

Double Issue!

# The Score

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The monthly review of the Oberlin Project for Unified Systems for the staff and faculty of Oberlin College

special report: finance goes live

## Finance goes live on BANNER

On July 1, 1998, the BANNER Finance module officially went live in the Controller's Office, the Office of Purchasing and Auxiliary Services, and a number of other offices around campus that handle financial transactions.

"We're moving ahead," says Pearl Lin, Assistant Controller and team leader for the Finance module. "It's going slowly, it's sometimes frustrating, the staff is still getting used to the changes, but we're moving ahead. Tell everyone not to worry, the check's in the mail!" she adds, laughing.

### charting the waters

Finance is the second BANNER module to go live at Oberlin, following HR and Payroll in January, and the two implementations are very similar in some ways and very different in others. Obviously, HR/Payroll and Finance are both involved in financial transactions, and this meant a good deal of cooperation between the two teams

as the Finance module got closer to production cutover. The main issue here was the updating of the Chart of Accounts, the huge set of data that provides the backbone of every financial transaction that takes place at the institution. As Finance got closer and closer to being live, the Chart was often revised and refined, and this meant updating on the HR/Payroll side as well as the Finance side.

The main difference between the two modules, however, is the extent to which individuals and offices outside the core implementation team were and are affected by the move to BANNER. When HR/Payroll went live on BANNER, the core team had to adjust to a huge change in the way their work was done, but the rest of the campus saw only moderate change. Our paychecks and timecards looked a little different, and staff who supervise students had some new procedures to follow, but other than that, most staff around campus didn't see a discernable change in their day-to-day work.

With the Finance module, however,

discernable change is everywhere. There are new account numbers (called FOAPs), new purchasing and requisitioning procedures, new forms for payments and invoices, the potential for online requisitioning...and there may be more to come. With the production cutover of Finance, there's hardly anyone on campus that won't be touched by BANNER, and as Director of Purchasing Gary Koepp observes, all the change is going to take some getting used to. "By far, the most challenging thing about this whole project," Koepp says, "has been trying to explain to offices and departments that there are now changes in how we do business at Oberlin."

### all hail the FOAP!

Everyone on the Finance team agrees that the hardest part of rolling out the changes brought on by BANNER is getting the campus used

*continued on page 3...*

special report: FAMIS

## FAMIS live on work orders: inventory to come in 1999

The BANNER Finance team wasn't the only one with July 1 jitters: July 1 was also the cutover date for the first module of the new FAMIS system in the Service Building. The now-live module, which handles the work order system, will help the Physical Plant staff generate, process, and track the service requests and work orders for the maintenance of College buildings and offices.

The major goal for this phase of the FAMIS implementation was to successfully transfer the old

work order system into the new database, so that service requests could be entered in and work orders generated out of FAMIS. According to FAMIS team leader Dan Cunningham, this part of the project was indeed successful: "The transition went smoothly, and we're adapting quite well to the new system," says Cunningham. He points out, however, that the transition was not

*continued on page 2...*

### in this issue

- 1 finance live & famis live
- 2 opus notes
- 4 opus focus: BANNER 3.0
- 7 profile: financial aid
- 8 calendar of events

## ...special report: FAMIS

...continued from page 1

without some bumps and bruises: "In order to be able to make the changeover from the old program, we had to minimally duplicate that system in FAMIS," he notes. "Now, we're developing the new FAMIS procedures and further training as we 'grow up' with the new work order system."

### FAMIS grows up

That "growing up" process takes some time, and also requires a good deal of input from lots of different campus factions with different needs. For example, one of the problems that came up during the testing process was the fact that the work order ticket generated by the FAMIS system was, in a word, ugly. The type was tiny, the font was almost unreadable, and the account number to which the materials would be charged didn't show up on the work order.

Work is currently underway to improve the appearance of the work order ticket, since

that document is what the trades workers (which include the electricians, HVAC technicians, carpenters, plumbers, painters,

*The Inventory module of FAMIS will interface directly with the Finance module in BANNER. When a trades worker requisitions materials for a job, that requisition is created in FAMIS and passed over to BANNER Finance, where the PO can then be generated.*

maintenance techs, CHP operators, roofers, locksmiths, and transportation and service pool) rely on to organize their daily work. In the meantime, the Physical Plant staff is

getting used to the new work order system—especially Rose Marie Ferenec, the Departmental Assistant who enters work orders into the system—and the FAMIS team is looking ahead to the next phase of the migration.

