

**Howdy!**



## Welcome, Becky Kellow!

*Rebecca 'Becky' Kellow is our new Star in Student Accounts.*

Becky will be working as the new cashier supervisor (Fiscal Tech IV) in the University Cashier office. Becky is a graduate of Western Washington University with a Bachelor of Science degree in accounting.

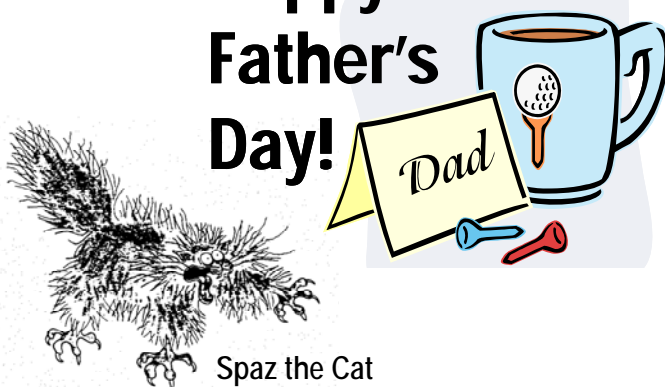
Becky comes to Western from the Washington State Department of Revenue audit division, where she served as an account auditor. She also spent several years working in the banking industry as a teller supervisor.

She will use her knowledge and experience to evaluate cash handling processes in the cashiers' office and also will assist the campus with training for cash handling.

Becky was born in sunny San Diego and lived in El Cajon, CA. Becky, her husband, Scott, two sons, Justin and Trevor, and cat, Spaz, took the Bellingham express right from *La La Land* (aka California). By the way, isn't Spaz a wonderful name for a cat? We included Spaz's photo below. Becky's hobbies are doing crosswords, math puzzles and reading. Unfortunately, all of her spare time is now spent studying for her upcoming CPA exams. ☺

Becky's phone number is X/2930. The next time you are in the cashier's office, why not give Becky a big Western welcome!?!

## Happy Father's Day!



Spaz the Cat

## "New Look" of Approval Memos

Darling, please change those **hideous** Salmon & Blue Approval Memos!



Fashion Designer

As you know, Accounts Payable is the acclaimed "fashion plate" of Western. When we decided to redesign the Approval Memo Letters, we consulted with famous designers in the houses of Armani, Giorgio, Gucci, Wal\*Mart, and Nicole Miller, just to drop a few big names.

Can you believe the famous designers hate our choice of salmon and blue colored paper? Go figure. Instead, they suggested various designer shades of white e.g. "waterfall mist" white, Navajo, and even "glacial tint" white paper. As a bold move, we selected plain "white white" paper — making the designers pink with envy!

(See *No More Salmon, No More Blues* on page two, top of column two)

## OM Fourth Floor Forms Cabinet

The paper Forms Cabinet in Old Main on the fourth floor is being eliminated. If you need any of the following paper forms, please contact Cynthia Meeks in Purchasing at X/6340:

- Journal Voucher
- Purchase Form
- Services Reimbursement Form
- Travel Expense Voucher
- Travel Authorization Form

If you cannot reach Cynthia on the phone, please leave her a voice message or email [Cynthia.Meeks@wwu.edu](mailto:Cynthia.Meeks@wwu.edu) describing the type of form, how many forms you need and your mailstop. Thank you!

### Topics This Issue

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1. The New Look of Approval Letters
1. OM Fourth Floor Forms Cabinet
2. Questions and Answers
2. Two Reminders



## Questions and Answers

**Question:** How do I look up a vendor?

**Answer:** Two forms can help you here: FTIIDEN or FOICOMP. FOICOMP is used to find the ID for a Non-Person. You will notice that FTIIDEN has a Last Name and First Name field, whereas FOICOMP only has a Name field. FOICOMP is often used for “COMPANIES.” FTIIDEN can be more helpful for searching on individuals with the same last name. However, if you carefully structure your search criteria, you can usually find the same search results using both forms. One of the greatest differences between FOICOMP and FTIIDEN is case sensitivity. FTIIDEN is case sensitive while FOICOMP is not.

So for example, let’s say you are driving to Western, and speeding down Lakeway Drive. You run over a poor squirrel. Because of your blind road rage, the injured squirrel needs prosthetic hips. A veterinarian advises you to purchase special, really tiny instruments for the surgery. Biotools is the vendor. Therefore, if you enter %BIOTOOLS% as a capitalized query in both FOICOMP and FTIIDEN, and then hit F8 to execute query, only FOICOMP will give you a “Biotools Inc” search result because it ignored the capitalization — just like you ignored the speed limit on Lakeway Drive... ☺

**Question:** How can I tell the status of my Travel Authorization form?

**Answer:** The Travel Authorization is an ESign form. First, you must navigate to the ADMCS ESign forms page ([west.wvu.edu/admcs/forms/](http://west.wvu.edu/admcs/forms/)) and click on the Web Form Finder (under Tools). With the Web Form Finder, you can look up the status of any ESign web form, including the Travel Authorization Form. If this sounds too complicated, just call the Travel Desk at X/3341 and ask Debbi!



*“Why not a woman President?  
Foreign relationships would be so much better  
because a woman President would keep  
calling back saying ‘We need to talk.’ ”*  
— Ellen DeGeneres

## No More Salmon, No More Blues

Therefore, it’s not the fish or the music form that is going away; it is just the classic Accounts Payable Approval and Payment Notification Form (aka those darn Approval Memos) that you’ll be seeing in a plain “white white” and more user friendly format! Using input received from the campus community, Giorgio, Gucci, etc., the Approval Memo has been redesigned to include more information:

(1) Fast Index shows if one was used on the original request, (2) shows the email address of the person who prepared the Purchase Form, (3) tax is separated out instead of being included in the total amount, and (4) everything you need to see or respond to is on one side of the page.

Because the form is generated through software called Evisions FormFusion that prints the entire form (instead of using a preprinted form), the biggest change you will see is that the form will no longer be printed on the salmon or blue colored paper. The Forms now will be on **White<sup>2</sup>** paper (but not “waterfall mist” white), with *watermarks* to make the distinction of each type of form:


The watermark for the previous Blue Form will say (**Payment Notification - No response necessary unless payment is not approved**). The watermark for the previous Salmon form will say (**Requires Approval - Please respond within 3 days**).

We hope you find these changes helpful in keeping track of all your expenditures in a timely and efficient way. If you have any complaints, please send them to Armani. ☺

In the future we plan to begin imaging the invoices which will enable us to send you the approval memo and the invoice by email. Thank you!



• A reminder that we are creating a new series of expense account codes starting with “J” that will be used only for purchasing goods from other departments within the university (see last month’s *Footnotes* for full article). We plan to have this change in effect July 1<sup>st</sup> so that it will be the standard for all of Fiscal Year ‘07. If you have any questions about it or need help implementing the change, please contact Diane Fuller at X/4002.

 In addition, please remember that fiscal year end is coming and all invoices relating to FY '06 purchases with goods received by June 30th, must be forwarded to Accounts Payable by July 7th for recording in the proper year. **So please keep an “Eye Out” for FY '06 invoices and return to Accounts Payable along with the approval letters as soon as possible.** Thank you!