Banner Finance Training Manual

Version 3

October 5, 2023

Table of Contents

Introduction 2
Chart of Accounts (COA) Structure 4
Commonly Used Account Codes with Pool Budget 6
Salary and Benefits Account Codes Separated by Instruction/Non-Instruction 8
Getting into Banner 9
Accessing Self Service Banner (SSB) 9
Accessing Banner INB/Administrative 14
Initiate Transfers (Budget and Expense) in SSB 18
Loading Supporting Documents in BDM through SSB 28
View Supporting Documents in SSB after Loading ..... **Error! Bookmark not defined.**
Viewing Documents (Journals, Requisitions, POs and Invoices) Processed in SSB and INB 32
Viewing Documents in SSB 32
Viewing Documents by User in Banner INB 34
Banner FUPLOAD Process (Upload Journals in INB/Administrative) ..... **Error! Bookmark not defined.**
Argos Reports 39
Querying Department Budget and Transaction History 46
Querying Department Budget in SSB 46
Querying Department Budget in INB/Administrative 59
Query Vendor and Payment Information in INB 65
Approving and Disapproving Documents 68
Approving and Disapproving Documents in SSB 68
Approving Documents in INB/Administrative 72
Review Finance Forms and Procedures 77
Check Request (AP 6310) 77
Travel and Conference Reimbursement (AP 6311 in process of being updated) 79
Petty Cash (AP 6300) 84
District Credit Cards (AP 6330) 86
Web Time Entry Timesheet Submission and Approval Online 91
Tools and Job Aids 120
Banner 9 Navigation Guide 121
Fund Description 123
Contact Information 126

Introduction

The Banner Finance System has the following modules: **General Ledger, Finance Operations, Purchasing and Procurement, Accounts Payable**, Human Resources/Payroll, Endowment Management, and Accounts Receivable.

General Ledger

The General Ledger is the core module of the Banner Finance System. It is fully integrated with each of the other subsystems that comprise the Banner Finance System, and maintains both general and subsidiary ledgers to support comprehensive query and reporting capabilities. General Ledger encompasses fund accounting, chart of accounts, system table maintenance and update, and grants and contract accounting.

Finance Operations

The Finance Operations module contains a series of forms that allows users to manage the Banner Finance System. The functions in this module enable users to specify select global parameters, as well as Access/Approval/Security definitions.

Purchasing and Procurement

The Purchasing and Procurement module recognizes that purchasing agents face both on-demand and long-term buying decisions. The subsystem provides timely and meaningful information to facilitate both decisions. This module also assists in the control of requests and the receipt of goods. The module consists of the following processes:

- Requests for goods and services
- Ordering/buying
- Receiving
- Bids/contracts

Accounts Payable

The timely payment of vendor invoices enables the District to accurately monitor cash-flow, increase investment earnings, and establish good relationships with vendors. The Accounts Payable subsystem is design to help the District achieve each of these goals.

Human Resources/Payroll

The Human Resources and Payroll modules streamline the processing of employee records, benefit administration, time and attendance, salary, deductions and tax payment processing. Banner system also interfaces with Web-Time Entry (WTE), an online time sheet reporting system where hourly employees can enter hours worked on a daily basis and their supervisors can do the online approval which will then feed to payroll system.

Endowment Management
The Endowment Management module (EMS) in Banner Finance enables you to create and maintain unitized pools of endowment or similar funds. These funds consist of monetary gifts received by an institution and/or internal transfers of resources within an institution. On a periodic basis, you can convert gifts and internal transfers into *units*, or shares, in a pool.

You can also link endowment funds to spendable income funds and record donor-imposed restrictions on spendable income. Then, on a periodic basis, you can distribute the following:
- Spendable income
- Realized gains and losses (trading activity)
- Unrealized gains and losses (market fluctuations)
- Spending formula variance (the difference between total income earned by a unitized pool and distributed spendable income)

Accounts Receivable
The Banner Accounts Receivable System is used to maintain charge and payment information for individual accounts. This includes student registrations, refunds, write-offs and miscellaneous receipts from the colleges. The system allows users to establish customer accounts with categories for billing and reporting. It also supports billing on an individual invoice basis. The cashiering component supports online processing of all types of payments, including credit cards through third-party payment processor.

Banner Functions:

1. **Budget check** is currently set-up in Banner for Budget Transfers, Expense Transfers, and Requisitions
2. Online approval process is activated for Budget Transfers, Expense Transfers, and Requisitions
3. Finance **Self Service Banner (SSB)**
    - Staff at department level can enter Budget and Expense Transfers with less than five lines in Self Services Banner
    - Staff will be able to load documents and view documents in Banner Document Management (BDM)
    - Staff will be able to view available budget in SSB
4. **Argos Reporting** (Third party tool for report writing)
5. Payments to vendors can be made through automated clearing house (ACH), also known as direct deposit
6. Budget pools are available
    - Supplies and Materials - 410000
    - Utilities and Housekeeping Services - 500000
    - General Operating Expenses and Services - 500100

Chart of Accounts (COA) Structure

The Chart of Accounts is the "key" to Banner Finance. It defines the accounting distribution used on all transactions processed in the Banner Finance module.

Fund	Organization	Account	Program
XXXXXX	XXXXXX	XXXXXX	XXXXXX

Fund – The fund field consists of six numeric characters that define a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. These resources are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Level 1 Fund – Three numeric characters (Reporting level)
Level 3 fund – Six numeric characters (Data enterable)

Level 1 Fund:
110 – Unrestricted General Fund
12X-13X – Restricted General Fund
212 – General Obligation Bonds Debt Service Fund
291 – Retiree Health Benefits Fund
292 – Lease Revenue Bonds Debt Service Fund
330 – Child Development Fund
410 – Capital Projects Fund
430 – GO Bonds Capital Projects Fund
591 – Community Ed Workforce and Econ Dev Fund
597 – Entrepreneurial Funds
711 – Associated Students Trust Fund
722 – Student Rep Fee Trust Fund
731 – Student Body Center Fee Trust Fund
741 – Student Financial Aid Trust Fund
751 – Land Corp Endowment Fund
752 – Scholarship Fund
791 – OPEB Trust Fund
792 – Pension Stabilization Fund
820 – Scholarship and Loan Agency Fund
830 – Foundation Agency Fund

999 – Entity Wide Fund
000 – Bank Fund

Organization – This six-character code identifies a unit of budgetary responsibility and/or departments within an institution. The first digit in the sequence identifies the **location**.

1XXXXX – West Valley College
2XXXXX – Mission College
3XXXXX – District Services
4XXXXX – Capital Projects

Account – This six-character code identifies accounts, such as the general ledger accounts and the operating ledger accounts.

9 – Balance sheet account (Assets, Liabilities, Equity)
8 – Revenues
1 – Expense (Certificated Salary)
2 – Expense (Classified Salary)
3 – Expense (Benefits)
4 – Expense (Supplies and Materials)
5 – Expense (Operating)
6 – Expense (Capital Outlay)
7 – Expense (Transfers/Other Outgo)

Program – This six numeric character code identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. The numbers represent classification of expenditures by activity, which reflects the purpose of the expenditures; it shows the aspect of college-district operations benefited by the expenditure. Generally, all activities can be classified as either instructional or administrative and support (non-instructional). Programs are used to classify the expenditures for reporting purposes.

010000-5900XX	Instructional Programs
600000-7900XX	Non-instructional Programs
800000-8XXXXX	Capital Projects

Activity – Used by the college to track special activities. They are assigned and administered by college staff. Activity code is **not a required field** for requisitions, expense transfers, budget transfers, and budget check.

Location – This three-numeric character is used to identify the location for fixed asset. They are **not used in the account string and are not a required field** for requisitions, expense transfers, budget transfers, and budget check.

Commonly Used Account Codes with Pool Budget

4100 Supplies and Materials

410000	**Supplies Budget Pool**
410001	Books and Magazines
410003	Duplicating
410004	Supplies and Materials
410005	Food
410006	Bookstore Clearing B and N

5000 Utilities and Housekeeping Services

500000	**Utilities Budget Pool**
500001	Gasoline
500002	Natural Gas
500003	Trash
500004	Water
500005	Sewer
500006	Housekeeping
500007	Telephone
500008	Radio and Cell Phone
500009	Computer Line Charges
500010	Electricity

5001 General Operating Expense and Svc

500100	**Gen Oper Exp Pool**
500101	Audit
500102	Awards
500103	CC E Commerce Charges
500104	Contract Services
500105	Consultant Services
500106	Depreciation
500107	Dues and Membership
500108	Election
500109	Fingerprinting and Livescans
500110	Insurance
500111	Interest Expense
500112	Legal Services
500113	Postage
500114	Rents and Leases

500115	Repairs and Maint to Equipt
500116	Repairs and Maint to Building
500117	Software License and Purchase
500118	Travel and Conference
500119	Bad Debt Allowance
500120	Collection Agency
500121	Collections Write Off Fee
500122	Indirect Cost
500123	STRS and PERS Penalties
500124	Mileage
500125	Team and Student Travel
500126	Professional Services
500127	Printing Services
500128	Bank Charges
500129	Shipping Charges
500130	Investment Loss
500131	Medical Services
500132	ASB Student Stipends
500133	Over Cashier Sessions
500134	Short Cashier Sessions
500135	Over and Short Reconciliation
500136	Staff Credit Card Clearing
500137	Advertising
500138	Candidate Travel Reimbursement
500140	Tuition Reimbursement
500193	Student Representation
500194	Club Start-up Funding
500195	Assoc Stud Activities
500196	Assoc Stud Administrative Fees
500197	Student Club Activities
500198	Contra Account
500199	Misc Prior Year Adjustments

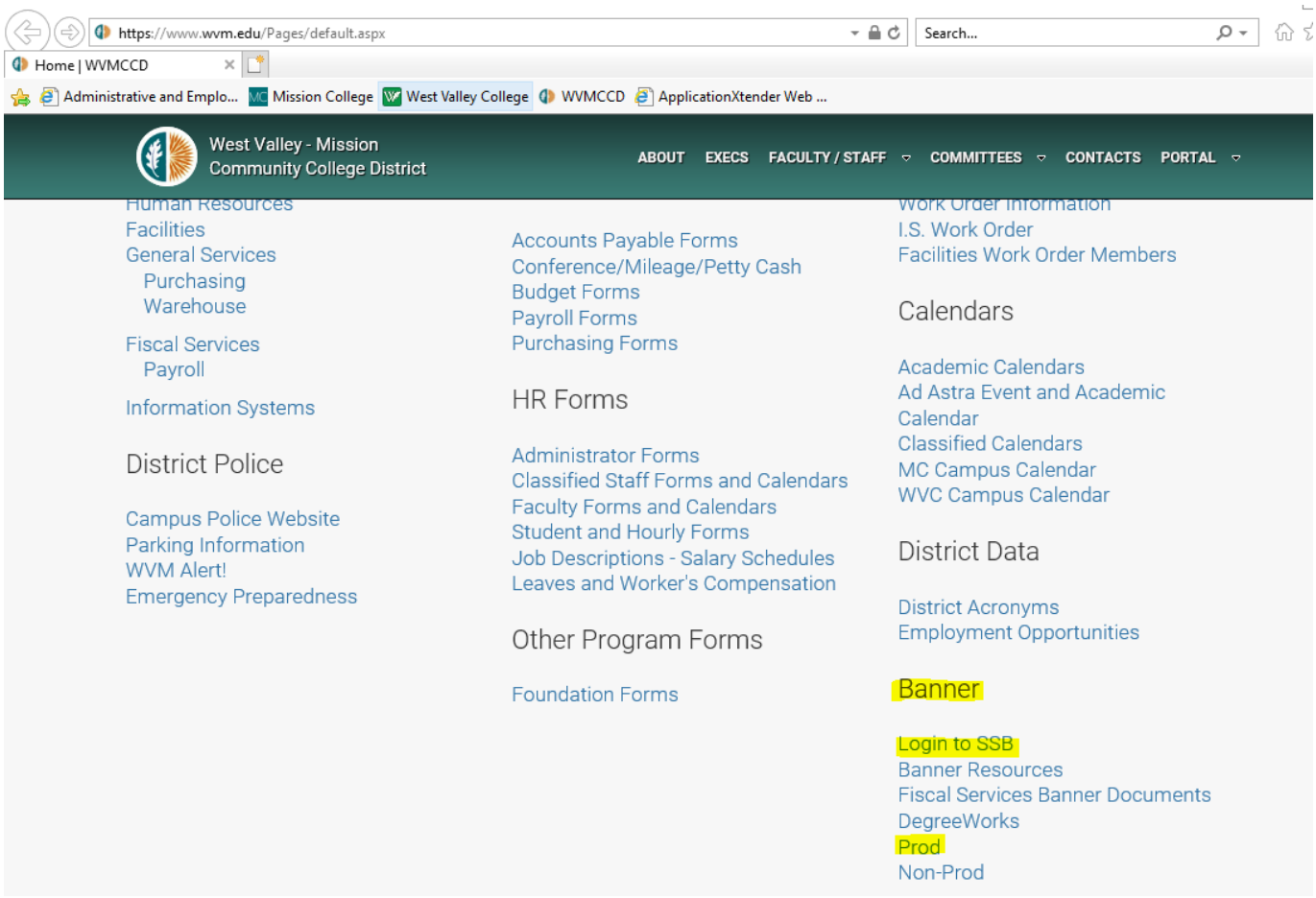
Salary and Benefits Account Codes Separated by Instruction/Non-Instruction