"The "live" for FAMIS on July 1 was a fairly quiet event," observes Monica Wachter, OPUS Project Manager, "since it affected only the data entry and printing of work orders." Wachter notes that in the next year, several additional parts of FAMIS will go online which will increase the functionality of the system.

The three modules of FAMIS that were purchased for implementation include the Maintenance module, the Inventory Control module, and the

Space Management module (the work order system that went live in July is one part of the

continued on page 6...

## opus notes

### A new face in Financial Aid

Karen Kuzman has joined the Office of Financial Aid as an Assistant Director in a two-year term position created to support the office's BANNER implementation. Kuzman will pick up some of the duties of Brian Lindeman, Associate Director of Financial Aid, who is the team leader and will be spending the majority of his time over the next two years focusing on BANNER (for more on the Financial Aid implementation, see page 7).

So far, Kuzman is finding the job to her liking: "The people here are fabulous," she says. "I really feel like part of a team. I'm looking forward to meeting with parents and students as well, since our job is really about reducing the stress and confusion commonly felt while applying for aid." ■

### FOCUS training a success

Training on FOCUS, one of the tools that will eventually generate reports out of BANNER, was held on August 10-13.

Attended by members of several offices across campus, the training was meant to introduce users who will have extensive reporting responsibilities to the program and allow for some front-end report development.

FOCUS has the capability to run on different platforms and interface with Oracle, the database upon which BANNER is built. Users will be able to extract reports from BANNER by identifying in FOCUS the data elements that they need to see. Marcia Miller, Accounting Manager in the Controller's Office, attended the training and was very pleased with the FOCUS tool. "I was a little lost at the end in the technical side of things, but overall I think FOCUS will be extremely helpful," Miller commented. "It's a powerful tool, and the training was extensive enough to show me how to start building a report that will be useful to me in the future." ■

### Archiving electronic information

On Friday, September 25, a workshop will be held in Mudd 420 to discuss a wide range of issues regarding the administration and

archiving of electronic records. Co-sponsored by the Department of Archives and the Department of Human Resources, the workshop's goal is to identify the responsibilities and challenges that come with managing electronic data, and may help begin the process of developing institutional guidelines that relate to electronic archiving.

According to Roland Baumann, College Archivist, individuals who are responsible for creating, maintaining, preserving, and servicing permanently valuable electronic College records will benefit from the workshop. The tentative agenda for the workshop includes a presentation by the College's attorney, Michael Frantz, on "Protecting the College's Interest," a talk on "The Hows and Whys of Administering Electronic Records" given by Phil Bantin, University Archivist at Indiana University, and a panel discussion about the challenges and issues involved in managing electronic data featuring College staff. The workshop is limited to 40 attendees and is currently full; if you would like your name placed on the waiting list, please contact Tammy Martin at extension 8014. ■

## ...special report: finance goes live

...continued from page 1

to the new accounting structure, which meant assigning new account numbers for all transactions used on campus. The FOAP, as the new account number is called, has the distinction of being the first BANNER acronym to attain campus-wide recognition. It's also the most important component of making the new system work, since processing financial transactions depends on everyone around campus using their FOAPs correctly.

To that end, the BANNER Finance team sponsored a number of information sessions in early June and late August to explain the FOAP and the other changes in policy and procedure that would take place once BANNER Finance went live. Those sessions, presented by Lin and Koepp, were attended by over 200 staff and faculty members and included an explanation of the FOAP, a review of the new forms to be used in purchasing and requisitions, and an outline of the changes in purchasing procedures, such as offices' new capability to order supplies directly from Staples. Both Lin and Koepp were pleased with the results of the sessions. "We were amazed at the turnout," Koepp says. "We were happy to know that people are actually interested in learning about the changes, and we're also happy to be able to tell people about some new procedures that should make their lives easier."

For her part, Lin was glad to have the opportunity to stress the importance of using the FOAP correctly. Of course, even the most carefully planned information session or the most meticulous explanation of the new accounting procedures will not prevent problems and confusion, and problems and confusion have certainly surfaced when it comes to the FOAP. "Some offices are still not sure of their new FOAPs," Lin says, "and using the wrong FOAP means we can't enter the request into the system and have to send it back to the office to be corrected. It does slow us down."

