block, and select the Next Block command or else hit Ctrl-PgDn. Now select the account code containing the data that you want to capture. Let us assume it is E111. Highlight E111 and go the Options Menu and select Transaction Detail Information. You will be navigated to the form FGITRND. Now click Help on the menu bar. Select Extract Data with Key (or Extract Data No Key). The difference is the former contains header information. I usually choose Extract Data No Key. Keep in mind, you **must** override your pop-up blocker. Therefore, if you have loaded a pop-up blocker like XP Service Pack 2, then hold down the CTRL key while you select Extract Data No Key and remember to hold down the CTRL key during this whole procedure. When you make the Extract Data selection, click “O.K.” to the “embedded double quotes” warning. The program should automatically dump the Banner data into an Excel spreadsheet. Eureka!

Question: I have a Hydra Login, does this give me access to the Banner Finance system?

Answer: No. A Hydra Login gives you access to the administrative system, but you need additional permission to request access to specific data. To inquire about additional access, please contact:

Data Resource	Custodian Contact	Phone
Student Data	Joe St. Hilaire	X3988
Finance	George Edward	X5890
Human Resources	Michael Furtado	X3478
Alumni	Donna Le Blonde	X3069
Woodring	Kimberly McDaniel	X2822
Admissions	Karen McMains	X3858
Housing	Kurt Willis	X6105
Student Accounts	Leslie Pinkston	X4905
Financial Aid	Jean Meyer	X3039

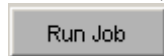
How do I run a Chart of Account report?

At least once a week, the Business Services Help Desk is asked “How do I run a Chart of Accounts report?” Sometimes, the caller wants a listing of the Account Codes, and other times the caller wants a listing of the Funds, or the Activity Codes. Regardless of which Code you need, the report remains the same. Here is how you run a Chart of Accounts report.

Go to Banner and type in **FWRCLST** and hit enter. You will navigate to the Process Submission Control form. In the Parameter Values section of the form, choose what report you want to run: **A** (Account Codes), **C** (Activity Codes), **F** (Fund Codes), **L** (Location Codes), **O** (Organization Codes), or **P** (Program Codes). Type in Chart 1 or 2, and today’s date. This is all you need to enter. Here is what your form should look like:

Next, all you do is navigate to the Submission block and hit F10. You should be in the Printer Control menu;

now just click on the Run Job button!



If you wish to run a listing for all of the Fast Index Codes, you need to run the report FQFD03.

If you have any questions, please call George at the Help Desk, X5890.

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.



“I didn’t attend the funeral,
but I sent a nice letter saying that I approved of it.”

— Mark Twain