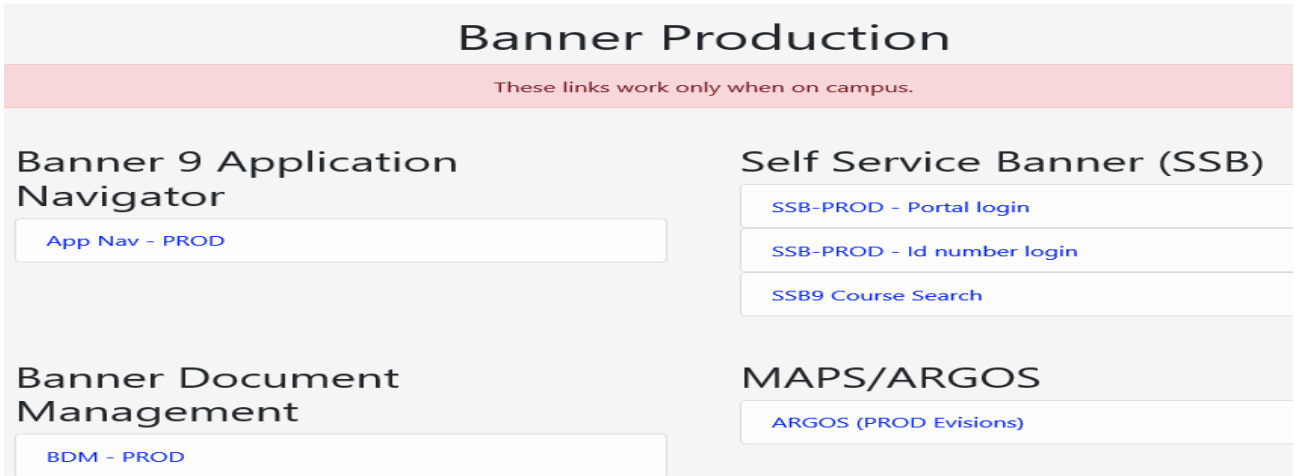
Program Code: 010000 – 5900XX INSTRUCTION			Program Code: 600000 – 7900XX NON-INSTRUCTION		
CERT	**110010**	FT Instructors	CERT	**120010**	Administrators/Deans
CERT	**110011**	FT Couns & Libr in Load Teach.	CERT	**120021**	Reassigned Time for Shared Gov
CERT	**110015**	FT Lab Faculty Specialist	CERT	**120022**	Reassigned Time for Faculty
CERT	**110080**	FT Sabbatical Leave	CERT	**120024**	Reassigned Time for Dept Chair
CERT	**110081**	FT Banked Leave	CERT	**120025**	Reassigned Time for WVMAFT
CERT	**110082**	FT Rejuvenation & Retraining (R&R) Leave	CERT	**120026**	Reassigned Time College Funds
			CERT	**120027**	Reassigned Time Other
			CERT	**120029**	FT Faculty Coordinators Noninstr
			CERT	**120030**	FT Counselors Noninstr
			CERT	**120032**	FT Academic Noninstruction
			CERT	**120035**	FT Librarian
			CERT	**120080**	FT Sabbatical Leave Noninstr
			CERT	**120081**	FT Banked Leave Noninstr
			CERT	**120082**	FT Rejuvenation & Retraining (R&R) Leave Noninstr
CERT	**130010**	PT Faculty Instruction	CERT	**140010**	PT Faculty Noninstr
CERT	**130012**	PT Stipends Instruction	CERT	**140015**	PT Stipends Noninstr
CERT	**130015**	PT Instructional Lab Faculty	CERT	**140016**	PT Overload Assignment Noninstr
CERT	**130016**	PT Substitute Instruction	CERT	**140030**	PT Counselors Noninstr
CERT	**130017**	Overload Instruction	CERT	**140035**	PT Librarians Noninstr
CERT	**130080**	PT Sabbatical Leave Replacement			
CLSF	**220000**	FT Instructional Aides	CLSF	**210010**	FT Classified
			CLSF	**210020**	FT Management
			CLSF	**210030**	FT Police
			CLSF	**210031**	FT Police Holiday Regular
			CLSF	**210050**	FT Supervisors
			CLSF	**210060**	FT Confidential
CLSF	**240010**	PT Instructional Aides	CLSF	**230010**	PT Hourly Classified
CLSF	**240050**	PT Instructional Aides Special	CLSF	**230011**	Board Member
			CLSF	**230016**	Fee Supported Instr
			CLSF	**230020**	Classified Overtime
			CLSF	**230025**	PT Classified Replacements
			CLSF	**230050**	PT Classified Special Services
				310020	STRS
				311020	PERS
				312020	Apple
				320020	OASDI
				321020	Medicare
				322020	UI
				323020	Worker's Comp
				330020	Health &Welfare (H & W)

Getting into Banner

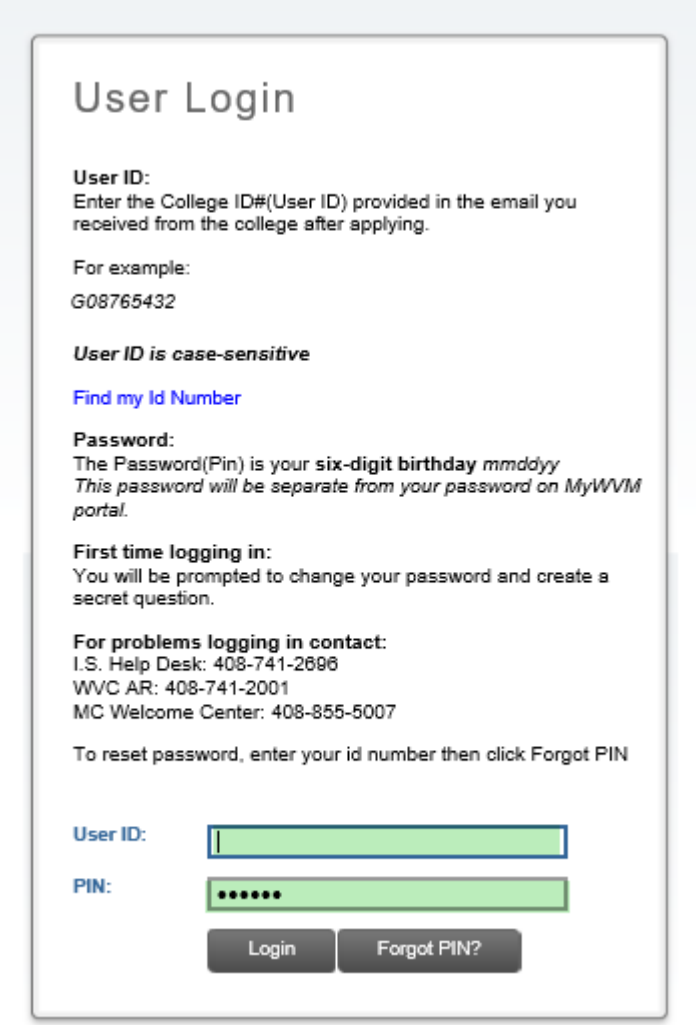
Accessing Self Service Banner (SSB)

Step 1A: Log onto the District website and click on the links under Banner below. Click on "Login to SSB" to access Self Service Banner.

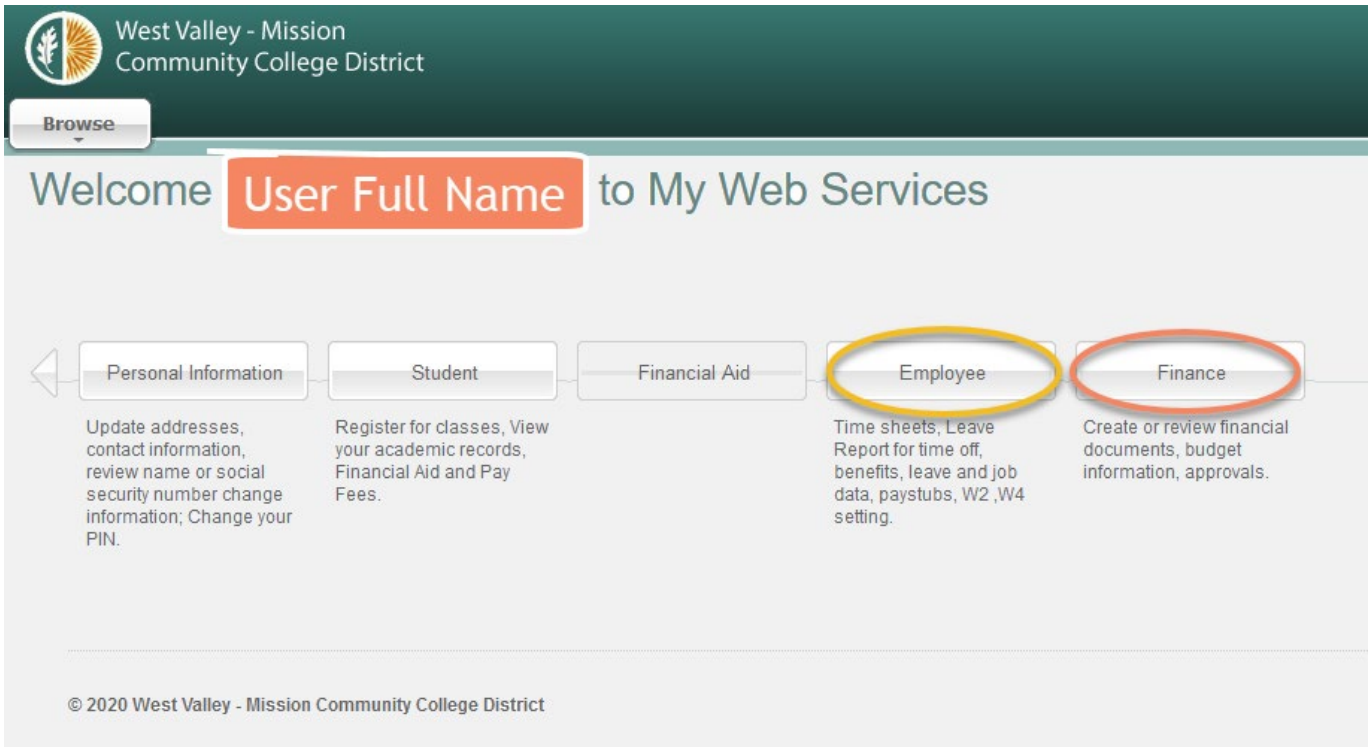




Step 1B: Enter User ID (G0xxxxxxx) and PIN (6-digit number) assigned to you.

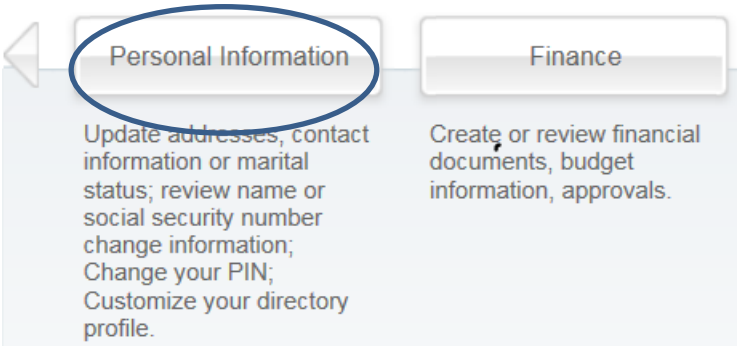


Step 1C: This will bring you to the SSB welcome page. Click any of the tabs, i.e., Employee, Finance, etc… to continue.

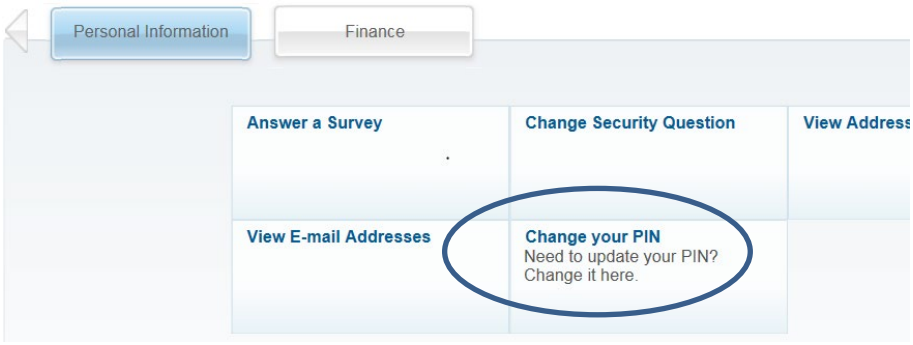


Note 1 : It is highly recommended that you change your PIN after you log in the first-time. **Contact IS Help Desk at (408) 741-2696.**

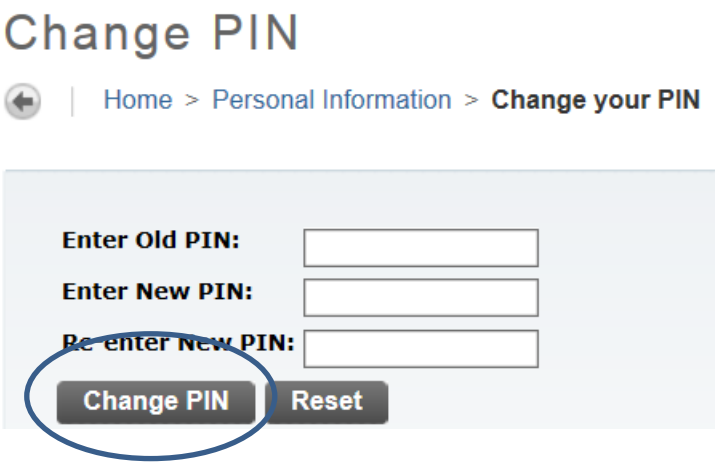
- To change your PIN, click on **Personal Information**.