Sharon Shaffstall, who uses BANNER extensively in her job as an Administrative Technician in the Controller's Office, also notes that offices and departments are still getting used to using the FOAP. "I think that after everyone is familiar with their new FOAPs our jobs will be easier," Shaffstall says. "We are slowed down now because we are trying to make sure everybody understands their new FOAP and we're trying to check them before we enter them into the system." Lin, too, stresses that accuracy is very important, since BANNER is extremely unforgiving about incorrect data.

### purchasing gets into the act

Across the hall from the Controller's office, the Purchasing staff is also getting used to life on Planet BANNER. Since Purchasing had never used an integrated database to manage their information flow, the new system was a huge change in the way business got done.

For his part, Director Gary Koepp is delighted with the new system. "I think it's great," he says. "I've been waiting for this since 1979!" Koepp does note, however, that this initial phase of transition will take some time. "Since so many things are changing, it will take some time for us to get into a regular routine," Koepp points out. "In the short run, BANNER has made our work more difficult, but in a few more months, when we understand how the system treats certain things, our work will be much easier." Part of the initial slow-going in Purchasing is the fact that every single vendor the College works with must be set up in the system. And as new vendors come in, those vendors must also be set up in BANNER before the order can be processed. All that takes time and learning how to do it right.

Andrea Duplaga, a Departmental Assistant in the Purchasing Office, is very much aware of that "BANNER learning curve": "We're still learning about the hidden aspects of BANNER that never came up in practice," says Duplaga, "but that is to be expected." Duplaga also notes that the hardest thing to get used to in the new system is that "you really have to do it right the first time. For example, we're having problems when vendors don't give us the PO number or the right price. That means we have to go in and do a change order to get things right." Duplaga, however,

has a philosophical attitude about all this change: "Basically, we're just trying to educate all those involved," she says. "People don't like change, but we all need to get with the 21st century. Life changes every day. In all honesty," she adds, "I love BANNER! That's probably in part because getting it started was a challenge that we've accomplished."

It's not all challenges, however. There are benefits to come out of this change that are specific to purchasing policies and procedures. The one that many offices will appreciate the most is the new Staples program, under which offices and departments can order office supplies direct from Staples without having to go through the Purchasing Department. And

in the future, the purchasing process will be made even easier by the implementation of online requisitioning, which will eliminate the need for the "paper trail" now generated by the purchasing process. Online requisitioning is just one of the changes yet to come as the team learns more and more about what BANNER can do.

### managing expectations

For now, the Finance team is concerning itself with the present changes and challenges. Even Pearl Lin, who is the person most familiar with the ins and outs of the new system, acknowledges that she still

continued on page 8...



*The team working on the Accounts Payable and Purchasing pieces of BANNER Finance takes time out to celebrate. Left to right: Elma King, Diane Ives, Andrea Duplaga, Marlene Schreiber, Donna Baxter, Jan Bethard, Pearl Lin (holding the team's OPUS mascot), Sharon Shaffstall, Rick Snodgrass, David Foos, Gary Koepp, Dave Waldron*

