

Nightmares and Monitors

I went to the video store and I had a difficult time choosing between “Alien vs. Predator” and “Freddy vs. Jason.” It is not often you are presented with two such highly acclaimed and well-acted films. ☺ Each rental movie was offered in a DVD “**Wide Screen**” version as well as the DVD “**Full Screen**” version, which was another difficult decision. By the way, there are eight Nightmares on Elm Street films and seven versions of Banner Finance. Make of that what you will!

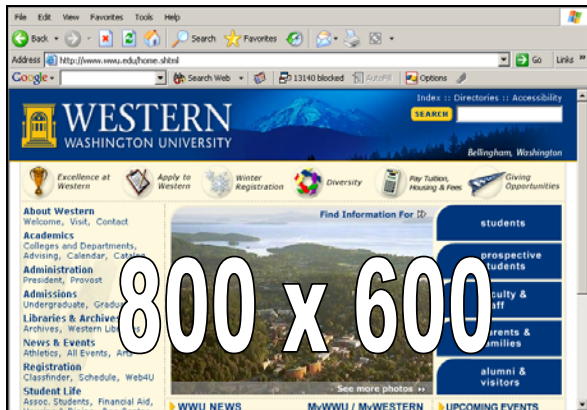
Where are we going with this? Banner Finance 7.0 will be just like a **Wide Screen DVD** but it need not be a “Horrifying” experience. For Banner 7.0, you must set your display monitor to at least 1024 x 768 pixels. There is a big difference between 800 x 600 and 1024 x 768. If you have a 15” monitor, you will probably want to upgrade it or — just like Freddy’s victims — part of your screen will be lopped off! Banner 7.0 users will require at least a 17” monitor. Banner 7.0 may go “Live” sometime this coming winter. So start planning now! If you have questions, please call X/4444.

New Improved Purchasing Web Site! Like Having a Buyer on Your Desktop!

For the past few months, Purchasing has been developing a new website. It is designed to help faculty and staff within the University, as well as being a resource for current and potential suppliers. Our thanks to Web Services for providing a template which is consistent with the WWU preferred style and which should make navigating around the site very easy.

Visit the website by going to the WWU index and clicking on **Purchasing**. Discover a world of Purchasing you never knew existed! Need to know who buys what? Click on the contacts list. Need to buy an ergonomic chair? You can compare pricing and features of our two major suppliers, and create an attachment you can put with your Purchase Form. Check out the “Hot Tip of the Month” to learn about the differences between a Blanket and Open Order.

This website is a work in progress and will be constantly updated to keep up with the fast-paced changes in the Purchasing world. So be sure to visit often. If you have any recommendations for, or questions about Purchasing and its website, please send an email to **Purchasing.Department@wwu.edu**. Your input is appreciated!



8.3%

Sales Tax Increases from 8.2% to 8.3% !

Effective April 1, 2005, local sales tax and use tax within all of Whatcom County will increase one-tenth of one percent (.001). This increase was approved by public vote to be used for jails and juvenile detention purposes. For questions, please call Donna Foley at X/6815.

Topics This Issue

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2. *Mail Services Hand Truck*





Questions and Answers

Question: I have a question on the Event/Conference Authorization form. Do I need to forward it to a Budget Authority or can I send it directly to the Provost or VP?

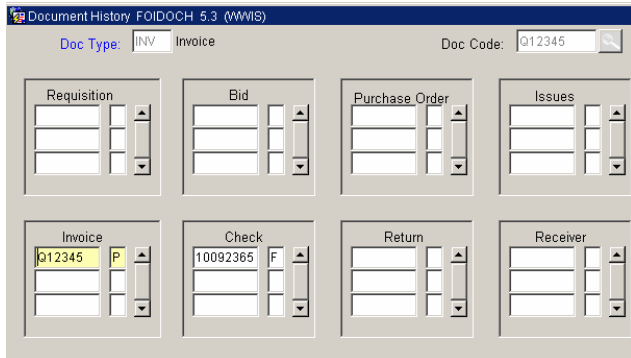
Answer: You do not have to be a budget authority to fill out the Event/Conference Authorization form, however, the Budget Authority on the fund paying for the event should approve it.

Question: In your last *Footnotes*, you asked what another word was for “Thesaurus.” Here is one: 類義語辞典 (Sent by Daniel Lindemann)

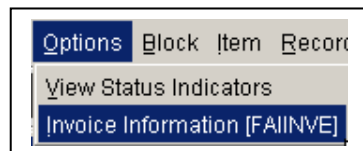
Answer: Thanks, Dan. I really don’t know how I could have missed such an obvious, ordinary word like that. ☺ I will remember it the next time I order sushi...

Question: How can I find out if a Services Reimbursement has been paid, and out of what fund?

Answer: You need to know a couple of things at the start. First, Services Reimbursements are treated as “Invoices” by Banner. Secondly, all Services Reimbursement forms begin with Qxxxxx. So all you do is go to FOIDoch and input “Inv” in the Doc. Type box and then plug in the Q number in the Doc Code block. Next hit Ctrl-PgDn. When you are done, your FOIDoch form should look like this:

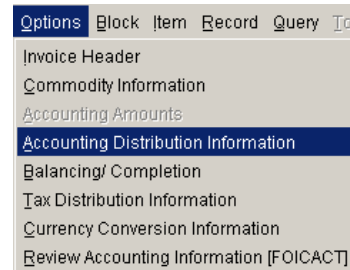


As you can see in this example, the Services Reimbursement Q12345 has been paid. You can tell it has been paid because there is a “P” (for Paid) next to the Q12345 invoice number. Check #10092365 has been issued and the check was cashed. We can tell the check was cashed because there is an “F” (for Final Reconciliation) next to the check number. Now if you want to see which fund paid the invoice, go to the



Options Menu on the toolbar and select Invoice Information.
(Continued next column)

When you select Invoice Information, you will be navigated to a large grey screen called Invoice/Memo Credit Query. Now hit Ctrl-PgDn three times. Next, go back to the Options on the Toolbar and select Accounting Distribution Information:



Finally, your payment information is presented in the Accounting Distribution screen:

COA	Yr	Index	Fund	Orgn	Acct	Prog
1	97	FXBOOK	42000	8800	E374	850BKS

Welcome, Kathy!



Business Services is pleased to welcome **Kathy Steele** as Mary Carlson’s new Administrative Assistant. Kathy started at Western on February 1st. Kathy and her husband recently relocated to Everson from New Jersey, the Garden State.

Prior to coming to Western, Kathy worked as an admin assistant and building manager for Peter Paulsen, developer and owner of the Hotel Bellwether. Previously in New Jersey, Kathy worked for several design/build engineering firms as a Marketing Coordinator and owned a construction company jointly with her husband.

She has an A.A. in Communications (Union County College, NJ). Kathy is an avid pet lover with three dogs, two cows and a horse. She is enjoying living in the beautiful Pacific Northwest and Whatcom County.

Mail Services Hand Truck

Last summer, someone “borrowed” the Mail Services Hefty yellow-handled, hand truck and has not returned it (after seven months). Mail Services is hoping this person has **now** finished whatever they were doing with the hand truck (or at least wiped the paint off it). Please leave the truck in the Mail Services outside “container” and you may remain anonymous. No questions asked. Thank you.



“A woman drove me to drink and I never even had the courtesy to thank her.”
— W.C. Fields