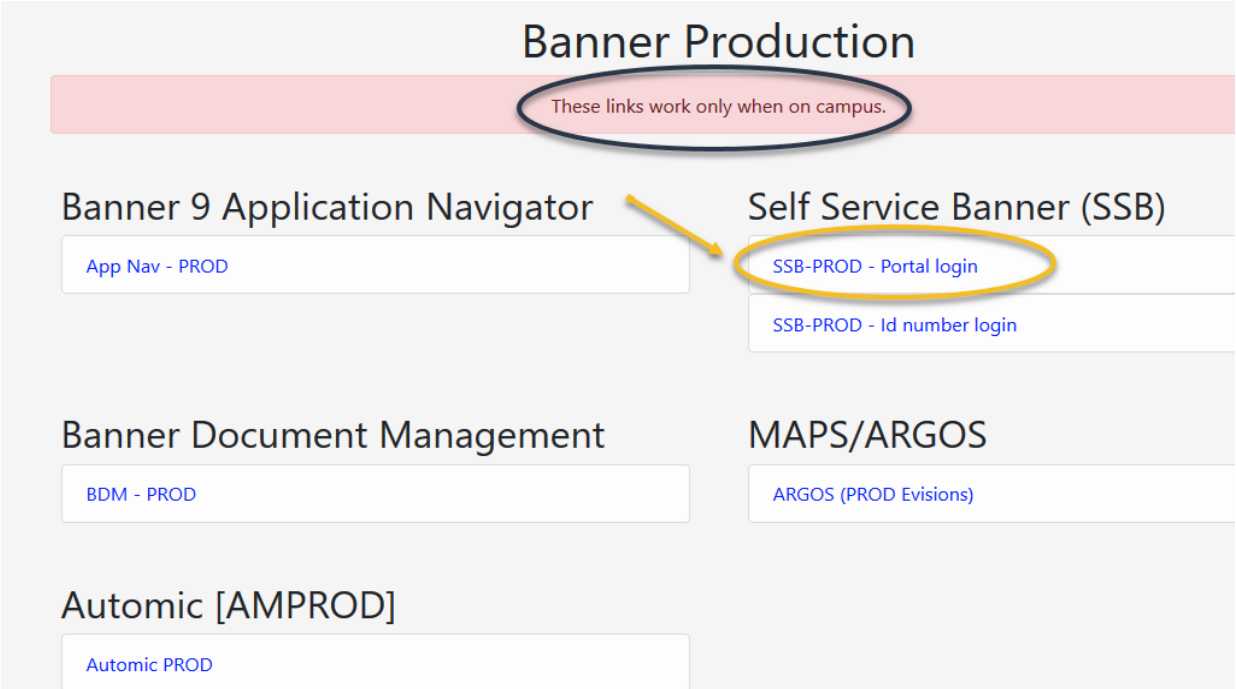
- Click on **Change your PIN** to proceed to the next step.



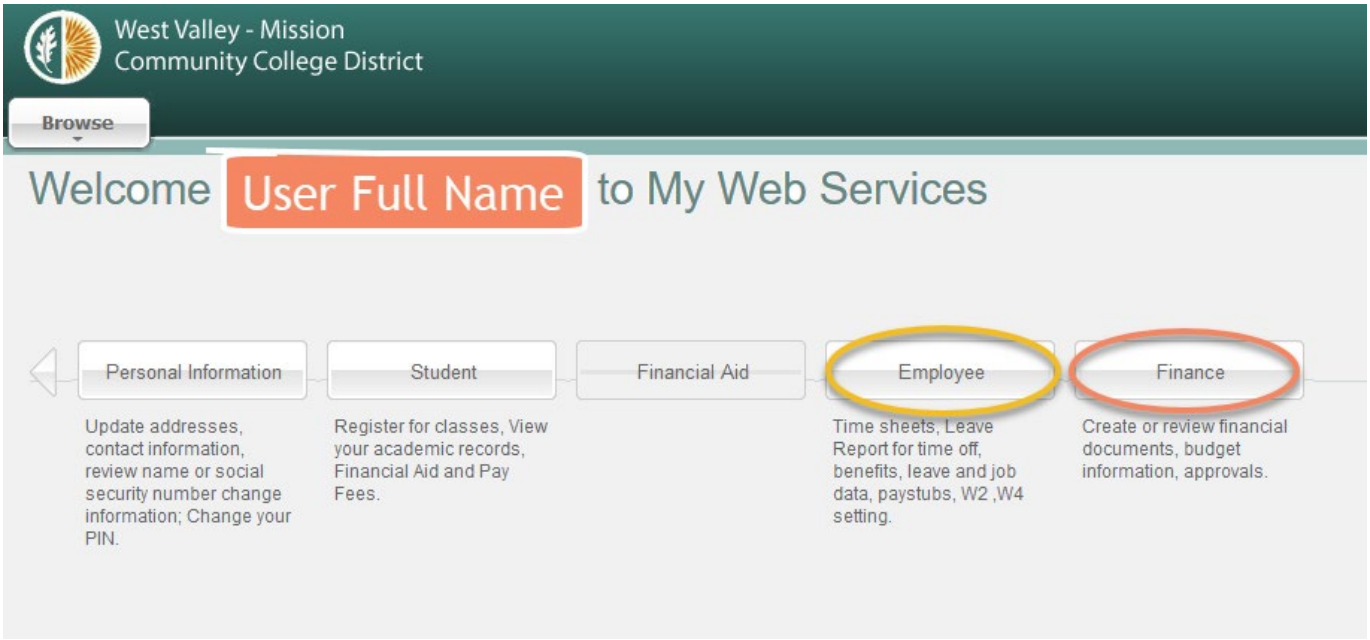
- Enter your **Old PIN** and **New PIN**. Select **Change PIN** after complete.



Note 2: To find instructions on working in SSB, go back to the table of contents to select appropriate topic.



Step 1C: This will bring you to the SSB welcome page. Click any of the tabs, i.e., Employee, Finance, etc… to continue.

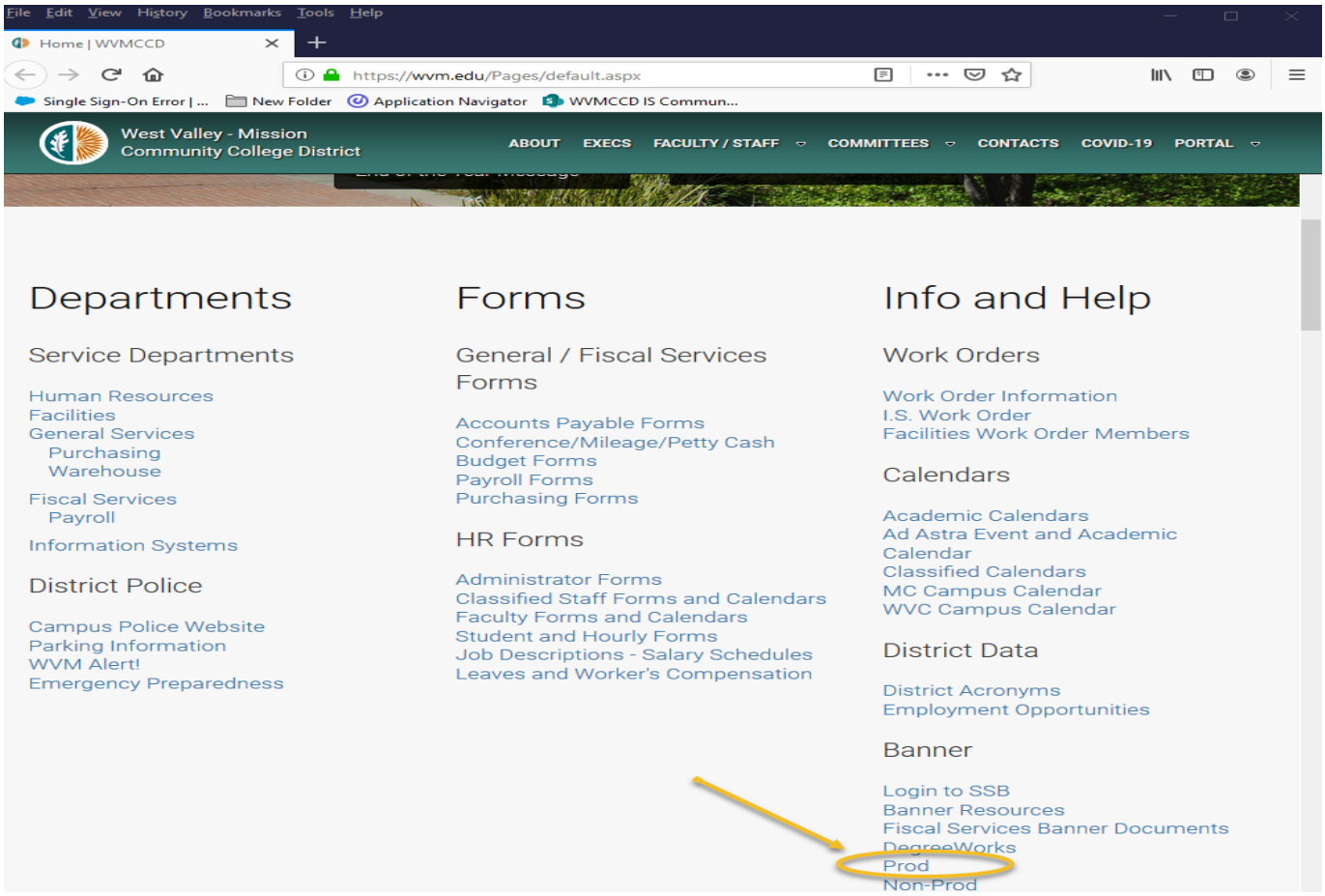


Accessing Banner INB (Internet Native Banner)/Administrative

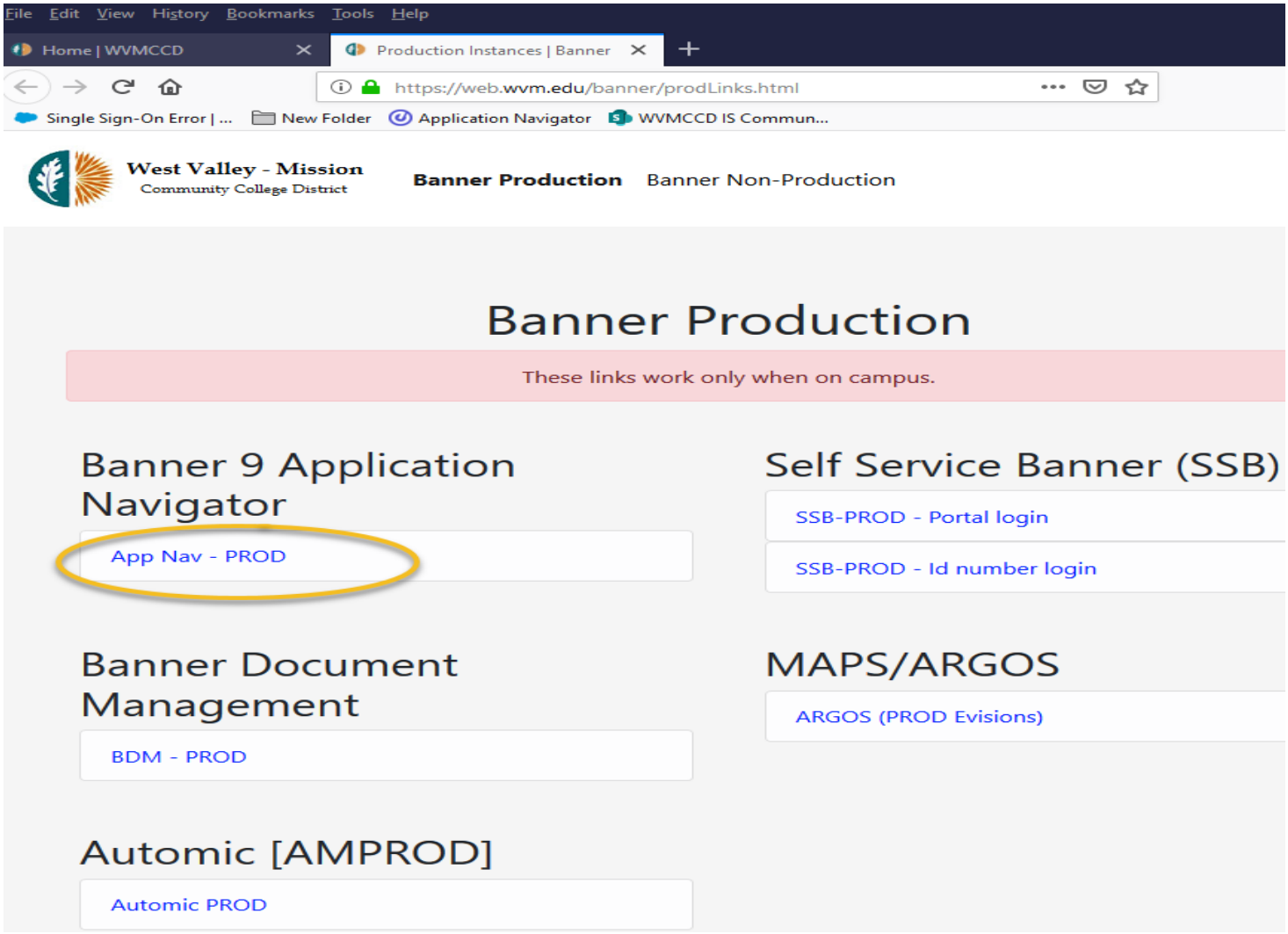
Note: Banner INB is not accessible through the web unless you are using the Remote Desktop Connection.

