FINANCE FOOTNOTES
www.acadweb.wwu.edu/BFA/BusinessServices

A Publication of Accounting Services, Business and Financial Affairs
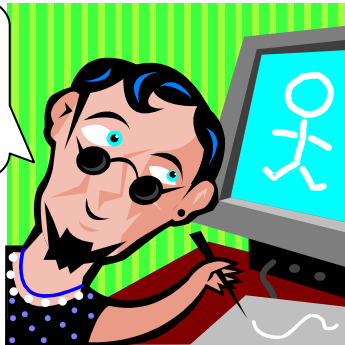
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LAY IT ON ME, MAN… EVEN *REAL GONE CATS* GROOVE ON BANNER 7.0+

Banner 7+ is *outta sight*, Daddy-O !

It is hip to use Banner 7.+, even if you are a world renowned Artist like this real gone Cat. (I think his stick figures are Righteous, man).

A cool cat!

The biggest changes are in the "look and feel" of Banner 7+, in particular larger screens. To accommodate these larger screens, SCT recommends you have your screen resolution set to 1024 x 768 (or higher). This may be a finer resolution than you are currently using. Some "Squares" are still using 800 x 600, which is a real Bummer, man! However, if you do not have at least 1024 x 768, your monitor probably will not be able to display the entire Banner window, causing you to have scroll bars at both the sides and bottoms of your Banner screens. But just like your favorite Puka shell necklace, you can adjust your resolution, you dig?

To check your screen resolution:
● Click on the Start button (located in the left-hand corner of your Windows task bar).
● Go to Settings, Control Panel.
● Click on the Display icon. Awesome!
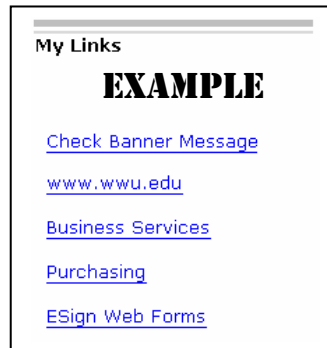● When the dialog opens, click on the Settings tab.

The screen resolution is in the bottom left-hand corner. If this says "1024 by 768" (or higher, e.g. 1152 by 864), your setting is Groovy, no changes are required. But if you see "800 by 600," you will need to change this Gnarly resolution. To change your resolution, move the slider until it reads "1024 by 768," then click on the Apply button. Cool!

Happy Valentines Day!

Customize Your Links

Banner 7's main screen allows you to customize your favorite links. Let us assume that you would love these

My Links
EXAMPLE
Check Banner Message
www.wwu.edu
Business Services
Purchasing
ESign Web Forms

links to relate to your campus department, or your favorite website, or even the ESign Forms page. It is easy to customize! Just go to the Toolbar, and Click on File. Then Click on Preferences. Select the Tab that says My Links. Once you go to the My Links page, you must remember that each link has two sections, spanning six

Two Sections:

Description:
Default Value:
User Value:

Description:
Default Value:
User Value: ←

lines with two sets of left hand, identical labels. The first three lines relate to the appearance of the link, and the second three lines contain the values. So for example, in order to designate one link as Business Services, you type in "Business Services" as the User Value in the last line of the top section (circled), and then enter the URL (including the http://) in the second User Value line (with the arrow).

It sounds more complicated than it is, honest! ☺

BUSINESS & FINANCIAL AFFAIRS POLICIES AND PROCEDURES

A site has been created to provide a central location to publish the approved policies and procedures for the Business and Financial Affairs group. As policies are approved, they will be posted to this page:

www.acadweb.wwu.edu/BFA/BusinessServices/ bfa_PoliciesMain.shtml

Topics This Issue

1. *Right On, Banner 7+ !*
1. *Customize Your Links*
1. *BFA Policies and Procedures*
2. *Questions and Answers*
2. *Document Contact Reference List*

Questions and Answers

Question: What is the difference between **E111** (Supplies and Materials Expense) and **E114** (Office Supplies and Materials Expense)? Please do not say **E003**…
— *Submitted by Dan Lindeman*

Answer: Rats! You stole my line, Dan! The two codes are utilized by campus in much the same manner in Chart 1. Here are their formal definitions:

E111 – Supplies & Materials Expense
The amounts expended for all materials and supplies whether acquired by formal contract or an open account, which are (a) ordinarily consumed or expended within one year after being put into service, (b) converted in the process of construction or manufacture, or (c) used to form a minor part of equipment or fixed property. In general, small purchase items from Corporate Express, the Bookstore, or miscellaneous noncapitalized items.