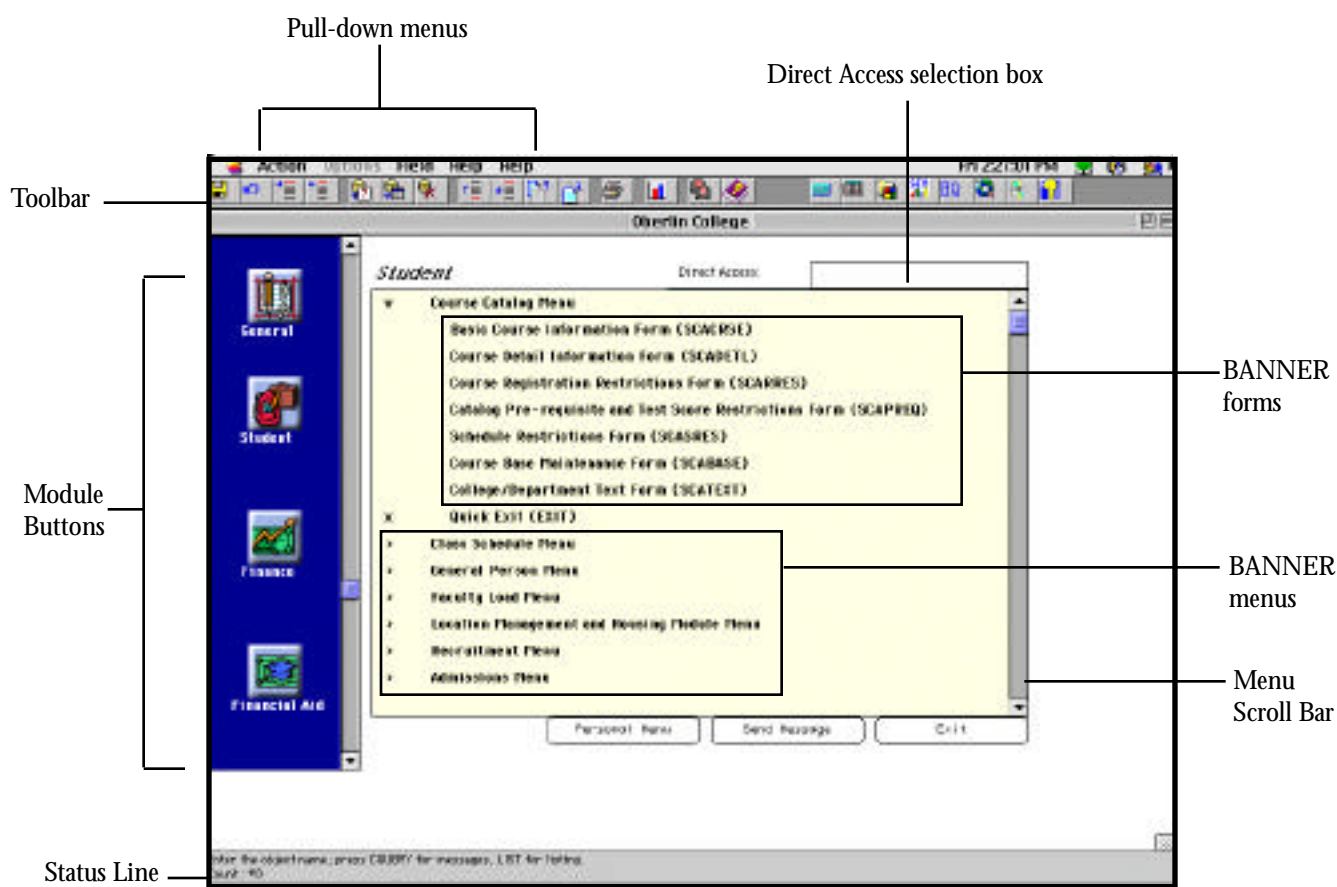
# Welcome to BANNER 3.0

One of the biggest BANNER changes to take place recently happened well before Finance went live on July 1. A full month before, on June 1, the live database was upgraded to the 3.0 version of BANNER, replacing the older 2.1 version of the software on which Human Resources and Payroll went live in January. Exploring and testing the upgraded version meant yet another set of post-conversion tasks for the HR/Payroll staff, but from now on, all the modules will go live with the 3.0 version or higher. That means

more consistency across offices and a better campus-wide understanding of how the system works.

For staff who were used to working or training in BANNER in the 2.1 version, 3.0 took some getting used to. Fortunately, the upgrade provided some very helpful enhancements for users, both functionally and with regard to navigation. Below is a screen shot of a BANNER menu in the 3.0 version. This particular menu is from the Student Records module; we've outlined the various features of the menu below.

## Menus in BANNER 3.0



1. The **Pull-down menus** allow you to choose different functions or different locations in BANNER. Pull-down menu functionality is very similar to what you're used to in Word or Excel.

2. The **Direct Access selection box** allows you to type a form name and go directly to that form.

3. The **Toolbar** allows you navigate around the system by clicking on tool bar icons. A breakdown of each toolbar icon's functionality is at right.