Enter link: https://wvm.edu

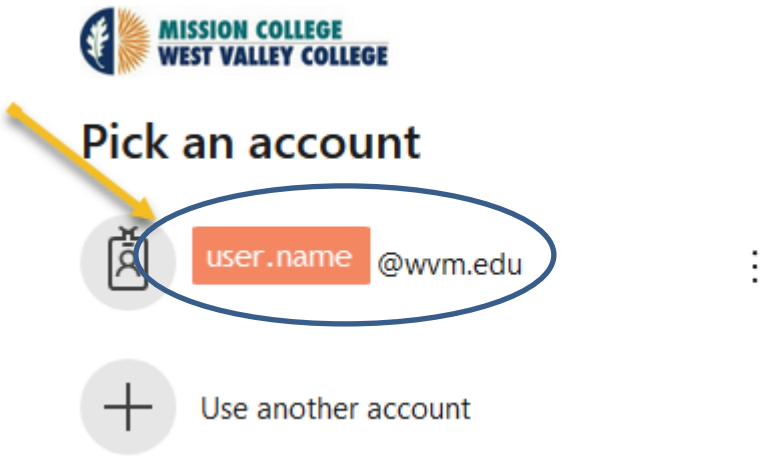
Step 1: Scroll-down until you see the link to Banner and click on "**PROD"** to log into Banner Base Line.



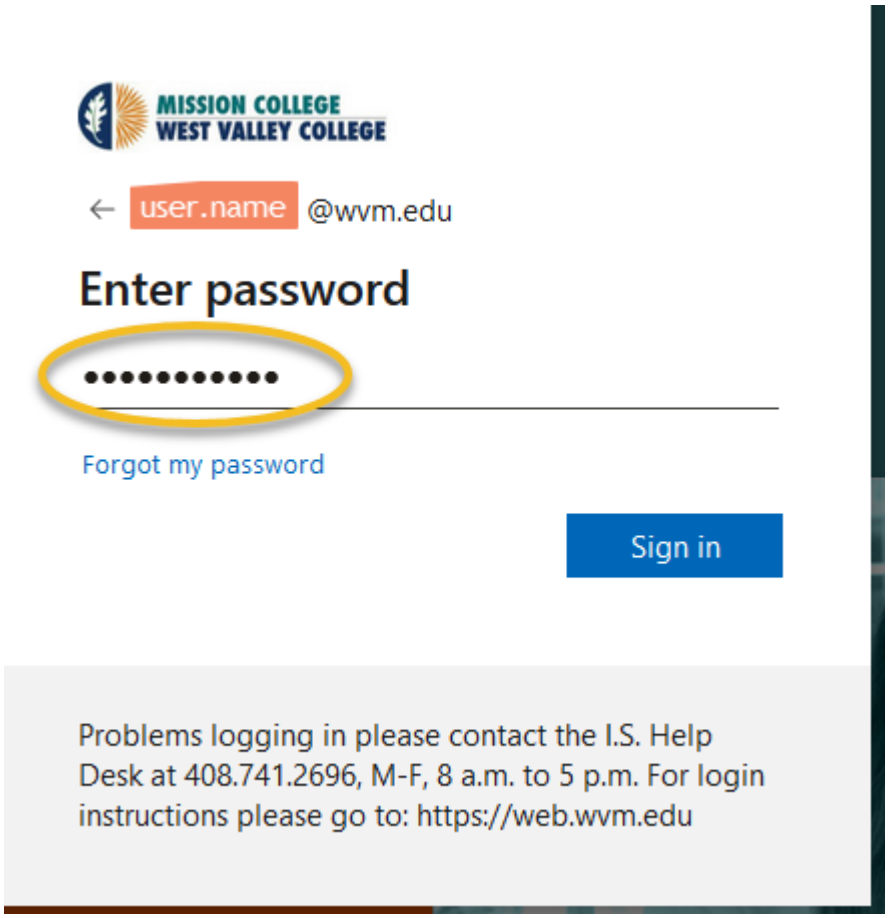
Step 2: Click on “App Nav – PROD” under Banner 9 Application Navigator



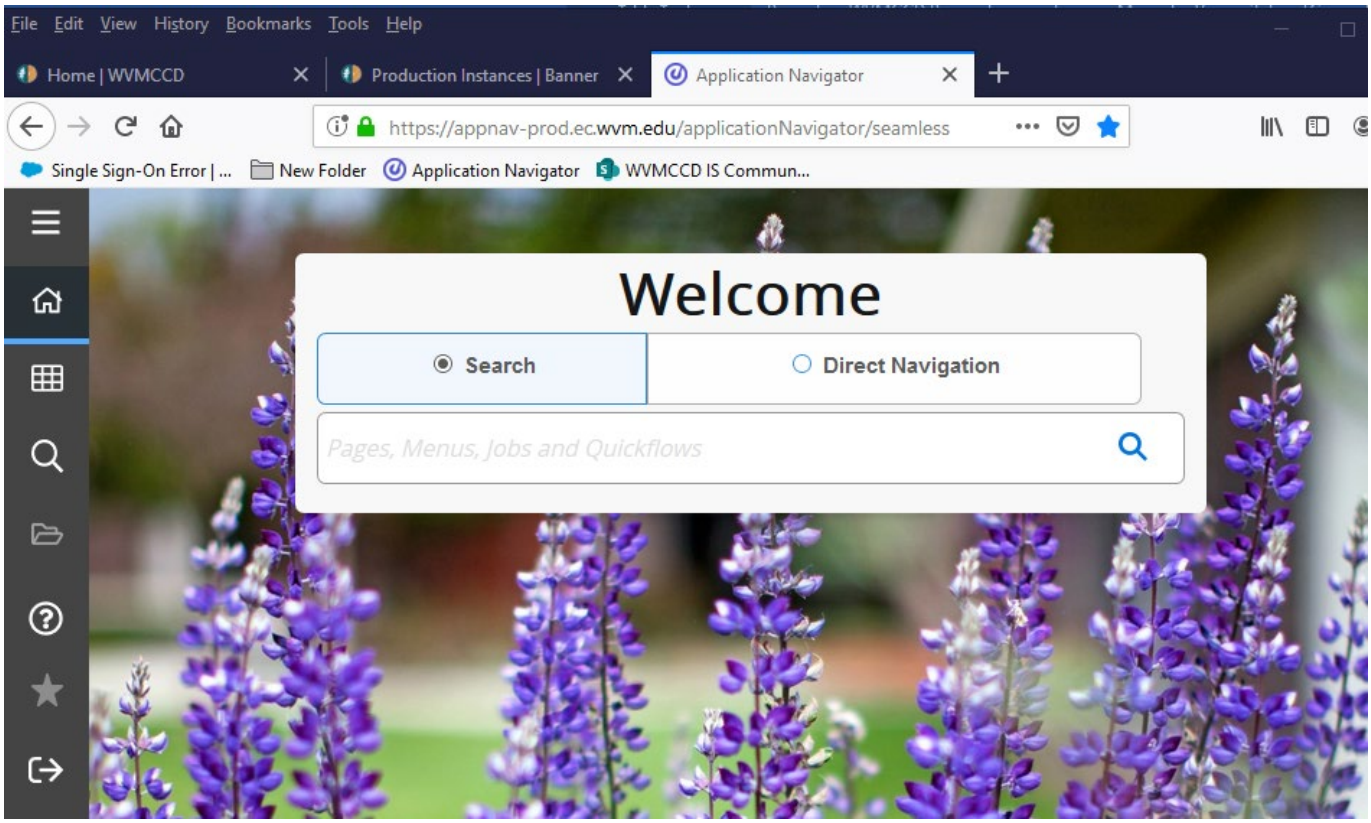
Step 3: Continue by clicking the your user account



Step 2: Enter your Username and Password. The password is the same as the Windows login password.



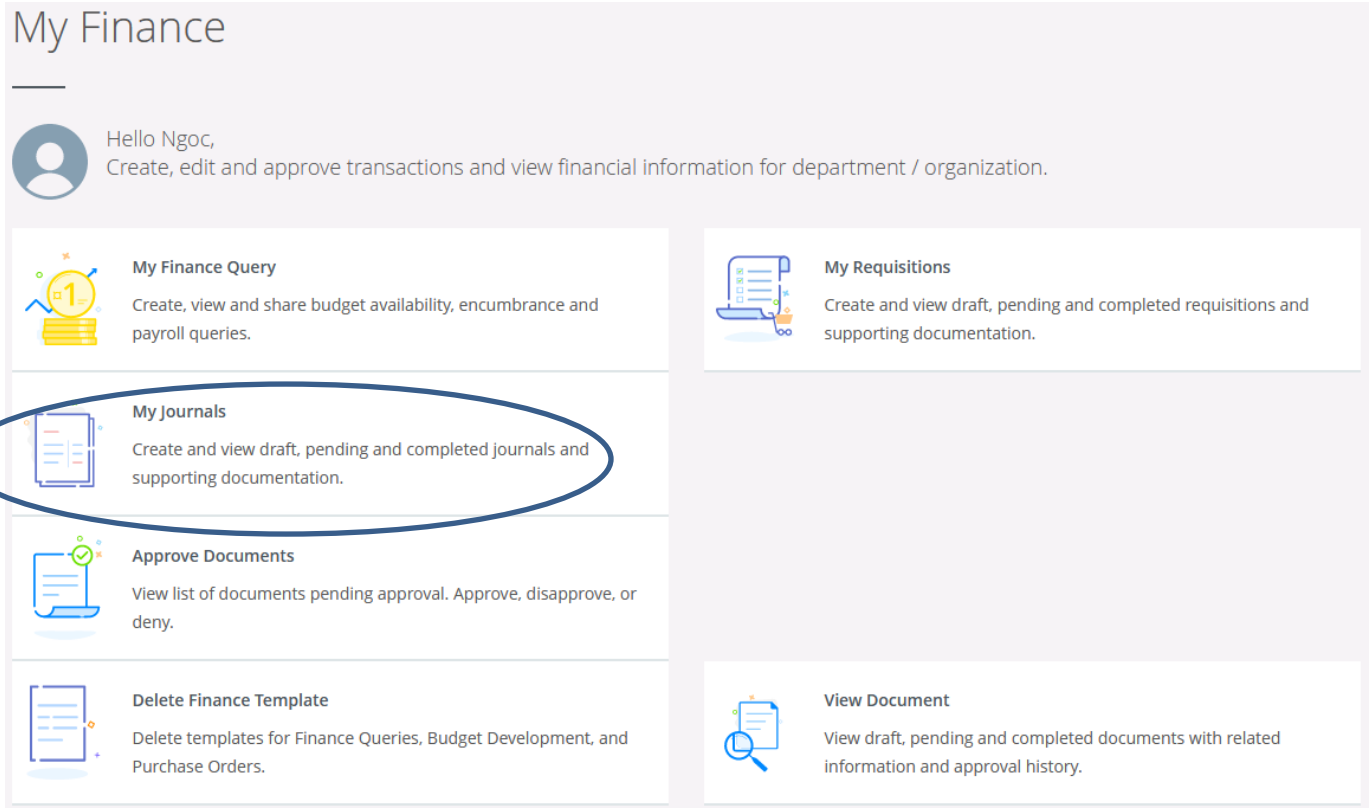
The next screen shows the access page for Banner INB:



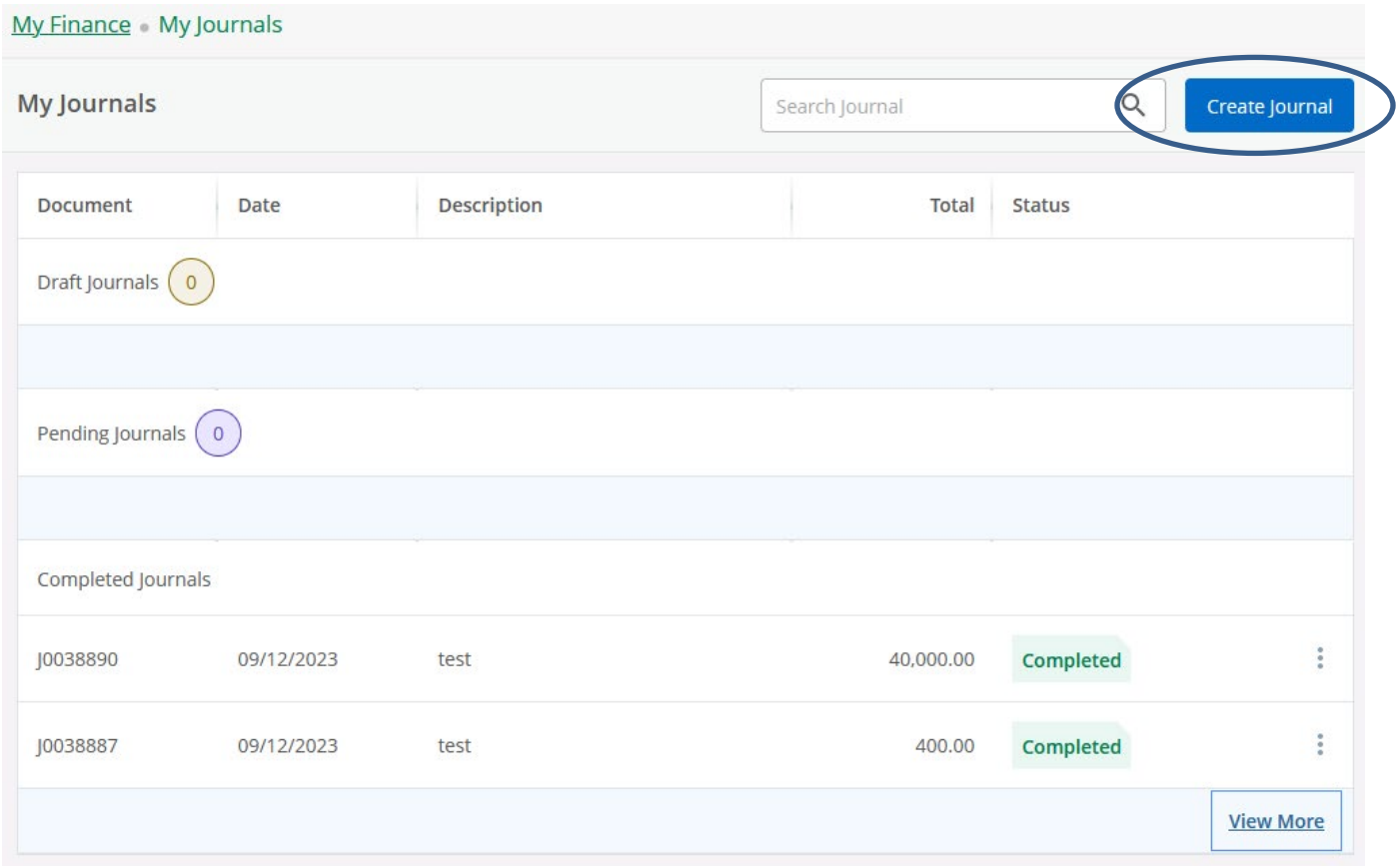
Note: To find instructions on working in INB, go back to the table of contents to select appropriate topic.

Initiate Transfers (Budget and Expense) in SSB9

Step 1: Access SSB9 and select "**Finance Self Service**". Select "**My Journals**" from the menu.



Step 2a: Click on "**Create Journal**" to initiate a new journal. Options to view draft journals, pending journals, and completed journals are available on this screen. Options to copy journal, reverse journal, and recall journal are available by clicking on the three dots to the right of each journal. Recall options are only available for draft and pending journals.



Step 2b: Complete fields highlighted in yellow. They will copy over to the fields on the journal in the next screen.

- **Transaction Date** is the posting date.
- **Journal Type:** It is important to select the proper journal type as it can lead to different approval routing. Select one of the following codes:

College	District		
JC5	**JD5**	**+ or -**	Expense Transfer (same fund)
JC6	**JD6**	**+ or -**	Expense Transfer (between different funds)
BC4	**BD4**	**+ or -**	Budget Transfer

Budget Transfers are intended to realign budget within the same fund. It is important to note that transfers are not allowed if budget is not available. Budget transfers are in whole numbers and should not include cents.

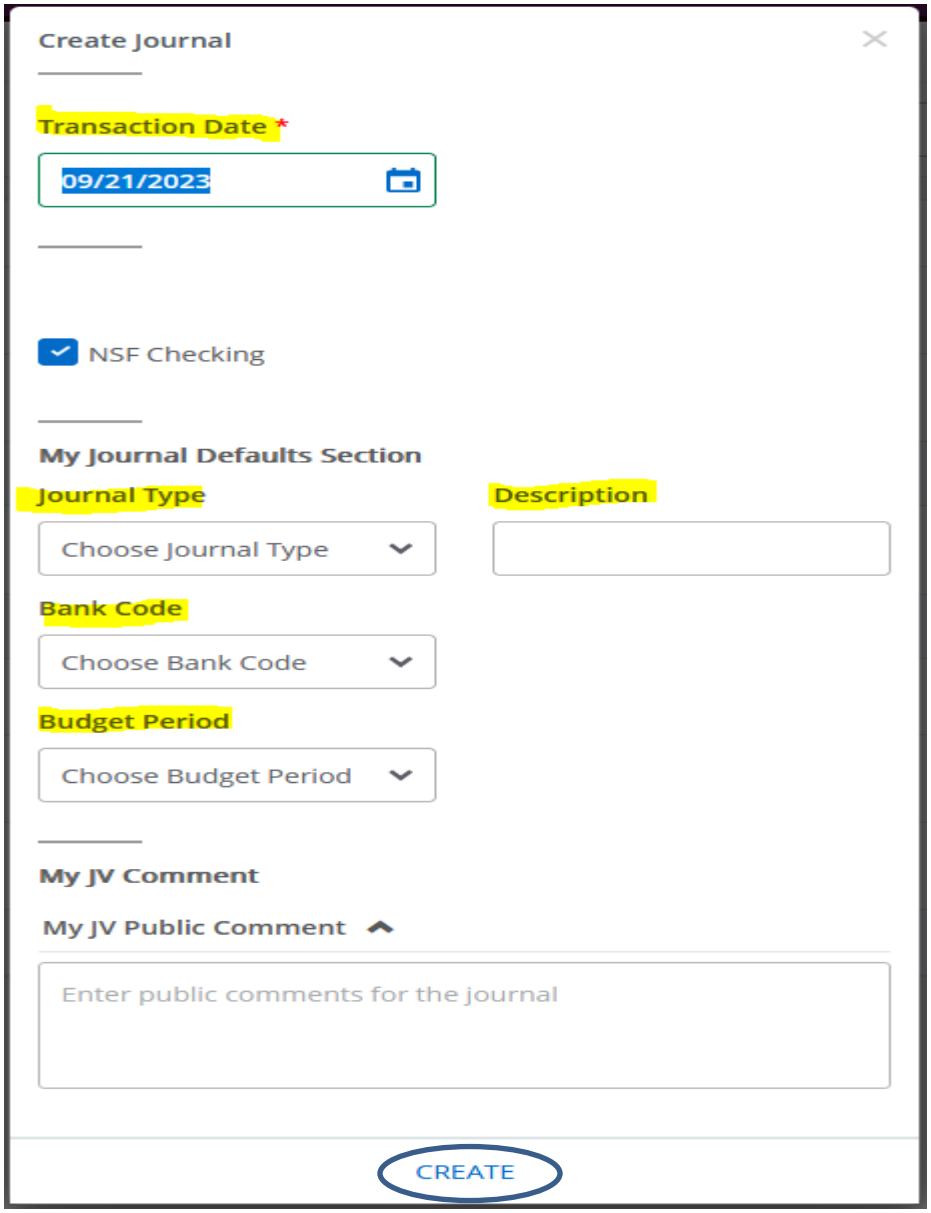
Expense Transfers are intended to move actual expenditures from one account to another to correct the original posting. Expenses can be moved between funds.

- **Description**: Provide a brief description of expense/budget transfer.
  Examples of descriptions:
  -Realign budget (backup is optional)
  -J Smith CC 06/22/2020 (clearing credit card)
  -Corr PR 5/30 JSmith (correct salary account only)
  -I0012345 Office Depot (change FOAP for an invoice)
  -Trans fr Fund 110000 to 120000 (Interfund transfer)
  -Check #/Reference # (Revenue)
- **Bank Code**: It is used for JC6 and JD6 for expense transfer between two different funds. Select bank code '00' Cash in county treasury general fund.
- **Budget Period.** Change the default budget period of 01 based on the corresponding month of the transaction date e.g., transaction date June 26 should have the budget period of 12.

01	July
02	August
03	September
04	October
05	November
06	December

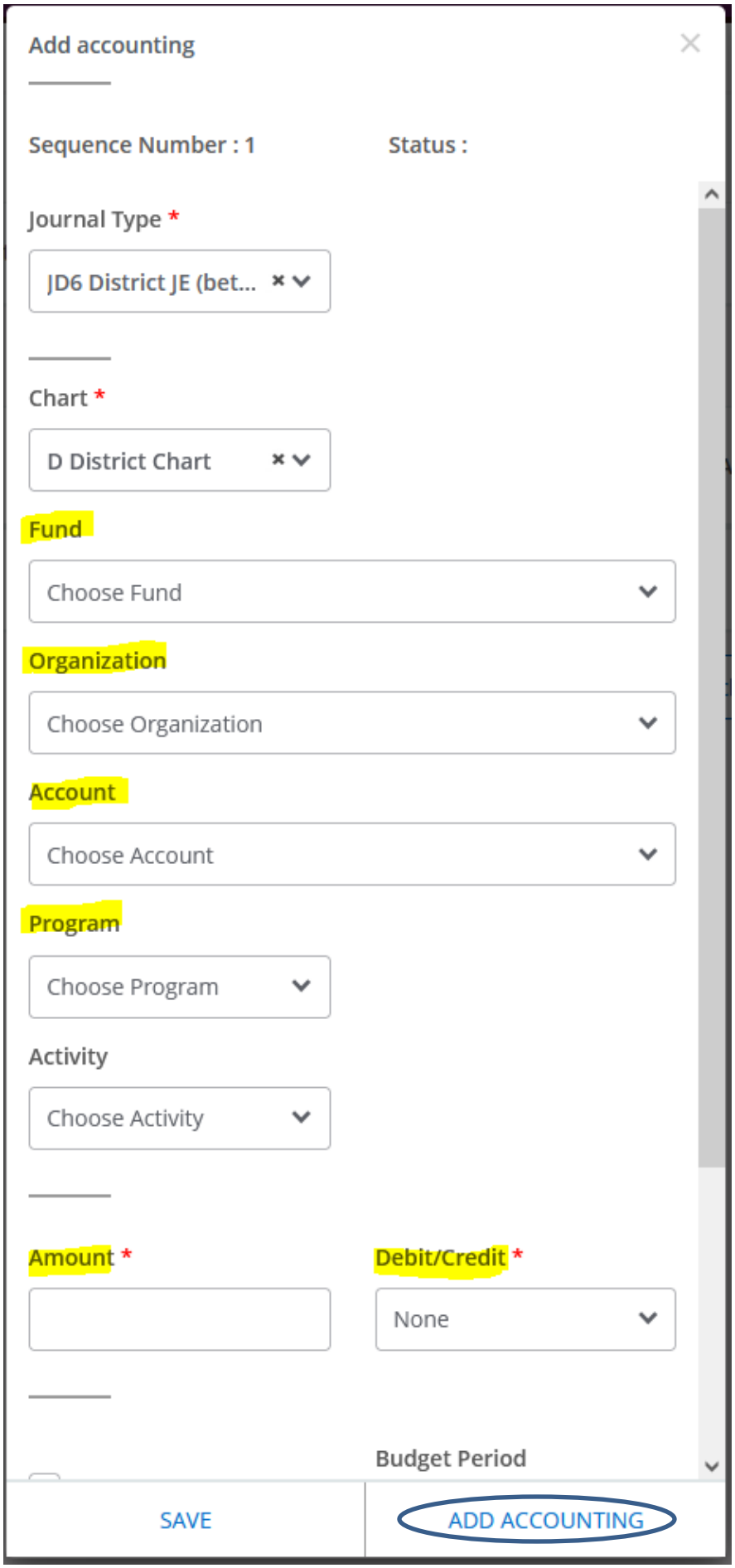
07	January
08	February
09	March
10	April
11	May
12	June

- Click on '**CREATE**' to create the journal.

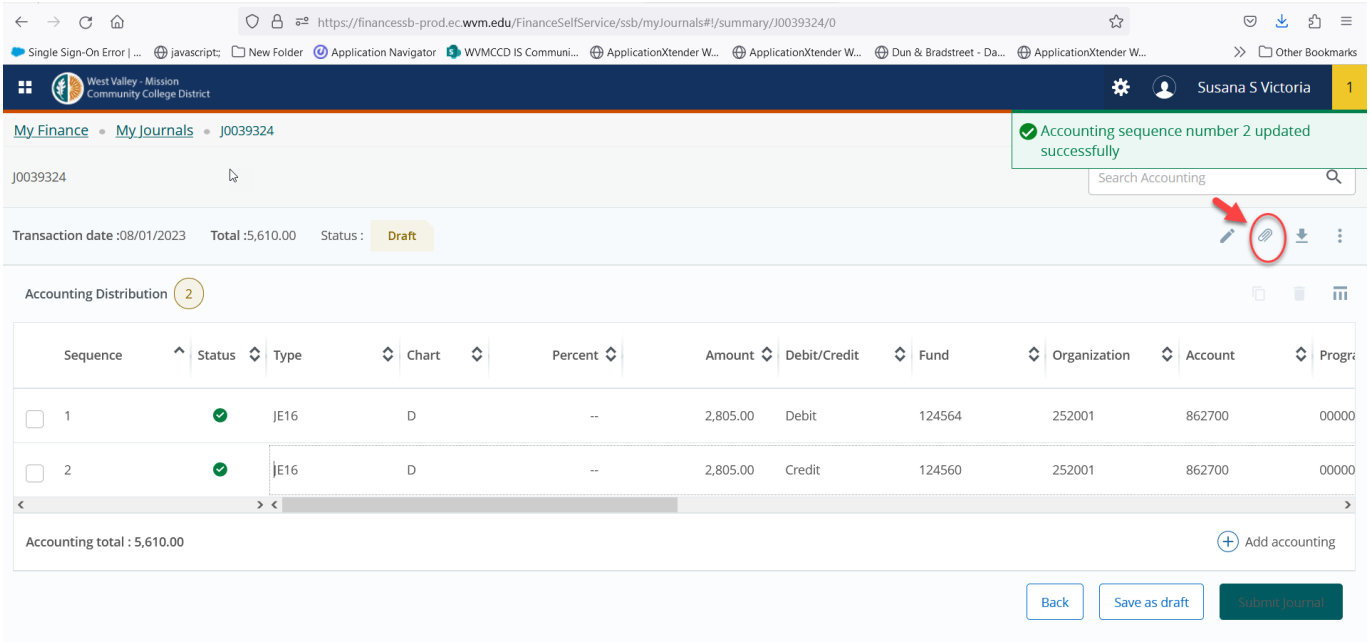


Step 2C: Fill in the FOAP, Amount, and +/- and select 'ADD ACCOUNTING' to add the account string to the journal.

