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

A Publication of Accounting Services, Business and Financial Affairs

Volume 15, Issue 3   **MARCH 2006**

Travel Training!

We will offer a two hour, Travel Training Class on **March 22nd** from 10:00 am to Noon at 32nd Street Bldg. A (Room 130A). If you would like to attend this class, please email Debbi Baughn at **debbi.baughn@wwu.edu**. If you have any questions, please call Debbi at the Travel Desk X/3341. Thank you!

8.4% Sales Tax

Effective April 1st, the Whatcom County sales and use tax rate increases to **8.4%**. The tax is applied based on the date of receipt of goods, not the placement of the Purchase Order, so we will need to apply that rate to Purchase Orders we place toward the end of March when we anticipate that goods will not be received until April. If you have any questions, please call Purchasing at X/3340.

TWRKDOC

Here's some useless trivia: a pregnant goldfish is called either a twirp or a twerp. Would we make this up? ☺ The first time I saw the title of this Accounts Receivable report, I thought it looked a little fishy, if you know what I mean. But it isn't fishy at all. In fact, the creation of TWRKDOC came as a request from Student Fiscal Services, in response to requests by WWU departments to provide the student detail for the K documents reflected on the General Ledger. When student transactions are fed to Finance each evening via TGRFEED, they are fed as a sum amount and therefore the transaction detail is totally lost. Yes, just like Nemo the little clownfish…

Many departments regularly call the Help Desk to ask for greater detail on K Batch transactions. Now we have an answer to their prayers! Ta da! TWRKDOC queries the TBRACCD table by K document code and lists the student transactions in detail, alphabetically, by last name. TWRKDOC gives you these **Report Data Fields**:

Fund Code: department that's running the report
Account Code: type of account department is querying
Student ID: WWU generated
Name: Last, First Middle
Transaction Date: is usually the same date as the feed dates as transaction are feed nightly
Detail Code: four character alpha numeric code which carries the accounting string
Description: pulled form TBRACCD so it picks up any changes / adjustments in the description
Payment Comment: holds Invoice numbers and any comments regarding credit memos (or Nemos ☺)
Doc Code: K batch for which the detail was required
Amount: original amount billed or adjusted

Report Parameters:

01: Chart of Accounts = 1 (usually)
02: Fund Code = five digit code associated with your department
03: Account Code = four character alpha/numeric code for the type of account to query

not TWRKDOC

04: Detail Code = % or a specific code
05: Start Date = leave blank when running with a document code, if you want to run for a period of time, use "dd-mmm-yyyy" date format
06: End Date = same as above
07: Document Code = K document number found on the GL or leave blank if running for a period of time
08: Accounting Line A or Accounting Line B (departments use line B for revenue)

If you want to run TWRKDOC, you will need to fill out an ESign Banner Accounts Receivable Access form. For more information, email **Leslie.Pinkston@wwu.edu**.

Questions and Answers

Question: I downloaded a Funds by fund type report using FWRCLST and it does not appear in the download ("down") directory. What happened to my report?

Answer: Look in the Job Submission ("Jobsubmt") directory. Some download reports go to this directory. I always check the "down" directory first, and if my report isn't in there, I next check the job submission directory. (Just like a bedroom drawer chest, if your socks are not in the top drawer, check the next drawer). ☺

Question: I have a question on the way the cursor pops into Line A1 under Parameter Values in FBBS02 on the job submission report screen. Of course, I inevitably type in my report parameter thereby overriding the line number. Sometimes I can't remember exactly what the number was, and so I am stuck. This must be something others have brought up as an issue. Is there any way to freeze the numbers?

Answer: Good question. I totally agree with you. I have always felt that the cursor should not default to a block in the Job Submission form where no input is allowed, and none tolerated by the program. I refer to this situation as **The Phantom of the Opera** problem. Do you remember in the Phantom of the Opera, when Christine touches the Phantom's mask, and he recoils in horror and screams? That is just what Banner does when you change the A1 Line Number in FBBS02. It recoils in horror **just like** the Phantom! Although in my extensive research, I have discovered that Banner doesn't sing as well. We have submitted an RPE (Request for Product Enhancement) to SCT in order to remedy this problem. We don't know what the chances are that SCT will fix the problem, but at least we are alerting them to The Phantom of the Opera's "very touchy" mask... ☺

Question: What if I just want to see the description of a Fast index and what a particular FAST index stands for, in terms of its charts-of-accounts codes, but I don't want to run a long report… O.K.?

Answer: FTMACCI will give you the individual information for one Fast Index code. When you go into FTMACCI, hit F7 and then plug in the Chart of Account number and Fast Index. Then hit F8.

"I think men who have a pierced ear are better prepared for marriage. They've experienced pain and bought jewelry." – Rita Rudner

SOLE SOURCE
Are They Really The Only Source In the Whole World?

It's lonely at the top!

Sole source purchase requests are a very common question asked of the Buyers. What does it take to get a sole source purchase approved? First, remember that as a State institution, we are required to do our purchasing activity under fair and open competition whenever the value exceeds $3,100. Our purchases are subject to audit and we have to be able to document that we are absolutely sure of the validity of the sole source.

The BEST course of action is for us to put a competitive quote out and see who responds. If only one company responds then we have made our case. A quote does require a bit of lead time, at a minimum we need to have it open for companies to respond to for a week, longer if it is higher dollar value or complexity.

If you are still convinced sole source is the only course of action, there is a Sole Source Justification Form on the Purchasing web site. The reasonableness of a sole source purchase must be based on the requestor's investigation, evaluation, and documentation of alternate sources of supply. You need to justify and to provide complete information about why it is a sole source. The easiest case is a product covered by a patent. The most common case is compatibility with existing equipment, but you should be able to tell us about the existing equipment such as when it was purchased and what the compatibility issue is. Once in a while a special market condition, such as a demo unit being made available at a greatly reduced unit price will satisfy the sole source criteria.

Whatever your situation, please contact Purchasing for help before the need becomes critical. The Buyers deal in many of these commodities every day and know the sources and the markets. They will be happy to help you with competitive quotes or other research, and even help you complete the forms if you wish. 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.