4. The **Module Buttons** allow you to quickly access the menu of the specific module in which you want to work.

5. The **Status Line** is where BANNER gives you information: error messages, record counts, query results, etc.

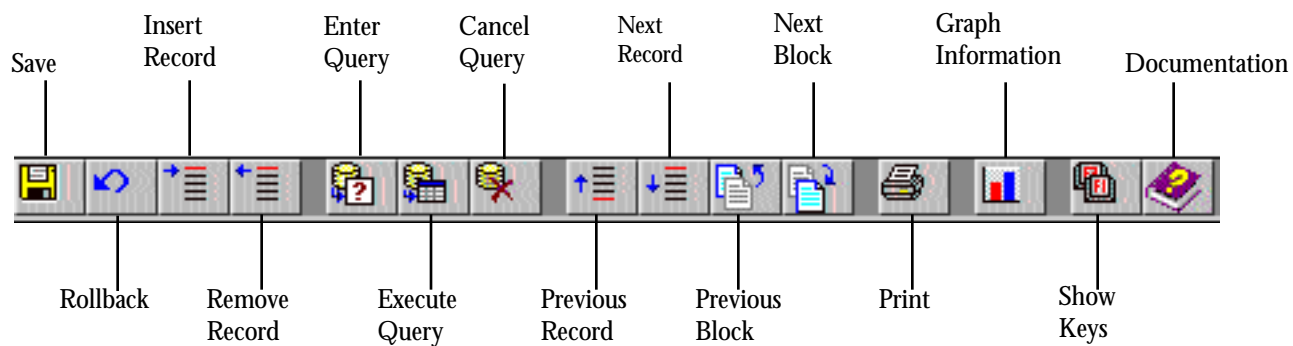
6. When you click on a menu item, BANNER will give you a list of **BANNER forms**, which can be identified by their seven letter names in parentheses after the form description.

7. **BANNER menus** are identified by the > symbol next to the menu name. Clicking on the menu name gives you a pull-down menu of forms and/or other menus contained in that menu.

8. The **Menu Scroll Bar** allows you to scroll through the menus and/or forms to choose the one you need.

## The Toolbar in BANNER 3.0

A very useful new feature in BANNER 3.0 is the toolbar at the top of the screen. The toolbar is designed to allow users to perform certain functions in BANNER quickly, by simply clicking on the appropriate button in the toolbar. You'll notice that the toolbar is split into two parts, one on the left-hand side and one on the right-hand side. Here's a breakdown of the functions associated with each button on the left-hand side of the toolbar:



Many of these toolbar functions (like Save or Print) are fairly self-explanatory. There are a few, however, that are unique to BANNER and provide some nice shortcuts for toolbar users. These include:

**Rollback:** a rollback basically means “take me to the place I was in before I did what I just did.” Rollback is a good way to correct yourself if you’ve gone into the wrong record. It’s also helpful when you need to work on a number of records in the same screen; rollback allows you to enter a new ID number for each record simply by clicking the button.

**Show Keys:** pressing this button will take you to a list of function keys that you can use on your keyboard rather than having to use your mouse. If you do a lot of data entry or are simply a keyboard person rather than a mouse person, Show Keys is the place to go for the key combinations that will let you navigate via the keyboard.

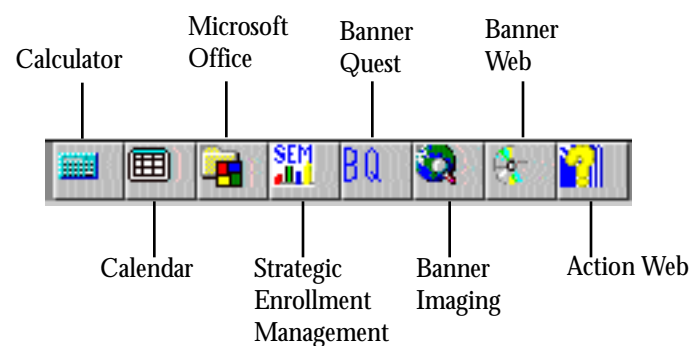
**Documentation:** once you’ve set up your BANNER preferences, clicking on the Documentation button will take you right to a PDF bookshelf for system documentation. No more wading through hundreds of pages in the manual; if you have questions, you can get the answers electronically right from the toolbar.

Here’s a breakdown of the functions associated with each button on the right-hand side:

Most of these buttons aren’t functions you’ll normally use in BANNER; they’ve been provided by SCT for future development. The Calculator and Calendar buttons, however, are functions that may be helpful in your day-to-day work in BANNER.