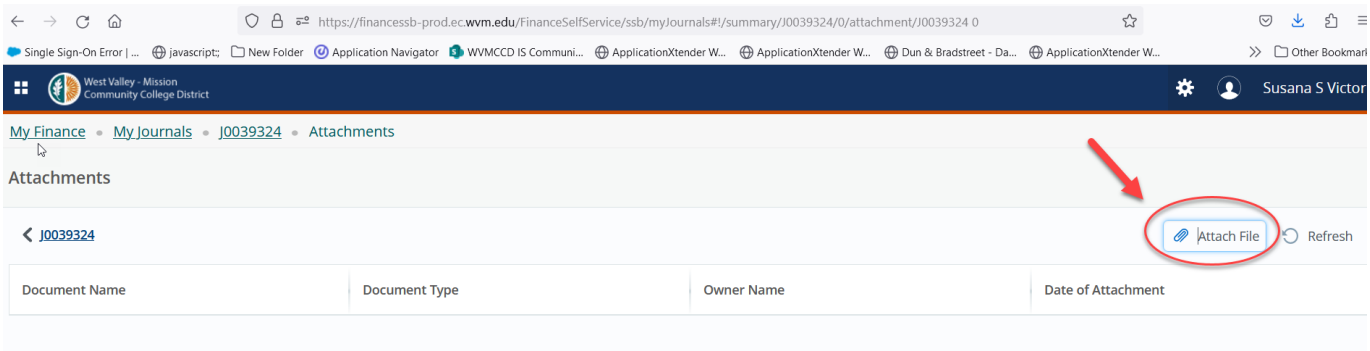
- Enter the **FOAP**.
- Enter the **amount**.
- **Debit/Credit** Field: (+) represents an increase and (-) represents decrease.
- After all the information have been entered, click on 'ADD ACCOUNTING' to add the account string and amount to the journal. System will assign journal number after clicking on 'ADD ACCOUNTING'. Repeat process to add additional accounts.


Add accounting
Sequence Number : 1
Status :
Journal Type *
JD6 District JE (bet...
Chart *
D District Chart
Fund
Choose Fund
Organization
Choose Organization
Account
Choose Account
Program
Choose Program
Activity
Choose Activity
Amount *
Debit/Credit *
None
Budget Period
SAVE
ADD ACCOUNTING

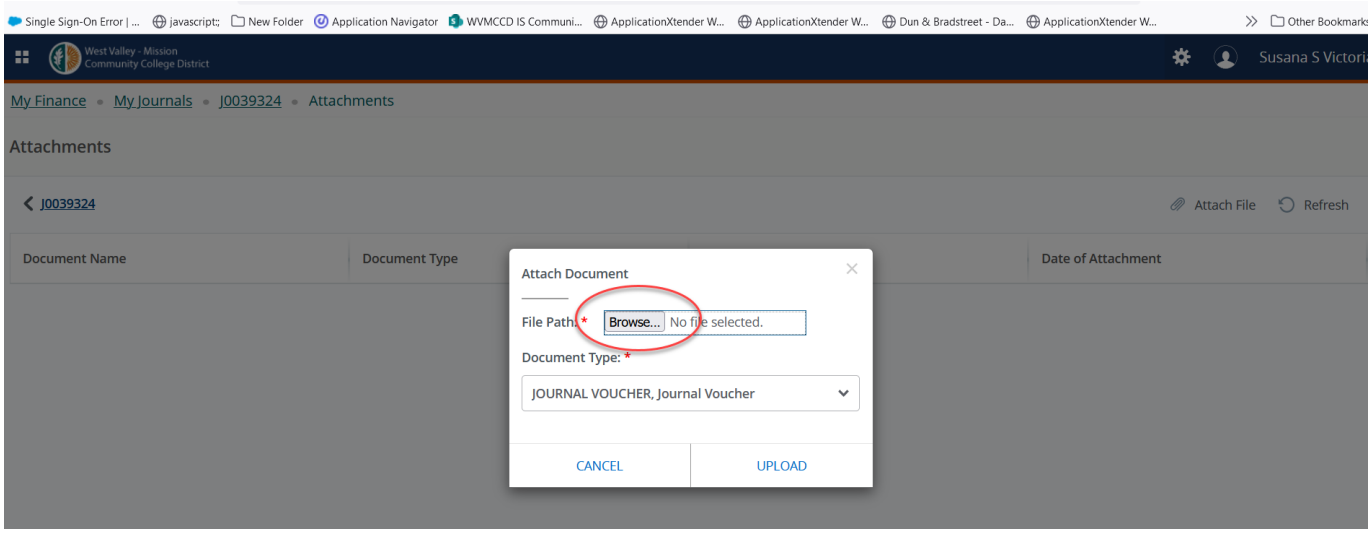
Step 2d: After entering accounts, you can load the back-up by clicking the paper clip icon.



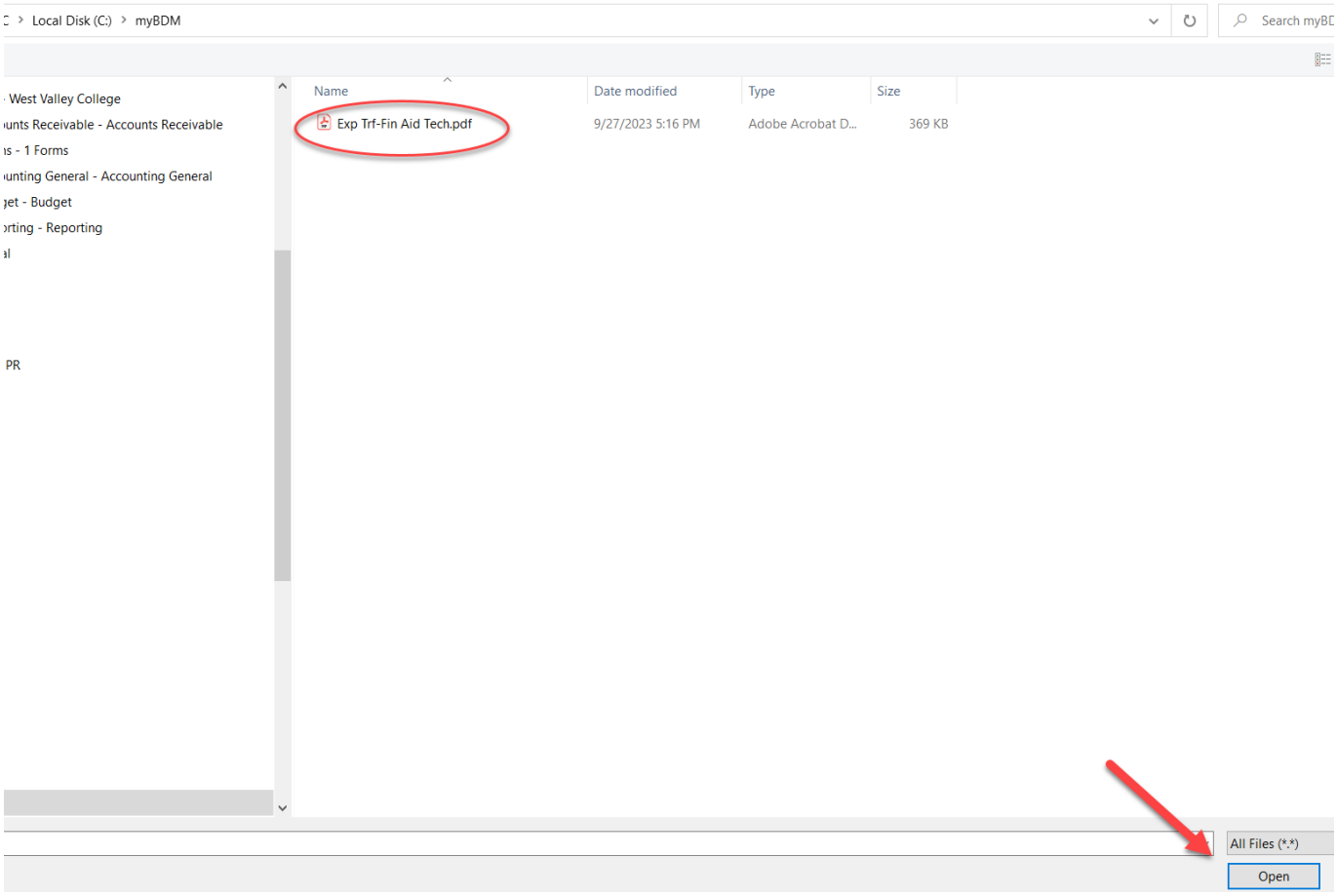
Click the “Attach file” link.



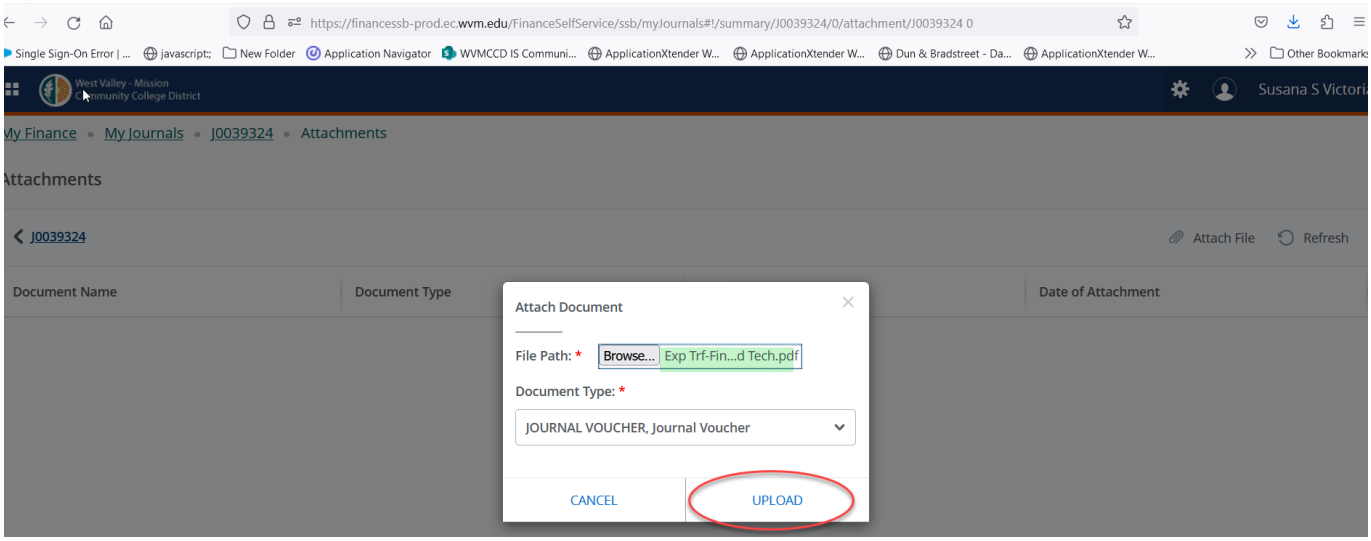
Locate the file to be uploaded by clicking “Browse”.



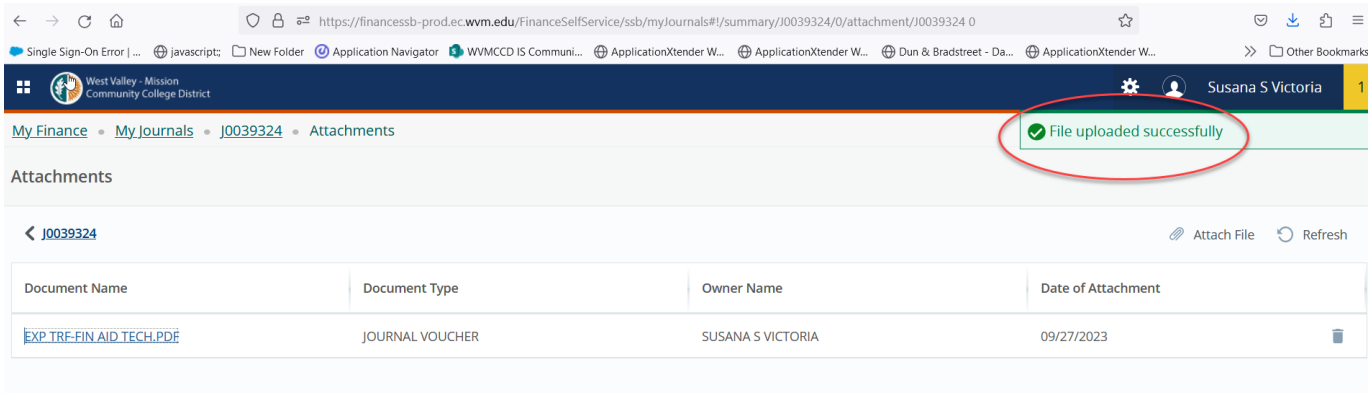
Click the document and click the “Open” at the the bottom of the screen.



