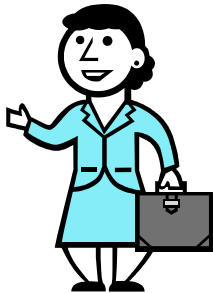


A Publication of Accounting Services, Business and Financial Affairs

Volume 14, Issue 9

SEPTEMBER 2005

Hello, Becky!



Business Services is pleased to welcome Rebecca Fitzpatrick as our new Fiscal Technician II in Accounts Payable (A/P). Becky's hiring will bring our A/P team back to full staffing following the departure of Brenda Campbell during the last fiscal year.

Becky possesses over twenty years of office experience and, as an added bonus; she previously worked in a **Banner** accounting environment at the University of Alaska. Becky's winning personality and strong customer service experience will soundly complement the rest of the A/P work group.

Incidentally, Becky's career follows a very interesting path. Becky worked in Las Vegas and then moved to Alaska where she joined the business office at the University of Alaska Southeast in Juneau. So it can be said that Becky's wide range of experience stretches from "gamblers to grizzlies." ☺

Becky will report to Donna Foley, Accounts Payable Supervisor, and you can reach Becky at X/2220. So why not stop by Becky's desk at 32nd Street or else give her a ring and a big Western Welcome!

Reorganization of the A/P Department:

Each Fiscal Tech will be responsible for processing all different types of documents within their Alpha listed below:

Vendor Name Begins With	Fiscal Technician	Phone
A-F also Work Study & PWCC Invoices	<i>Van Ho</i>	X/6847
G-L also Group Honorariums/Stipends, General Refunds, PCard	<i>Ellen Yang</i>	X/6868
M-R also Foreign Drafts, Travel Advances	<i>Becky Fitzpatrick</i>	X/2220
S-Z also Foreign Vendor Creates, Banner Duplicate IDs	<i>Gretchen Kulpa</i>	X/3492

Techs will also be responsible for contacting departments and resolving problem invoices per assigned Alpha vendor.

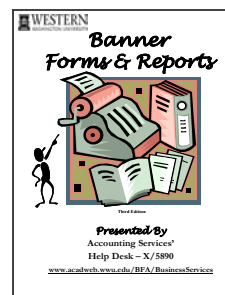
PCARD DISPUTE PROCESS

Before clicking the Dispute button on PaymentNet, please call the PCard Help Desk (X/2080) or Hal Verrell (X/3127) to discuss the situation.

Every effort should be made to contact the vendor first and work out a resolution prior to initiating the Dispute process. Clicking the Dispute button does not just delay payment to a merchant; it starts a formal investigation of the transaction by the bank. A high volume of disputed transactions can affect the credit rating of the merchant. Most legitimate vendors are very cooperative in working out problems directly with the cardholder. It is in their best interest to avoid a disputed transaction.

If you think that a transaction is fraudulent, or that your card security has been breached, contact the PCard Help Desk (X/2080) or the Purchasing main line (X/3340) immediately. Lost or stolen cards should be reported to the bank immediately at 1-800-VISA-911.

SURVEY



We are looking for input from the campus regarding the 2006 **Banner Forms & Reports Guide** (4th Edition in progress). Is there anything special you would like to see in the new edition? It will feature "how to" instructions on **Banner 7.0** Forms and Reports, just like the

previous Banner 6.0 version. We hope to have the new version available on our website, and searchable. If you have any suggestions for the new **Guide**, please email george.edward@wvu.edu. Thank you!

Topics This Issue

1. *Welcome, Becky!*
1. *Accounts Payable Reorganization of Functions*
1. *PCard Dispute Process*
2. *Questions and Answers*
2. *FY '06 Month End Closing Schedule*
2. *Attention PCard Users*



Questions and Answers

Question: How can I get a list of all the Banner Finance Job Submission reports?

Answer: Two ways: (1) go to the Business Services Help Desk website and under References & Resources, select #11 or (2) if you go to GJAJOB in Banner, and enter F% and then hit F8, you should get a complete list of all the Finance Job Submission Reports, with the exception of the local control reports that begin with W. For those reports, you need to enter W% and then hit F8. You can use this system to find other Banner module reports, like Accounts Receivable (Enter T%), Student (Enter S%), Financial Aid (Enter R%) or Human Resources (Enter N% and P%). Please Note: You may not have distributed access to all of the reports that are listed.

Question: Can we look up a Central Stores' invoice in Banner? It is number U0024795.

Answer: Yes, Central Stores' invoices are called **Issues**. Go to FOIDOC, and type in ISS into the Doc Type box. Then type in U0024795 in the Doc Code box. Hit Next Block or Ctrl-PgDn and U0024795 appears under Issues. Drill down for more info like an ordinary invoice.

Question: Do all of the University's funds "carry forward" aka "uncommitted fund balance" roll from one Fiscal Year to another?

Answer: Probably 95% of the funds will roll into the new year. The funds that do not roll are related to the Capital Budget, Payroll (Fund 10200), and salary and retention. For a complete explanation, you might want to contact the University Planning and Budgeting Office.

Question: The Data Extract in Banner is a great feature. Where can I learn more about it?

Answer: We discussed Data Extract in the Footnotes' *Questions & Answers* in October 2004. Here is the link: www.acadweb.wvu.edu/BFA/BusinessServices/04foot_10Oct.pdf

Question: What is the combination of keystrokes for a Banner Rollback?

Answer: Shift-F7 will generally clear the information block (bottom half) in a Banner form. Then Shift-F5 will clear the key block (top half). For more Banner keystrokes, go to Business Services, click on Help Desk, and select #4: **Banner 6.0 Banner Function Keys List**.



FY 2006 MONTH END CLOSING SCHEDULE

<i>Month & Year</i>	<i>Final Date to Submit Uploads and Interfaces to Accounting</i>	<i>Tentative Month End Closing Date</i>
July 2005	August 3rd	August 5th
August 2005	September 2nd	September 7th
September 2005	October 4th	October 6th
October 2005	November 2nd	November 4th
November 2005	December 2nd	December 6th
December 2005	January 4th	January 6th
January 2006	February 2nd	February 6th
February 2006	March 2nd	March 6th
March 2006	April 4th	April 6th
April 2006	May 2nd	May 4th
May 2006	June 2nd	June 6th
June 2006	July 5th*	July 6th*
*Tentative date – subject to change Journal Vouchers are due on the 22 nd of each month.		



Thank You

Thank you all for your prayers, shared leave and warm words of support during my medical leave. It has helped more than you can know. I very much appreciate the supportive "community" I work in at Western.

Thank you.
Dede Clark



Attention PCard Users

Not all Account Codes exist in all Charts. For example, E115 – Lab Supplies & Materials Expense – exists only in Chart 1. Banner will not accept E115 with a Foundation FAST Index or Fund. Using an invalid Account Code causes an error, which requires manual intervention to correct. Please be sure that you are using an Account Code appropriate to each Chart – Chart 1 WWU, Chart 2 Foundation, and Chart 3 Alumni. For a list of valid Account Codes run FWRCLST in Banner. If you have questions about Account Codes or FWRCLST, just call Sheryl in Accounting Services at X/3040.

“Politics is the gentle art of getting votes from the poor and campaign funds from the rich by promising to protect each from the other.”

— Oscar Ameringer (1870-1943)