Clicking on the **Calculator** button brings up a calculator on your BANNER screen. When you have calculated the figure you need and exit the Calculator, BANNER will automatically populate the numerical field you came from with the figure you came up with in the Calculator.

The same functionality is available when you click on the **Calendar** button. This brings up a dynamic calendar, through which you can search for a particular day. Clicking on a day in the Calendar and then exiting will populate the date field you came from with the date you selected. ■



...continued from page 2

Maintenance module). The Inventory Control module will be used to track materials that are used and/or needed for maintenance work and preventative maintenance measures, and will also help determine material reorder levels. The Space Management module will store specific data about College buildings: floor plans, equipment diagrams, and room descriptions. The Space Management module also has the capability to interface with CAD (Computer Aided Design) drawings. With CAD capability, the system produces a three-dimensional view of a space on the computer, allowing Physical Plant staff to see details of a particular space without taking a trip over to the building.

### FAMIS and BANNER

An often-asked question about FAMIS is “why do we need a whole separate system; can’t BANNER take care of this stuff?” The answer is that BANNER is built to manage data about people and money, not things (like materials) or space (like buildings). “It became quickly apparent during our initial search for a new system that the leading administrative systems for higher education were not designed to include physical plant operations,” says Wachter. “We realized that we would need to purchase more specialized software which would then interface with our new financial system.”

Wachter also notes the inherent compatibility between the two systems: “While written by different software companies, FAMIS and Banner both use Oracle as the underlying relational database,” she says. “This simplifies the problem of transferring data from one system to another. It also gives us the opportunity to create reports which might require data from both systems.”

In fact, one of the reasons that FAMIS was chosen was because of its ability to interface with BANNER. For example, the Inventory module of FAMIS will have the ability to interface directly with the Finance module in BANNER. For example, if a trades worker needs

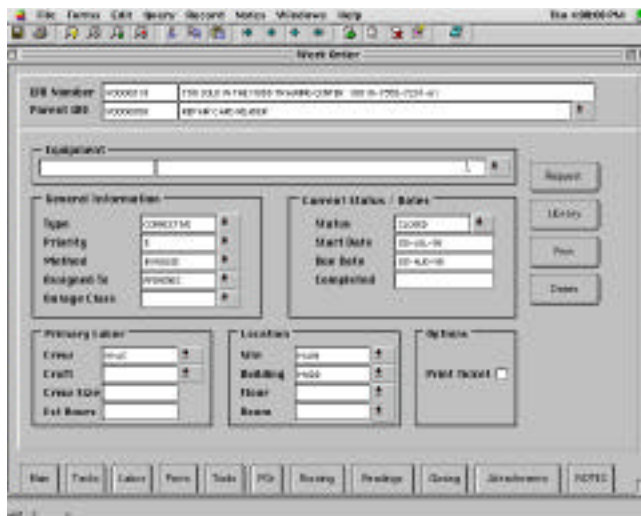
to requisition materials for a particular job on campus, that requisition can be created in FAMIS and passed over to BANNER Finance, where the PO will then be generated.

Cathe Radabaugh, the lead analyst/programmer for FAMIS, also notes that the interface with BANNER will speed up current processes: “In FAMIS, we’ll have the ability to pass charges to the Controller’s office every other week, instead of once a month.” Radabaugh also says that FAMIS will improve the reporting capabilities of the Physical Plant: “Over time, the work order records will build a history of work done in buildings,” Radabaugh says, “and that history can be easily ‘mined’ for such information as ‘How long has it been since this hallway was painted?’” Having such data on hand will be a big help in planning and budgeting for future maintenance.



*Above: Rose Marie Ferenec, Department Assistant in the Physical Plant, and Dan Cunningham, Physical Plant Area Manager and FAMIS team leader.*

*Below: The screen in FAMIS where work orders are entered*



### the next steps

Getting that interface with BANNER Finance up and running is the next challenge that the FAMIS team faces, along with making the needed improvements to the work order system. The team will work on these tasks while continuing to plan for the Inventory Control module, which is expected to go live in 1999, and populating the Space Management module with the necessary data.

