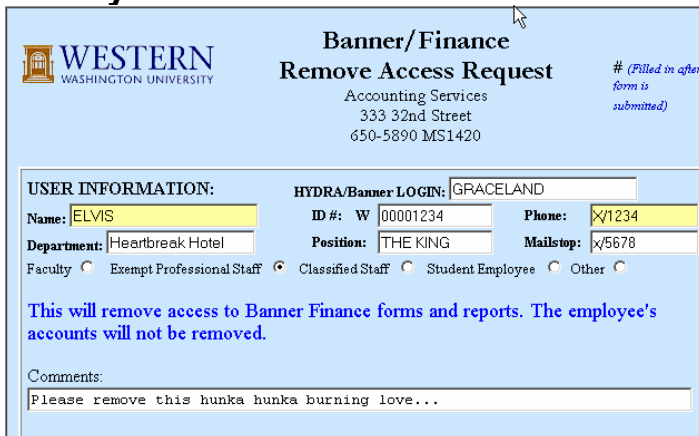


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“You ain’t never caught a rabbit, and you ain’t no friend of mine!”



Once a year, Administrative Computing Services (ADMCS) sends a Banner verification report to all department heads or supervisors of employees with Banner Access. The Banner module being accessed could be Finance, Human Resources, Accounts Receivable, etc. In this notification, ADMCS requests the department head or supervisor to fill out a **Banner Remove Access Request** form for any employee no longer working in that department. So let us assume you supervise an employee named **Elvis the King** and he has Banner Finance Access (I mean, after all, who can say “No” to The King?). Now let us assume that your white cape-wearing, lamb chop side burned employee, Elvis, has “left the building,” and even said ‘Aloha’ to you on the way out. But Aloha can mean “Hello” or “Goodbye,” so what do you do? Do you stand at your window, wring your hands and cry? Do you take Elvis’ Banner login and “return to sender, address unknown, no such number, and no such zone?” How can you be so Cruel to a Heart that’s True? The answer is “No” to all of the above. You simply fill out the above **Banner/Finance Remove Access Request** form and forward it to ADMCS. “*Thank you very much.*” Now go, cat, go...

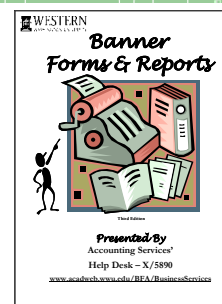
FINAL ACCRUAL REPORTS

Last week you should have received your Final Accrual Period Reports for Fiscal Year 2004 (July 1, 2003 to June 30, 2004). All audit adjustments for Fiscal Year 2004 have been made. This is the final report for your area for Fiscal Year 2004.

There may or may not be changes in your balances from the previous accrual period (“First Accrual”) report which you received at the end of July. Please check your balances carefully. If you have questions, contact the Business Services Help Desk at X/5890.

The message “As of Accrual Period” appears on these statements. To run the Final Accrual Period reports, select FY 04 and Accrual Period (period 14) in the Process Submission Control form.

If you are not presently the Financial Manager of record, please forward the Final Accrual reports to the new Financial Manager and then forward an ESign Financial Manager Maintenance form to Accounting Services. Because these reports are for the Fiscal Year 2004 Final Accrual Period, they can only print the Financial Manager as of June 30, 2004. Thank you!



Be sure to get your **FREE** 130-page **Banner Forms & Reports Guide** (3rd Edition) while supplies last! One day, it is bound to be a Collector’s Edition! Just email George.Edward@wvu.edu and include your Mailstop (please indicate the number of copies). Gift wrapping costs not included. ☺

New Reimbursement Rate
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per mile
Effective Jan 1, 2005

Topics This Issue

1. Banner/Finance Remove Access Request form
1. Final Accrual Reports
1. Free Banner Forms & Reports Guide
2. Questions and Answers
2. Business Services ESign Forms
2. FGIBDST: The Power User’s Form



Questions and Answers

Question: Every month our accounting reports are sent to the wrong Mailstop, in the wrong building on campus. What can we do about that?

Answer: The quickest and easiest solution would be for your whole department to move into that building. ☺ However, if you *insist* on doing it the “right way,” here is what you need to know. Your monthly Accounting Reports are sent to the office address of the current Financial Manager of the fund. Therefore, if your Financial Manager moves his or her office, and does not inform Accounting Services, the reports will still go to their old office. In order to rectify the situation, please fill out a Financial Manager Maintenance Form and indicate the new building address.

Question: In your last *Footnotes*, you mentioned a Dopplesnauffer camera. Is there really a Dopplesnauffer?

Answer: As it was explained to me, the Austrian mathematician and physicist, Christian Doppler (1803-53) wanted a daguerreotype camera for his birthday. However, Christian’s father drank too much absinthe one evening causing him to forget about the camera, as well as the names of all of his children. It was an incredible “Snafu” for the elder Doppler. In fact, to this day, if you walk into a Salzburg tavern and order a “Dopplesnauffer,” you will get a shot of absinthe and the waiter will try to light you on fire... Honest!

Question: We want to close out two Fast Index accounts. How do I go about having this done?

Answer: In order to terminate Fast Indexes, you must first make sure they have no outstanding commitments or HR positions assigned to them. You can run your commitment registers (FBEN02 & FBEN03) to answer the first question. You can run FWRACIS to answer the second question. Once your Fast Indexes are free and clear of obligations, then you can terminate them using the Fast Index Code Maintenance form (on the ADMCS Web Forms page).

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.

Attention Business Services’ ESign Form Users



"I've fallen and I can't get up!"

If you submit an ESign form to Accounting Services, it may be returned to you if there are problems, which prevent us from processing the form.

You should always check any returned ESign form to see if it is completed and locked. If the form is completed, please verify the code that was assigned. Sometimes the requested code has already been used. If your ESign form is returned to you incomplete, please read the comments. The comments will explain to you why we are unable to process your request. If you have questions, please call Accounting Services at X/3040.

FGIBDST: The Power User’s Form

Organization Budget Status FGIBDST 6.0 (WWW)

Chart: 1 Orgn: 5320 Accounting Services
 Fiscal Year: 05 Fund: 14174 Accounting Services-Fiscal Operat
 Index: FOFR Program: 082FIS Fiscal Operations - Operating
 Query Specific Account Account:
 Include Revenue Accounts Acct Type:
 Commit Ind: Both Activity: ACCFRS Financial Reporting Services
 Location:
 Commit Ind: Both

Acct	Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
E051	E	Auditing	0.00	37.03	0.00	-37.03
E111	E	Supplie	0.00	397.69	0.00	-397.69
E131	E	Telephc	0.00	184.68	0.00	-184.68
E163	E	Parts/Si	0.00	26.40	0.00	-26.40
E173	E	Xerox C	0.00	232.00	0.00	-232.00
E192	E	Dues &	0.00	365.00	0.00	-365.00
Net Total:			0.00	-2,174.23	0.00	

We refer to FGIBDST as the “Power User’s Form” because it is a powerful tool which displays the summary of all accounting activity for a Fast Index (or fund, organization, program, etc.). When you type in a Fast Index (for example, FOFR), and hit Ctrl-PgDn, this form immediately resolves the Fast Index into its component FOAPAL elements and displays the title of each element. Nifty! This is a great way of deciphering Fast Indexes with just one stroke! For more information on FGIBDST, turn to page 66 in your handy dandy, **Banner Forms & Reports Guide (3RD ed)**. What? You don’t have the latest Guide? Why not order it today?!

“If a word in the dictionary were misspelled,
how would we know?
What’s another word for Thesaurus?”
— Steven Wright