



A Job Well Done!

On October 20th, our second Vendor Showcase was held at the VU Multi-Purpose Room. Unlike the first Showcase (two years ago), in this Showcase many Western administrative departments staffed their own exhibit tables.



Double Duty: (L to R) Valerie Klein, Donna Foley, Anne Krancus, Debbi Baughn, and Diane Fuller helped set up our exhibit tables before the Vendor Showcase opened, and then they greeted campus staff.



Everybody is at their stations, and the doors to the Viking Union MPR are about to open.



Amber discusses the finer points of Travel policy with Katrina from American Cultural Studies.

Approximately 160 staff members attended the Vendor Showcase.

Congratulations to the “lucky dozen” Western employees who won door prizes. The big winner was Jeannie Gilbert of Biology, who scored a Panasonic Fax machine. Brandon Wolfe and Randy Senf each walked away with \$40 Gift Certificates to the Bookstore. Holly Childs, Sue Bakse, and Leanna Bowman all collected Parker Pens. Lisa Zuzarte won a Smead CD Case and Nancy Anderson won a Cross Ballpoint Pen. Donna Foley and James McCluskey each grabbed WWU Coffee Mugs. Willow Shanahan won a WWU Desk Pen & Tile. Finally, Suzann Finch picked up a Notebook Bag. The only sad part to the door prize giveaways was that George “*I Never Win Anything*” Edward convincingly lived up to his name... Sniff, sniff!

We want to thank everybody who participated in this successful event. It was a wonderful opportunity to “meet and greet” the Western campus. Our staff exhibitors reported positive and beneficial feedback from the campus attendees. In a number of cases, we were pleased to “put a face” to a campus employee with whom we regularly communicate.

We hope to see you again at next year’s Vendor Showcase which will be bigger and better! COMDEX, watch out! In the meantime, George has ordered “*How to become lucky!*” from Amazon.com booksellers but I think they lost his order... ☺



Topics This Issue

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2. *Questions and Answers*
2. *How to Delete a Saved Job Submission Report*
2. *Document Contact Reference List*



Questions and Answers

Question: I am a Budget Authority. Can I sign my supervisor's Services Reimbursement form? My supervisor is the Financial Manager of the fund.

Answer: No. There is an implied Conflict of Interest here. Your supervisor may influence your decision just by virtue of his or her position. Wouldn't you feel uncomfortable denying your supervisor's claim for reimbursement? Perhaps. It would be better to ask your supervisor to have his or her manager review the Services Reimbursement form and then to sign it.

Question: I am trying to delete some old job submission parameters I once used. I have tried the "How to Delete a Saved Job Submission Report" steps on page 23 of the Banner Reports and Forms booklet and am wondering if I missed something. The list I see for the various report parameters doesn't seem to change. Do I need to log out for the changes to take?

Answer: You need to exit from GJAPDFT, and then return to the Job Submission form before you see the results of your deletions.



How to Delete a Saved Job Submission Report

1. Let us assume we ran a WOPACCT report, saving the values as a parameter set named "YOU_TEST."
2. Go into form **GJAPDFT**, entering "WOPACCT" for the Process Name and "YOU_TEST" for the Parameter Set. Hit <Ctrl-PgDn> twice to put your cursor into the User Default block.
3. This message now appears on the Help line at the bottom of the form: "User Default Value; select CLEAR RECORD to remove this value or select CLEAR BLOCK to remove all default values."
4. Following those instructions, select "Block," and then "Clear" from the top menu. The User Default value that had been visible disappeared. Exit from the form.
5. Now you can return to the Job Submission form to run WOPACCT. When you press on the Search button to look for "YOU_TEST" on the GJRJPRM form, you will notice this parameter set is no longer there.

DOCUMENT CONTACT REFERENCE LIST

Document Ref Number	Transaction Type	Contact	Ext.	MS
*xxxxxxx	Encumbrances	Diane Fuller	3675	1420
A0xxxxxx	WWU Foundation	Pam Gibson	6101	9034
ACGxxxxx	Accounting Services	George Edward	5890	1420
ATSxxxxx	Acad Tech User Serv	Linda Strock	3142	9094
Bxxxxxxx	Operating Budget	Kelley Flaherty	4694	9014
BDRxxxxx	Operating Budget	Kelley Flaherty	4694	9014
BFRxxxxx	Bureau Fac Research	Rose-Mary Barstad	5313	9038
BKSxxxxx	Bookstore	Mike Ulrich	5602	9104
BUDxxxxx	Operating Budget	Kelley Flaherty	4694	9014
CMGxxxxx	Cash Management	Gary Buma	3720	9013
COPxxxxx	Copy Duplicating	Li Chang	7315	9117
CSTxxxxx	Central Stores	John Zuzarte	3546	9116
Exxxxxxx	Encumbrances	Donna Foley	6815	1420
Fxxxxxxx	Payroll**	Marilyn Johnson	3565	9017
FDSxxxxx	WWU Foundation	Randy Senf	3408	9030
FPAxxxxx	Fine& Performing Arts	Fred Ramage	7711	9109
Gxxxxxxx	Accounting Services	George Edward	5890	1420
HSGxxxxx	Housing	Kurt Willis	6105	9195
Kxxxxxxx	A/R, Student Accts	James Jacobsen	2924	9005
Kxxxxxxx	Cash Receipts*	Debbie Potes	2930	9105
LKSxxxxx	Lock Shop	Jim Sutterman	3687	9130
MOVxxxxx	Transport Services	John Zuzarte	3546	9121
MPGxxxxx	Motor Pool	Reatha Cammack	3413	9121
MSVxxxxx	Mail Services	Judy Magnuson	3770	5996
OMSxxxxx	Computer Maintenance	Fred Robson	7737	9059
PCDxxxxx	Purchasing Card	Debby Short	3186	1390
PHYxxxxx	Physical Plant	Gary Jordan	2876	9121
PRTxxxxx	Print Plant	Li Chang	7315	9117
Sxxxxxxx	Student Accounts	James Jacobsen	2924	9005
SEVxxxxx	Special Events	John Dlouhy	3629	9041
SFSxxxxx	Student Accounts	Joanna Williams	3773	9022
SPUxxxxx	Student Publications	Alethea Macomber	3171	9100
TELxxxxx	Telecommunications	Valerie Klein	3768	9095
TNGxxxxx	Training & Develop	Training Secretary	7764	9051
TRVxxxxx	Travel Expense	Amber Ray	3341	1420
Uxxxxxxx	Central Stores	John Zuzarte	3546	9116
VUUxxxxx	Associated Students	Raquel Vigil	6132	9106
WCExxxxx	Woodring College	Sandy Keathley	7506	9088

* Kxxxxxxx with a Doc Reference Number

** For Human Resources questions contact the HR Hotline at X6543.

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 ask people why they have deer heads on their walls. They always say because it's such a beautiful animal. There you go. I think my mother is attractive, but I have photographs of her."

— Ellen DeGeneres