While acknowledging the time and effort all these tasks will take, Cunningham is optimistic about the coming months. “We envision a smooth transition into the Service Request, Project Request, and approval process,” he says. He also mentions the eventual integration of the Office of Residential Life into FAMIS: “Eventually, we’d like to add Res Life into the network, allowing them to input Service Requests directly,” says Cunningham, noting that the Residential Life staff is a heavy user of maintenance services.

“In addition,” adds Cunningham, “we anticipate that the increased use of FAMIS in the Facilities Operations Office will promote a much higher level of satisfaction from all requestors of our services.” ■

## Last but not least: Financial Aid takes on BANNER

Oberlin College took a step toward the completion of the systems migration on August 3-4, when the Financial Aid team had its first formal training sessions on BANNER with SCT trainer Ginger Gamberg. Although it's the last module to go live, members of the Financial Aid team have been involved in the production cutovers of other modules, and are ready to begin work on their own migration.

Associate Director of Financial Aid and team leader for the office's migration, Brian Lindeman is especially ready to go. "It will be a relief to finally get started," Lindeman says. "For the past year, we've been in meetings listening to discussions that I know will have an effect on our office, but until the training started, we didn't know what those effects would be. I'm glad to be at the point where we can start actually working on those issues rather than just talking about them."

Financial Aid's first training trip included an overview of the system, in which the team got its first look at the screens and functions that make up the BANNER Financial Aid module. The team, which is made up of Lindeman, Director of Financial Aid Howard Thomas, Assistant Directors of Financial Aid Aida Reyes and Andrea Thornton-Hill, and Analyst/Programmer Millie Modic, also held a group discussion with Gamberg to review the Operations Analysis. The Operations Analysis is a document that the team leader puts together which outlines all the processes that make up the office's day-to-day work. This document will help Gamberg understand how the office gets its work done, and will also help the team pinpoint areas where improvements might be made.

### getting the team together

As the team leader, Lindeman will be the person most responsible for working on the office's conversion for the next two years. As a result, a new Assistant Director of Financial Aid position with a term of two years was created to take on some of Lindeman's financial aid duties for the duration of the conversion. The new Assistant Director, Karen Kuzman, came on board in July. "We are extremely grateful that Karen is here," Lindeman says. "There is just no way this could happen without an extra staff member to help us out."

Another new member of the Financial Aid conversion team is the BANNER trainer that will guide the office through the migration. The first training trip with SCT Senior Consultant Ginger Gamberg went very well, in part because of Gamberg's experience with the software and understanding of the financial aid process at a small, private college. Gamberg, who has been with SCT for seven years, has led the implementations of a number of schools similar to Oberlin, such as Smith College, Swarthmore College, and Bates College. In addition, Gamberg worked as a director of Financial Aid before working for SCT. "It's a real advantage to have someone who truly understands the financial aid process," says Howard Thomas, Director of Financial Aid. "It was reassuring to see that kind of expertise combined with a technical understanding of the software. It'll be a big help to us in getting this done."

Andrea Thornton-Hill, Assistant Director of Financial Aid and manager of the College's student loan programs, was also reassured by Gamberg's expertise: "The fact that Ginger understands the complications we could possibly encounter, and constant changes we are required to adhere to, made me feel more comfortable about the conversion for our area," Thornton-Hill noted. "Change is always frightening, but I'm hoping that the processing of financial aid applications and loans will be easier, and less cumbersome for our staff, with the end result of providing better and more efficient service to our students."

### the benefit of experience

Another plus for the Financial Aid migration is the fact that several members of the team have been involved in one way or another in a previous BANNER module. Both Thomas and Lindeman are members of the steering team currently working on the implementation of the BANNER Student Records module, and Aida Reyes, Assistant Director of Financial Aid and overseer of the Student Employment Office, participated in the production cutover of the HR/Payroll module.

"I'm excited to start, believe it or not," Reyes says. "even though I remember what Payroll went through when they went live! They did have a disadvantage, though, because they were the first ones to convert."

The fact that Financial Aid is last to go does have its advantages. Much of the data that the module depends on for processing students will already be in place in the Student Records module, some of the financial data will already be in place in the Finance module, and the student employment side of things has been set up in the HR/Payroll module. In addition, by the time the Financial Aid module goes live, the campus community will be well accustomed to BANNER implementations; the unfamiliarity with the system which accompanied the first modules will no longer be an issue.