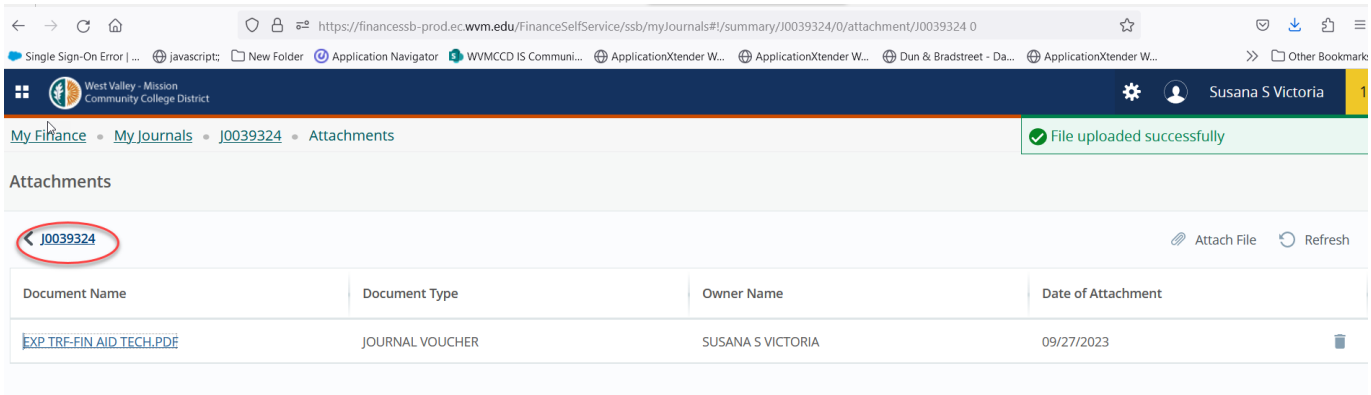
Verify the the file as showing under File Path. Click “Upload”.



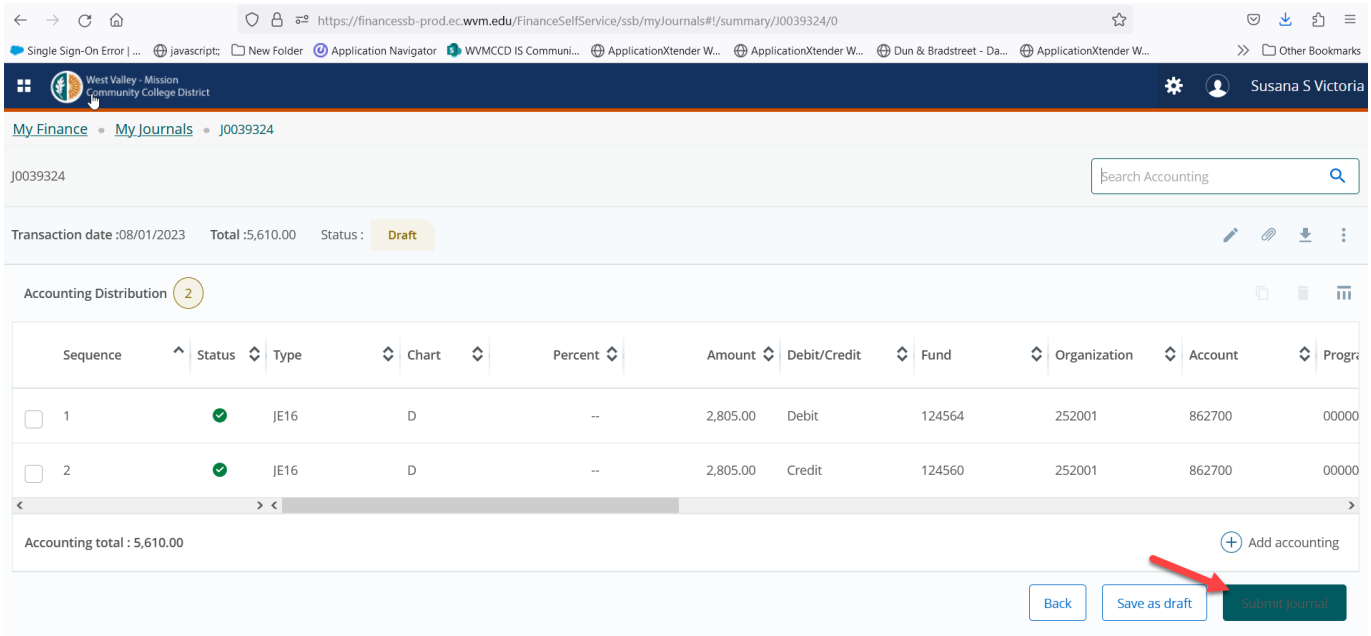
The message will show on the upper right-hand corner.

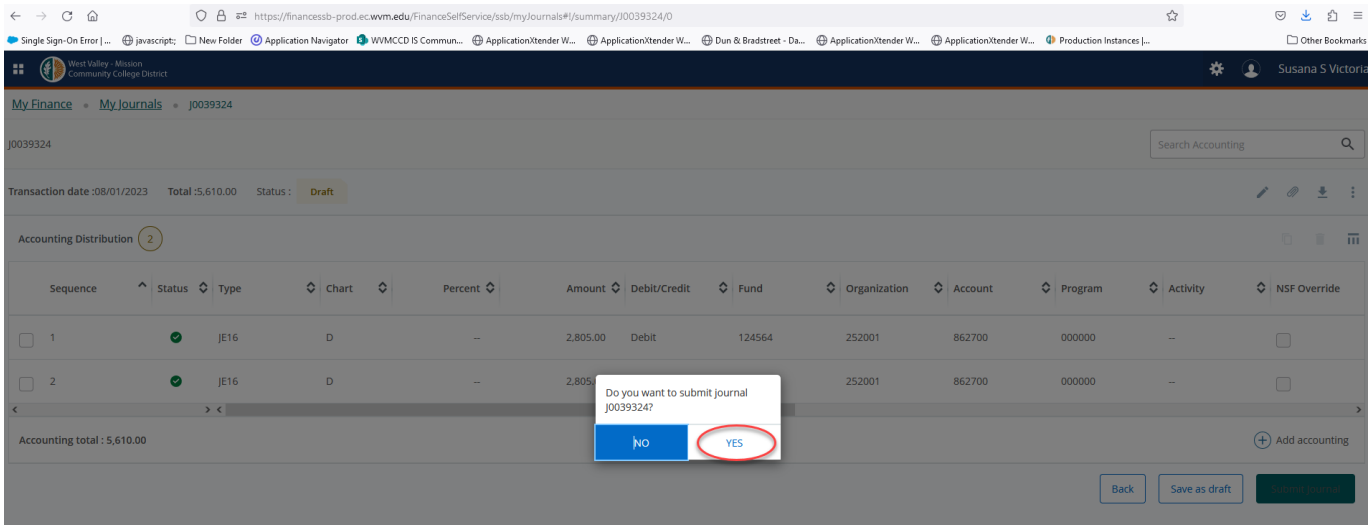


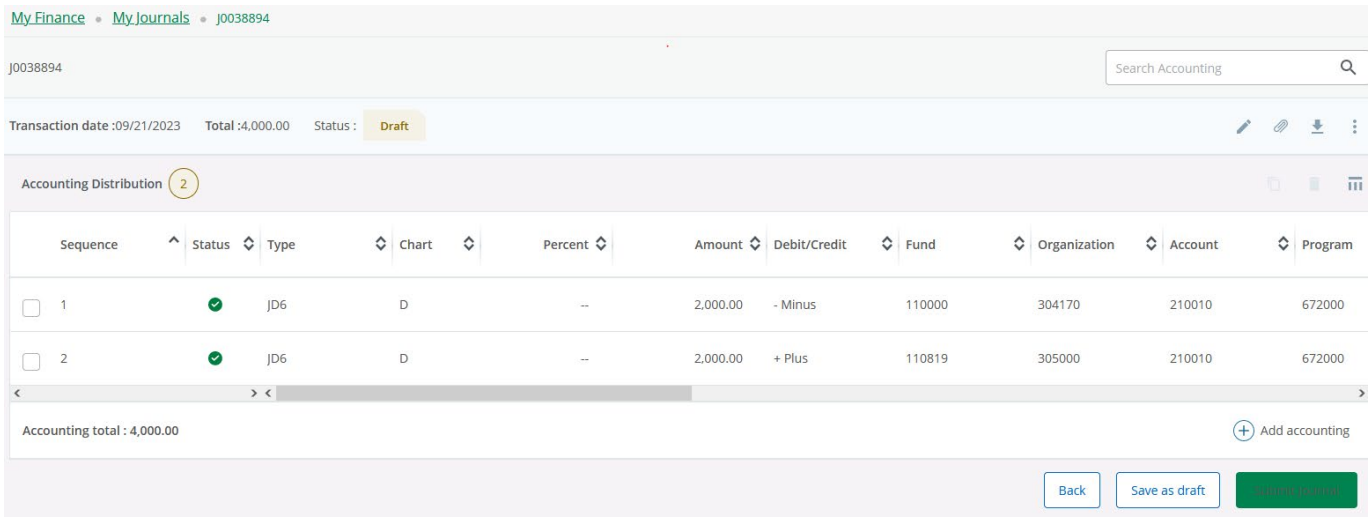
Go back to the journal screen to continue.

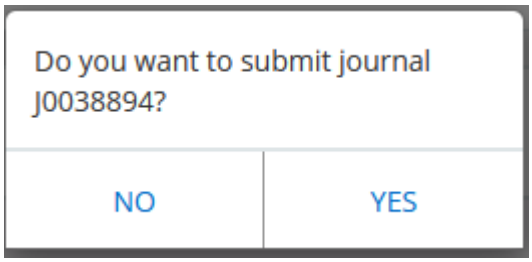


Step 2d: After the journal is complete, click on the green 'Submit Journal' option on the bottom right of the screen. Select 'YES' to submit journal.









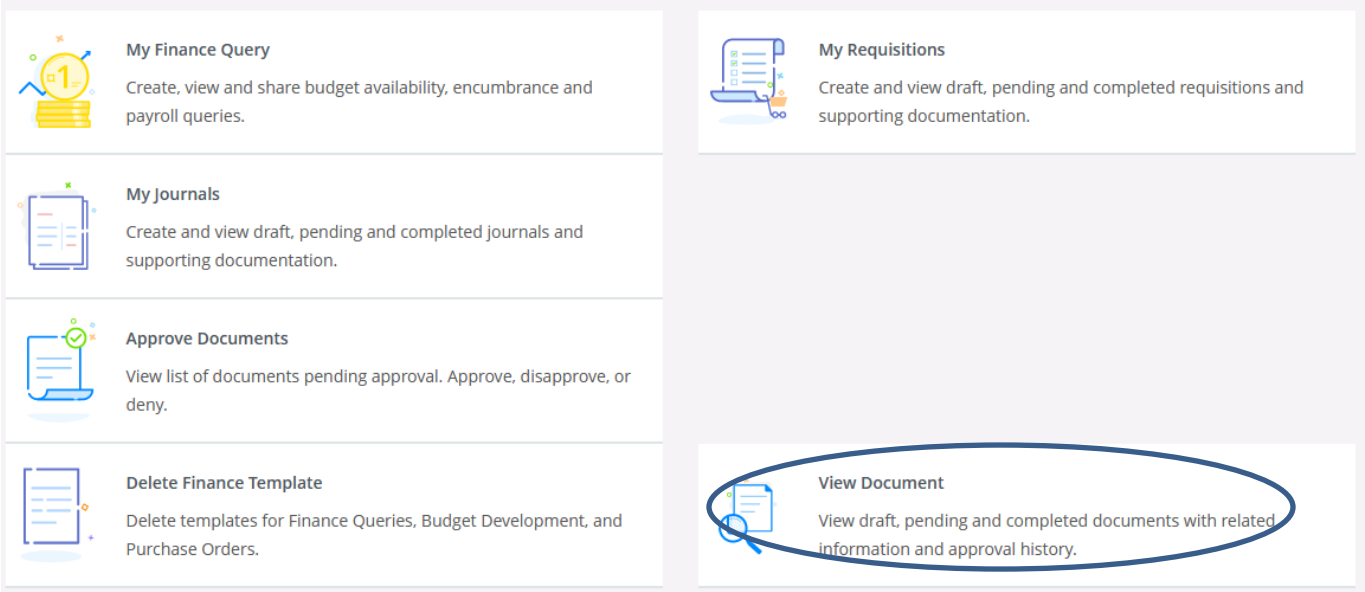
Step 3: Follow the steps for loading supporting documents in the next section to load supporting document for expense transfers.