E114 – Office Supplies & Materials Expense
Paper, staplers, diskettes, pens and pencils, and the like. Excluding equipment.

In truth, it is a matter of departmental preference, and even personal choice. Some departments prefer E114 for all of their supplies, while other departments use E111 for all supplies. Some departments like to "split out" their paper supplies and elect to do so using E114. Frankly, there are many right answers. And you are right, Dan, "E003" is definitely not one of them! ☺

However, as a practical matter, if you look up E111 and E114 in Chart 1, the items purchased and the vendors used (Corporate Express, Hardware Sales, Office Max, etc.) are almost identical.

"You know you're getting old when you get that one candle on the cake.
It's like, 'See if you can blow this out.' "
— *Jerry Seinfeld*

DOCUMENT CONTACT REFERENCE LIST

For the latest List:
www.acadweb.wwu.edu/BFA/BusinessServices/HelpDesk.htm

Listed below are document reference numbers, which may appear on your transaction detail report under "Document Number." These references refer to accounting documents processed by Accounting Services, or to documents processed by other departments using sub-systems which are not directly related to Banner Finance. Sub-system and recharge documentation is not retained by Accounting Services. For detailed information regarding these transactions, please contact the person referenced on the following list.

Document Ref Number	Transaction Type	Contact	Ext.	MS
✳xxxxxxx	Encumbrances	Ryan Clough	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	Budget JV	Tina Robinson	2112	9014
BDRxxxxx	Budget Recapture	Tina Robinson	2112	9014
BFRxxxxx	Bureau Fac Research	Rose-Mary Barstad	5313	9038
BKSxxxxx	Bookstore	Mike Ulrich	5602	9104
BUDxxxxx	Budget Interface	Tina Robinson	2112	9014
Cxxxxxxx	Central Stores	Jack Herring	3546	9116
CMGxxxxx	Cash Management	Gary Buma	3720	9013
COPxxxxx	Copy Duplicating	Li Chang	7315	9117
CSTxxxxx	Central Stores	Jack Herring	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	Kelley Flaherty	6835	9195
Kxxxxxxx	A/R, Student Accts	Joanna Williams	3773	9022
Kxxxxxxx	Cash Receipts*	Scott Moses	2921	9023
LKSxxxxx	Lock Shop	Kevin Conforti	3687	9130
MOVxxxxx	Transport Services	Jack Herring	3546	9116
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	Steve Ludemann	7502	9121
PRTxxxxx	Print Plant	Linda Stenberg	2835	9117
Sxxxxxxx	Student Accounts	Joanna Williams	3773	9022
SEVxxxxx	Special Events	John Dlouhy	3629	9041
SFSxxxxx	Student Accounts	Joanna Williams	3773	9022
SPUxxxxx	Student Publications	Alethea Macomber	3171	9100
SWSxxxxx	Software Licenses	Jim Ullin	3159	9097
TELxxxxx	Telecommunications	Valerie Klein	3344	1450
TLHxxxxx	Telecom Univ Res Chg	Valerie Klein	3344	1450
TNGxxxxx	Training & Develop	Vic Kiel	4998	5221
TRVxxxxx	Travel Expense	Debbi Baughn	3341	1420
Uxxxxxxx	Central Stores	Jack Herring	3546	9116
VUUxxxxx	Associated Students	Raquel Vigil	6132	9106
WCExxxxx	Woodring College	Sandy Keathley	7506	9088
	* Kxxxxxxx with a Doc Reference Number			

For other questions on whom to call or help with Finance Reports, contact George Edward at the Business Services Help Desk X5890. For Human Resources questions, please contact the HR Hotline at X6543.