FINANCE FOOTNOTES

www.acadweb.wwu.edu/BFA/BusinessServices

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How to Look Up a PCard Transaction and Save Lives in the Process

Let's say you are the Manager of a Department, and you've got problems. Your first problem is that you have four Golf Carts and most of your employees cannot drive a golf cart to save their own lives. A fire hydrant was a recent casualty.

So you order an Electric Vehicle Driver Training Video, which shows the best way to drive a golf cart, that is, alert and sober. The video lists a number of helpful hints like do not attempt to drive while using a cell phone or text messaging, or eating a Wendy's Big Bacon Classic. In addition, the video points out that golf carts are meant to be driven on pavement, and not through the Arboretum or the Fisher fountain in Red Square. The video is really good stuff!

You find the video at **www.wumbus.com**. Using your PCard, you order a copy. Including tax it costs $409.95. WUMBUS — Yes, the company *does* exist and it *does* make training videos for golf carts — ships the video. Your Banner FBTD02 transaction detail report shows the transaction as 04252006 WUMBUS CORPORATION. The document reference number is 40595. 04252006 is the purchase date. You are ecstatic and you want to print a report to show everybody in your department the wonderful purchase of the "life saving" video. But how do you print this report? First, you go to the PaymentNet website. After logging in, just click on PaymentNet in the upper left hand corner. Next, in the Menu box, click the drop-down list and choose All Reporting. Select the **Transaction** category, then scroll down to the Transaction Detail with Notes & Account Codes (next to Custom Report). Click once on the report title. You should see a page with three boxes. To look for a specific transaction ID number choose the following criteria: [Box 1] **TransID** [Box 2] **is equal to** [Box 3] **40595**. Click the Process Criteria button in upper left corner. Click Proceed with Report. Click the top green arrow next to the Adobe .pdf format. Click the Refresh button. (Keep clicking

Refresh until your report shows up on the list, this may take just a few seconds or several minutes). Place your mouse pointer on the report file name and click once. This will give you a summary of the transaction. (Note: The report is displayed in Adobe Reader, if you do not have Adobe Reader, you must download it first).

To Print this report, click the printer icon right underneath the JPMorganChase logo. If you have trouble accessing this report, please call Debby Short at X/3186. Isn't this a cool report? Now stop patting yourself on the back and go get your golf cart out of Fisher Fountain! ☺

Web Form Numbers
The Key to Quick Reimbursements

When submitting Department Orders, Check Requests, or Reimbursements for processing, please reference any web forms you've completed. By providing the web form number, the Purchasing Department, Contract Admin, and Travel Desk can print the web form and attach it as back-up for audits. This will save time for us and you.

Some examples of when to provide web form numbers:

● Check Requests/Department Orders for catering/food orders should reference a Coffee & Light Refreshments/ Meals with Meeting Form number or an Event Form number.

● Check Requests for registrations should reference a Travel Authorization Form number for the registrant.

● Reimbursements for interviewee meals should reference the interviewee's Travel Authorization form number.

● Check Requests/Department Orders for hotels should reference the Travel Authorization form number for the person staying in the hotel.

● Check Requests/Department Orders for conference rooms and associated conference/convention fees should reference an Event Form number.

Please visit the various web forms for instructions on the appropriate use. Thank you!

Questions and Answers

Question: We are getting a new Department Chair, and he needs to terminate some of our inactive funds. How do we do that?

Answer: To change or terminate a fund code, go to the Business Services website, or the ADMCS' ESign forms website, and select the Fund Code Maintenance Form. Just follow the instructions on the form.

Question: Which report can I run to see the open reservations for a particular fund?

Answer: The Commitment Register, FBEN02, should fill the bill.

Question: Where can I get archived copies of the *Finance Footnotes*?

Answer: Hi, Mom, how nice of you to call! ☺ Seriously, archived copies of the *Finance Footnotes* are available at **www.acadweb.wwu.edu/BFA/BusinessServices/ FinanceFootnotes.htm** The archived copies date back to January 2000.

New Policies

Fiscal Services and Business Support is in the process of developing policies covering the areas of financial reliability and compliance, purchasing and payment processing, and fixed assets and inventory. During development of the cash handling policies last summer, we found the input from the campus community very valuable. The feedback we received resulted in more accurate and understandable policies. You may be asked in the next couple of months to participate in review meetings or otherwise offer your comments on the new policy drafts. We encourage you to take some time to assist in the review process so that we have policies that are useful in delineating roles and responsibilities. If you have any specific questions about the policies currently in development, please call Teresa Mroczkiewicz at X/2508.

Note on Fund Type 11 & 14 JVs

Just a reminder that JVs and uploads to fund types 11 and 14 cannot be keyed after July 20th. If you need to process any activity to these fund types after this date, please contact Ryan at X/3675 or Shonda at X/3564.

"Why don't they make the whole plane out of that black box stuff."
— **Steven Wright**

OFFICE DEPOT REPLACES CORP EXPRESS

The Office of State Procurement has recently completed a major competitive bidding effort on office supplies using principles of the SmartBuy initiative. The result of this effort has been to award the new contract to Office Depot. We have reviewed the features of the program and believe it offers great value and savings to users at WWU. We are targeting to bring this program online shortly. Corporate Express ordering will continue to be available for a limited time after this.

Purchasing and Central Stores are working to make the transition as easy as possible. A variety of training options and supporting materials will be available in July, August and September, followed by a vendor showcase in October. Besides their lower pricing, Office Depot is offering discounts of 1%-2% on higher value orders which can include printer cartridges. Central Stores will continue the same delivery service levels and work closely with Office Depot to address any day-to-day issues.

☠ RESTRICTED ITEMS ☠

Purchasing would like to remind all faculty and staff that purchases for certain goods or services are restricted even if they do not exceed the $1,000 limit. You can find the complete list of restricted items on the back of the Purchase Form, and it is also available on the Purchasing web site: **www.wwu.edu/depts/purchasing/**

Especially important to note is when the need is for a service that is available from other University resources we cannot pay an outside supplier to do this work. The University has made an investment in making resources available and it is important for campus users to support these operations. Here is a recap of services available with the University:

Facility Maintenance and Repair: For any type of repair, improvements or remodeling work, contact the Work Control Center at X/3420.

Print and Copy Services: All printing or copying should be sent to Publishing Services, at X/3914. Copy machine placements are handled by Copier Support Services, X/3545.

Telecommunications: For all campus telephone, cell phone and PDA-type services & equipment, call X/3600.

Vehicles: The Motor Pool has vehicles available for short-term use or they can help you arrange a purchase or lease of a car, van or truck, call X/3413.

Transport Services: Need to move some furniture or your entire department? Please call X/3546.

Purchasing will be unable to process Purchase Forms or Reimbursement Forms for expenditures for any of the above services. Using fund sources other than State funds does not affect these limitations, nor does a non-cash exchange of services. Thank you!