That's not to say, however, that there isn't a huge amount of work to be done. The BANNER Financial Aid module differs from the other three modules in that it must be constantly updated, sometimes as often as three or four times a year. This is in order to accommodate the frequent changes in the federal guidelines that govern the disbursement of student aid. Eventually, the team will not only have to understand the functionality of the system, but will also have to be flexible enough to adapt to the repeated updates to the software.

"No one's kidding themselves about this, we all know it's going to be a ton of work," Lindeman says. "But I think we're all looking forward to the benefits of an integrated system." Those benefits include a direct interface to offices around campus and the ability to do need analysis on line, capabilities the office has never had and is very much looking forward to. "In the end," Lindeman says, "BANNER should allow us to work more effectively with our data, and hopefully we can translate that into better service for our students." ■

## ...special report: finance goes live

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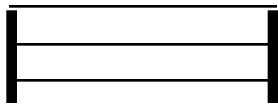
has plenty to learn. "Navigating between the BANNER forms to find the right one is always challenging," she says, "and so is trying to memorize the entire Chart of Accounts." She's also kept busy trying to "trick" the system into doing things in that quirky Oberlin way, such as when two parties need to be paid under one PO number. And of course, there's the constant need to keep the Oberlin community educated and up-to-date about what needs to be done to keep things running smoothly. [see "Top Three Things" sidebar at right]

Lin is quick to point out, however, that there are many ways in which BANNER represents an improvement in business practices. One of these is the ability to do instantaneous, online posting. "Because of on-line posting, we don't need to wait until after we run daily at night in order to see changes," Lin says. "We can see the result right after we post the vouchers." This feature is also popular among the Controller's office staff; according to Sharon Shaffstall, "the fact that transactions are posted right away into the financial system is a big help."

In addition, Lin points to the ease of running trial balances and the ability to cut checks in the Controller's office (as opposed to over in Production Services) as real benefits, benefits that help to offset the frustration of a complete system overhaul. "It's difficult," Lin says, "because we're still getting familiar with BANNER forms and the changes in policy." Lin expects that the next six months or so will make a huge difference in the staff's comfort level with BANNER and the new procedures.

That time will be well spent, according to Gary Koepp, who takes the time spent on the project in stride: "This has been a long project," Koepp says, "but BANNER is now in, it's running, and working just fine. There's a good deal of satisfaction that BANNER does and can do the job." ■

**The  
Score**



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### Here are the top three things you can do to keep your office's financials running smoothly:

**Know your FOAP!** Make sure you are absolutely certain that the FOAPs you use are correct and complete. Paperwork with incorrect or incomplete FOAPs will be sent back to you. Please keep in mind that this is not because the Controller's office has a vendetta against you or gets a sick thrill out of sending your requests back; it's because good business means correct data, and BANNER requires that only correct data be inputted into the financial system.

**If you need a check cut, plan ahead!** The Controller's office can no longer cut checks on a whim or because it's Friday at 4:58 p.m. and you've forgotten that you've got a speaker coming Saturday morning at 10 sharp who will most likely want to be paid. Checks take three to four days to process; in emergency situations, the Controller's office may be able to produce them in two days if you drop off requests by 11 a.m. on Monday or Wednesday. Checks are cut on Tuesdays and Thursdays and are available for pickup on Wednesdays and Fridays. Again, please remember that this is not because the Controller's office hates you or your speaker; it's because good accounting and accurate check processing are not slapdash, last-minute affairs, and BANNER requires a certain amount of time to reconcile its accounts and produce your check. Please help the Controller's office staff and yourself by planning ahead, and don't forget to write out your check request legibly so the information can be entered correctly in the system.

### Take advantage of purchasing from Staples!

The Purchasing Office has set up a program with Staples under which offices can order their own office supplies without having to go through Purchasing. Offices receive a catalog of Staples products and can call Staples directly to order what they need. However, in order to take advantage of this program, you need to fill out some paperwork that will assign your office a special account number that Staples will accept for billing. To sign up for the Staples program, contact the Purchasing Office.

### calendar of events

**9/15-16** Financial Aid technical training

**9/28-29** Student Records functional training

**9/29-10/1** Financial Aid functional training