FINANCE FOOTNOTES

www.acadweb.wwu.edu/BFA/BusinessServices

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Web4U Finance

Western has rolled out a new application called "**Web4U Finance.**" "Web4U Finance" is a Sungard SCT Banner web-based product — an accounting tool — designed for speed and ease of use. Other Universities often refer to Web4U Finance as "*Banner Self Service*" because it relieves the campus user of having to learn Banner Finance Internet Native Banner (INB) forms and/or the Banner Job Submission reporting procedures. Of course, INB and Job Submission rank next to root canals for most WWU staff.

Web4U Finance operates a little like BI/Query in that you design your own budget queries rather than using existing Job Submission reports or INB forms.

The advantages to Web4U Finance are (1) it is easy to use, (2) gives you "bottom line" budget numbers, (3) allows you to "print to screen," (4) provides **excellent** views of posted documents and (5) includes certain budget information, which is not reported in other Banner forms or reports. In particular, Web4U Finance shows your permanent budget, budget adjustments, adjusted base budget, temporary budget adjustments, and current budget.

While Web4U Finance is fast and easy, it is not nearly as comprehensive as Job Submission reports or INB forms. Comparing Web4U to Job Submission and INB is like comparing Microsoft Outlook *Express* to the more complicated and powerful Microsoft Outlook. In addition, unlike Banner Job Submission, Web4U Finance "times out" if you do not hit a keystroke within 10 minutes. However, ADMCS is working to correct this problem. Finally, the Web4U Finance Budget Queries do not operate based on the selection of one fund. Instead, they need an additional FOAPAL parameter, namely an Organization.

Web4U Finance should be viewed as another "tool" in your accounting toolbox. As most gardeners would agree, the proper tools can make a world of difference.

☞ For a **Web4U Finance Guide**, go to the Business Services web, select Help Desk, and scroll down to References and Resources #9: ***Web4U Finance Guide***.

Travel Desk

Karen is back!

Karen Amarando

Karen Amarando has agreed to work temporarily on the Travel Desk starting March 30th. Karen will be with us until the search and hiring process is complete and we have a permanent staff person to fill the Travel Desk position. Let us welcome Karen back and let her know how much we appreciate her willingness to help during this transition. Karen may be reached at X/3341. **Welcome back, Karen!**

FBBS02 is New *and* Improved!

> **Next to my box of *Tide*, I really depend on my Budget Status Summary Report!**

Don't we all? FBBS02 is the most popular Banner report in Job Submission. It's a workhorse. However, for the longest time, FBBS02 had a quirk — you could not run the report just based on Organization. If you left the fund specification blank, then FBBS02 printed every fund on campus. Well, Boys and Girls, we are happy to "report" (get it?) that FBBS02 now runs for a single Org code, without a fund specified. That's right! FBBS02 will run for a single PROGRAM , too, without a fund code! So try it and you will be as Happy as the Tide Lady! Well, almost…

Questions and Answers

Question: When are Journal Vouchers (JVs) due to Accounting Services?

Answer: Correctly prepared and documented JVs submitted by the 22nd of each month are processed with the current month's input. Accounting Services continues to process JVs received after the 22nd on a "Time Available" basis.

**Question**: How can I get FBBS02 to download the uncommitted fund balances?

Answer: Type "Y" in Summary Totals. Then select Y for Download File Y/N and input a download file name. When FBBS02 downloads in Summary mode, it includes beginning and ending uncommitted fund balances.

Question: I am wondering why when I run the new and improved FBBS02 for Organization codes 2900 and 2125, I get no activity, while when I run it for 2100, 2170, 2150, I get just what I am looking for. I am thinking that it has to do with the "N" in the entry column on FWRCLST, which may mean that the Organization code is not for data entry, but is it possible to get a report for that level?

Answer: You are correct. "N" means no data entry so you will not find any activity or transactions within those Organizations marked with an "N." They are called "roll up" codes. To answer your second question, if you want to find out all the activity within those Organizations under a "roll up" code, then go to line D0 in FBBS02, which is the Organization Specification line, and select "C" (Top Level Code). Then in line D2 (Organization) enter that code for the roll up Organization.

Question: Can you provide some guidance on transferring between different funds?

Answer: Go to the Business Services website, and select **Accounting Services**. Next select **Acct Codes & Transfers**. Finally, under Accounting Procedures, choose Accounting Transfers. This guide will assist you.
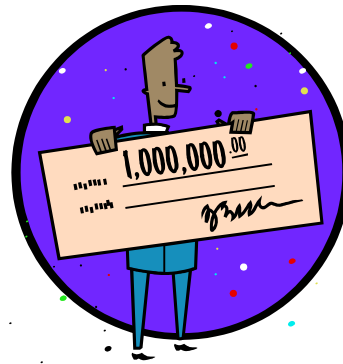
$1 MILLION and Counting ! ! !

We have recently surpassed $1,000,000 in P-Card transactions so far in this fiscal year. This accounts for over 8000 transactions just since July 1st. At this point, we have 200 active cards in use throughout campus.

Since the inception of the P-Card program about 3½ years ago, we have logged over 26,000 transactions totaling approximately $3.9 million. That's 26,000 Purchase Forms and Reimbursements that you didn't have to fill out! Thank you to all of the current cardholders and approvers for making the P-Card program a huge success and improving the overall efficiency on campus.

DO NOT BE LEFT OUT… APPLY FOR YOUR P-CARD TODAY! For more information about the P-Card program, or to take the online training and start the application process, just go to the Purchasing Card website: **http://www.acadweb.wwu.edu/BFA/BusinessServices/PCard/** or call Debby Short in the P-Card office at X/3186. 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.

"I'm very proud of my gold pocket watch.
My grandfather, on his deathbed,
sold me this watch."
— Woody Allen