

Marge uses our new ESign TA form to explain her unusual Log Cabin request.

Good news! There is a new look and a new addition to the Travel Authorization (TE) ESign Web Form. We have added a section to allow a traveler to obtain pre-authorization to exceed the lodging per diem. This change was made to bring WWU into compliance with state travel regulations. The State Administrative and Accounting Manual rule 10.30.20 requires a traveler to obtain authorization to exceed per diem, prior to travel. If you are interested, here is a link to the rule: <http://www.ofm.wa.gov/policy/10.30.htm#10.30.20>

Complete the “Lodging Approval” portion of the TE, by checking “yes,” “no,” or “there are no lodging costs.” If you select “yes,” then choose the rule number from the drop down menu, and type an explanation of your lodging situation. Let’s say you want to stay in a Log Cabin because as a little girl, you just loved watching “Davy Crockett, King of the Wild Frontier” on Disneyland. ***Just type that in!*** Be sure to include a Room Number so the State Auditors know where to find you when they drag you out of your office! ☺

If you exceed the lodging per diem, and had completed the “yes” portion of your TE, you will **not** need to attach an exception memo to your Travel Expense Voucher.

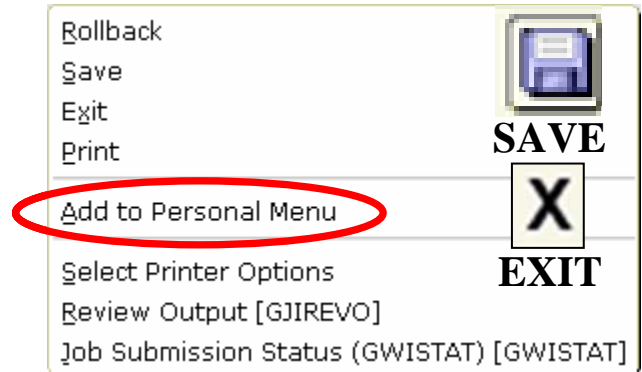
If you previously bookmarked the Travel Form, please update the link: https://west.wvu.edu/admcs/forms/Accounting/trav_form_e.asp Thank you!

Payroll Redistributions

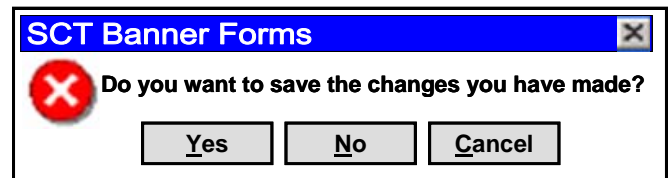
When it is necessary for a department to reallocate payroll expenses, and to change the funding account for a particular employee’s salary, a “Redistribution” form is required by the payroll department. Due to the lengthy and complex process of keying in each redistribution form, please send your redistribution form requests as **early** as possible. In addition, please forward your Encumbrance/Liquidation requests to us as soon as possible. If you have any questions, please contact Sheryl Sparling at X/3040.

A Change in your Personal Menu Navigation

GUAPMNU allows the creation of a personalized menu, which contains items (job reports and forms) the user most often accesses. For those Banner users who maintain a Personal Menu, you can add another form or report to GUAPMNU by “right clicking” on any form or report, and selecting **Add to Personal Menu**.



However, there is a slight change in navigation. After you add or remove an item from your Personal Menu, no longer do you get the “save changes” dialog box (shown here):



This dialog box will not pop up because Banner no longer asks if you want to save the changes you have made. Your option now is to click the Save button on the top left of the toolbar. If you fail to save your changes, and attempt to Exit (by hitting the Exit button at the top of the toolbar), Banner will beep at you just like an angry Road Runner! Honest!

Topics This Issue

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1. *Payroll Redistributions*
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2. *Questions and Answers*
2. *Credit Card Scam Alert*



Questions and Answers

Credit Card Scam Alert

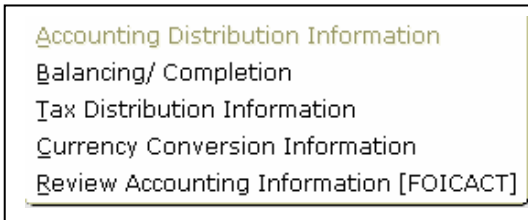
There are several fraudulent emails being circulated to campus cardholders. The most recent is very convincing and appears to be from “JPMorgan Chase & Co [service@chase.com]” and signed by a “JPMorganChase Security Advisor.” After warning you about other suspicious emails, it states that they have a new updated secure system. They also state that “due to the recent update of the servers, you are requested to please update your account info at the following link.” Later in the message they say that if you do not provide the information they have requested, “we may have to close your account temporarily.” These messages might be sent to PCard or Corporate Travel cardholders. Another variation claims to be a customer service survey and even offers to give you a \$20 credit for your participation.

Question: When I go into FOIDDOCH, and I am looking for the accounting distribution for a paid invoice, I can see there are two accounting records. However, only the first record is displayed in FAIINVE. How do I view the second record?

Answer: Go to the Toolbar and select Options (or just right click). Select the last option under the Accounting Distribution Information which is Review Accounting Information (FOICACT). The Commodities and Accounting for Review Query Form (FOICACT) will display the accounting distribution (or FOAPAL information) for a given commodity for a document.

**** DO NOT CLICK ON THE LINK & DO NOT REPLY TO THE MESSAGE ****

Our Card provider will never contact you by email and ask for any information pertaining to your account. The only emails you will receive on a regular basis are the reminders from PaymentNet that you have transactions ready to review. These will contain specific information about your PCard transactions. JPMorgan Chase, Chase Manhattan Bank, nor VISA will ever ask for information about your account via email. They already have all the information they need when they set up your account.



The fraudulent practice of sending out an email that appears to be from a legitimate source is known as “spoofing” and asking you to click on a link to provide more information is known as “phishing.” These messages can look deceptively real, sometimes even including a bank logo. Be suspicious of any email asking you to click on a link to “update” or “verify” your account information. Ask questions first, do not click on links or respond to the message in any way.

In this case, FOICACT displays the Account Data List which includes the complete FOAPAL strings for the split payment, the dollar amounts and percentage of the accounting distribution.

Account Data List						
Sequence	COA	Fiscal Year	Fund	Organization	Account	Program
1	1	06	12345	1234	E123	011ABC
2	1	06	34567	5678	E456	011DEF

Amount	Percent
5,314.64	60
3,543.09	40

A few common items in many of the Internet scams are:

- Generic greetings
- Misspelled words or incorrect grammar
- Threats to close your account
- A link to click on to “verify” or “update” your account

If you have any question about this warning or any other e-mail you receive asking for information, call the PCard Help Desk at X/2080, Debby Short at X/3186, or Hal Verrell at X/3127. Thank you.

It Happens Every Spring

“People think we make \$3 million and \$4 million a year. They don’t realize that most of us only make \$500,000.” – Pete Incaviglia,

Texas Rangers baseball player, 1990



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.