Examples of supporting documents include: invoices, GL report, spreadsheet, e-mail

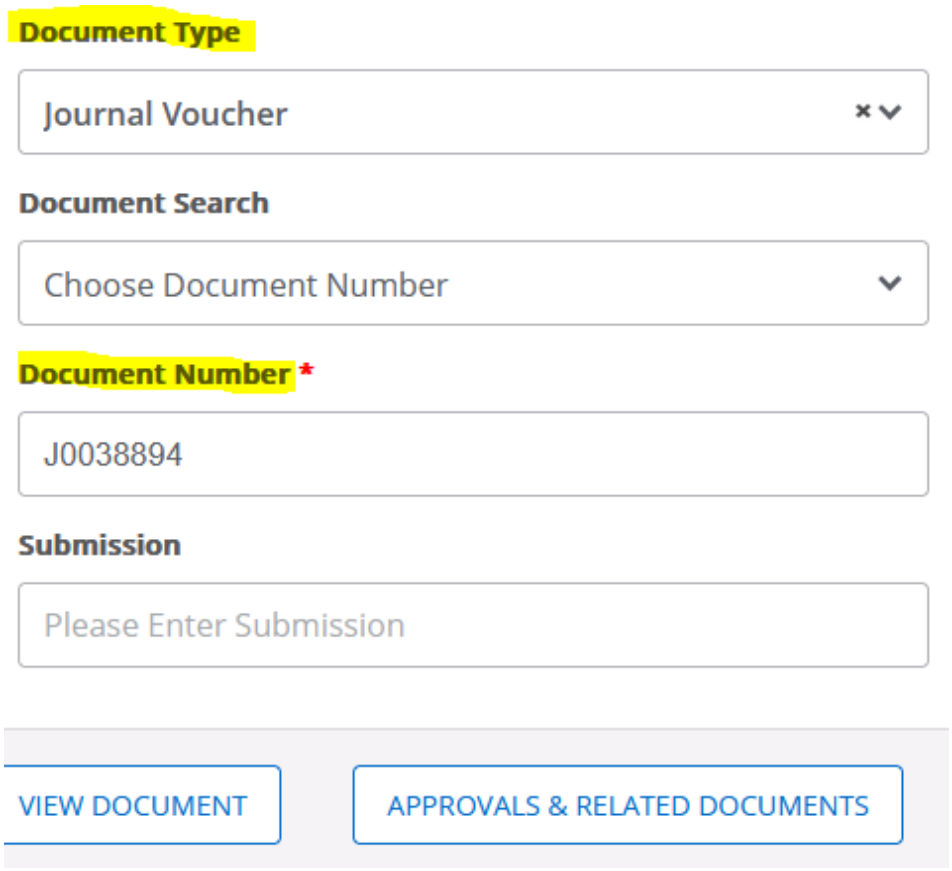
Loading Supporting Documents in Banner Document Management (BDM) through SSB

BDM provides users the capability to load and index documents into Banner. The steps below guide users on how to load digital PDF documents and index the documents in Self Service Banner.

Step 1: Go into SSB9 and select **View Document**.



Step 2: Select document type in the drop down menu. Enter the document number and click on 'APPROVALS & RELATED DOCUMENTS' to view or upload supporting documents. There is also an option to view approval history and status.



Step 3: Click on **Upload Documents** to load new PDF documents.

View Document

Home > Finance > **View Document**

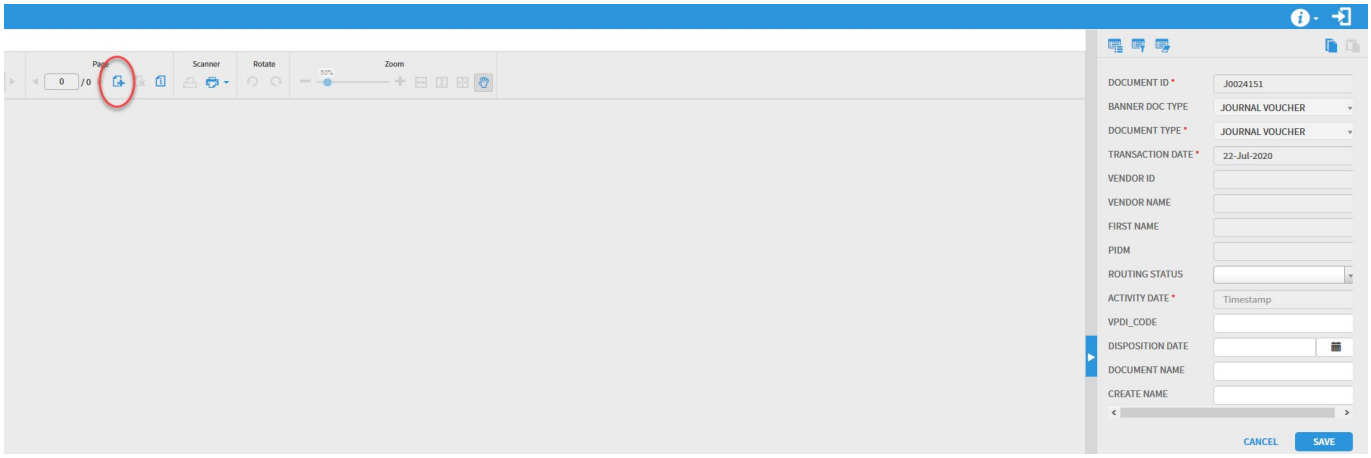
Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0024151	0	Pending	Jul 22, 2020	Aug 05, 2020	SVICTORIA	6,019.80
Display Documents	Upload Documents					
Document Text:	Corr FOAP I0067040 P & Ad Admin					

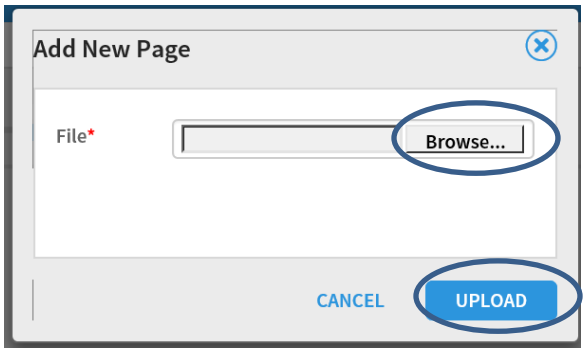
Journal Voucher Accounting

Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	Status
1	Corr FOAP I67040 P&A Admin															
	D	21	01	JE15		291000		951004					3,009.90	D	N	
2	Corr FOAP I67040 P&A Admin															
	D	21	01	JE15		291000	304190	331020	674000				2,709.90	C	N	
3	Corr FOAP I67040 P&A Admin															
	D	21	01	JE15		291000	304190	331020	590000				300.00	C	N	
Total of displayed sequences:													6,019.80			

Step 4: Click on the **plus** icon to add new document.

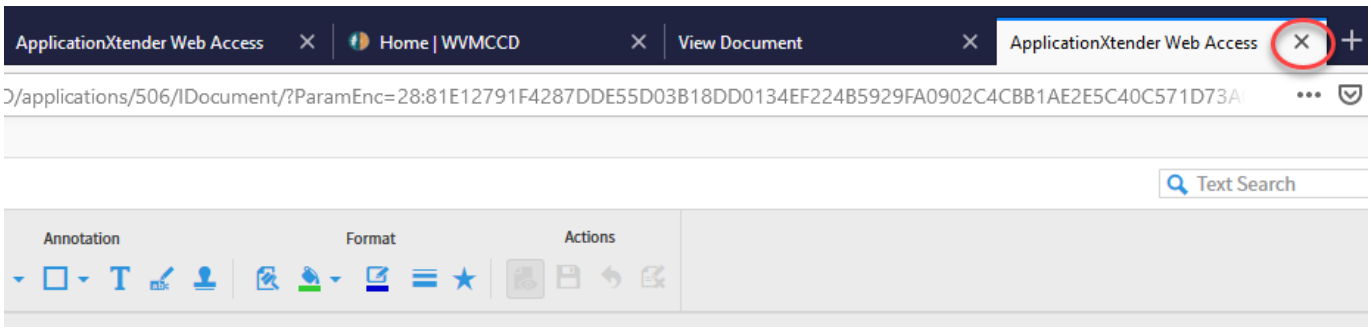


Step 5: Click on the **Browse** button to retrieve document on desktop to load in BDM. After selecting the file, click on **Upload** to load document in BDM.



Step 6: Validate document in BDM and click on **Save**.

Step 7: Click on the **(X)** to the top right corner to exit BDM.



Note: Supporting documents for journals can't be accessed through SSB once posted. You will have to log-in directly to BDM to view the supporting back-up documents.

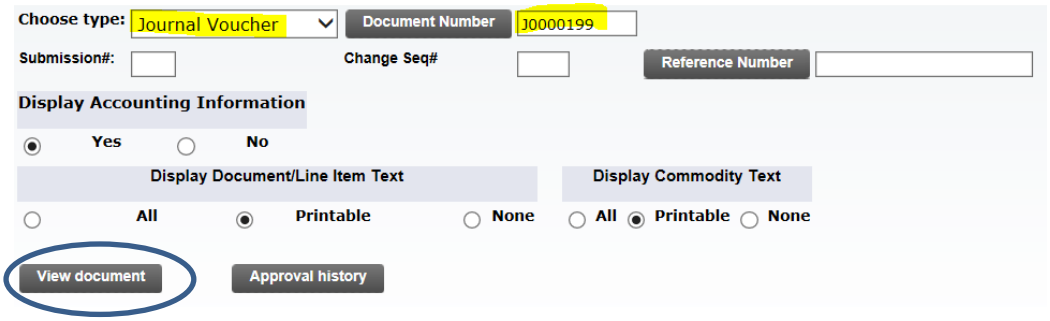
Viewing Documents (Journals, Requisitions, POs and Invoices) Processed in SSB and INB

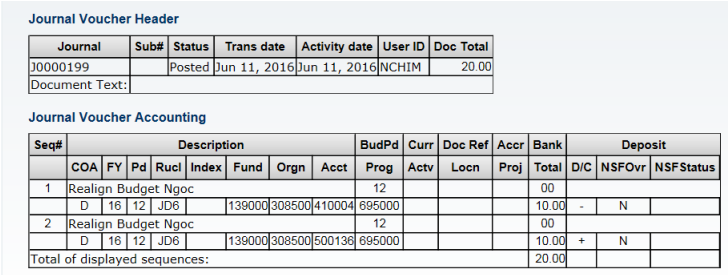
Viewing Documents in SSB

The Finance SSB View Document form allows end users to view detailed information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt). This option allows you to see all documents that exist in INB and SSB.

Step 1: Select **View Document** within Finance.

Step 2: To display the details of a document enter parameters then select **View Document**. If you do not know the document number, select **Document Number** to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from. Leave all other selections to default to original setting.





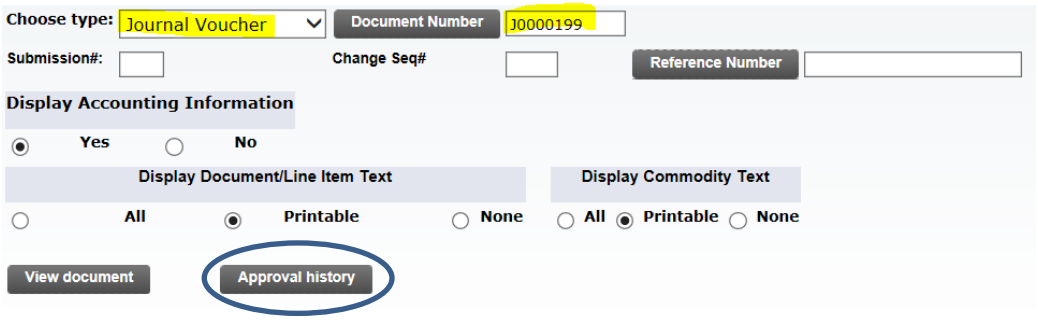
Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0000199		Posted	Jun 11, 2016	Jun 11, 2016	NCHIM	20.00
Document Text:						

Journal Voucher Accounting

Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	NSFStatus
1	Realign Budget Ngoc								12				00			
	D	16	12	JD6		139000	308500	410004	695000				10.00	-	N	
2	Realign Budget Ngoc								12				00			
	D	16	12	JD6		139000	308500	500136	695000				10.00	+	N	
Total of displayed sequences:													20.00			

Step 3: To display approval history for a document, enter parameters then select **Approval history**.



Document Identification

Document Number	J0000199	Type	Journal Document
Originator:			

There are no approvals required at this time

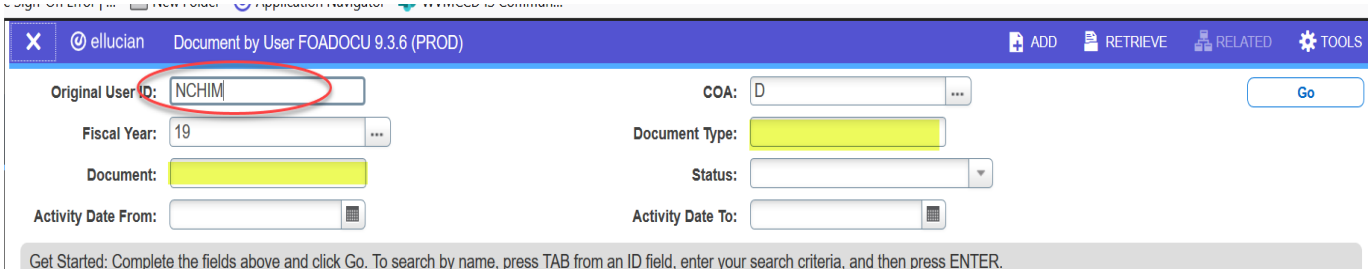
Approvals recorded

Queue	Level	Date	User
JDIS	10	Jun 11, 2016	Ngoc Chim
JDIS	10	Jun 11, 2016	Ngoc Chim
JDIS	20	Jun 11, 2016	Ngoc Chim
JDIS	20	Jun 11, 2016	Ngoc Chim
JDIS	25	Jun 11, 2016	Ngoc Chim

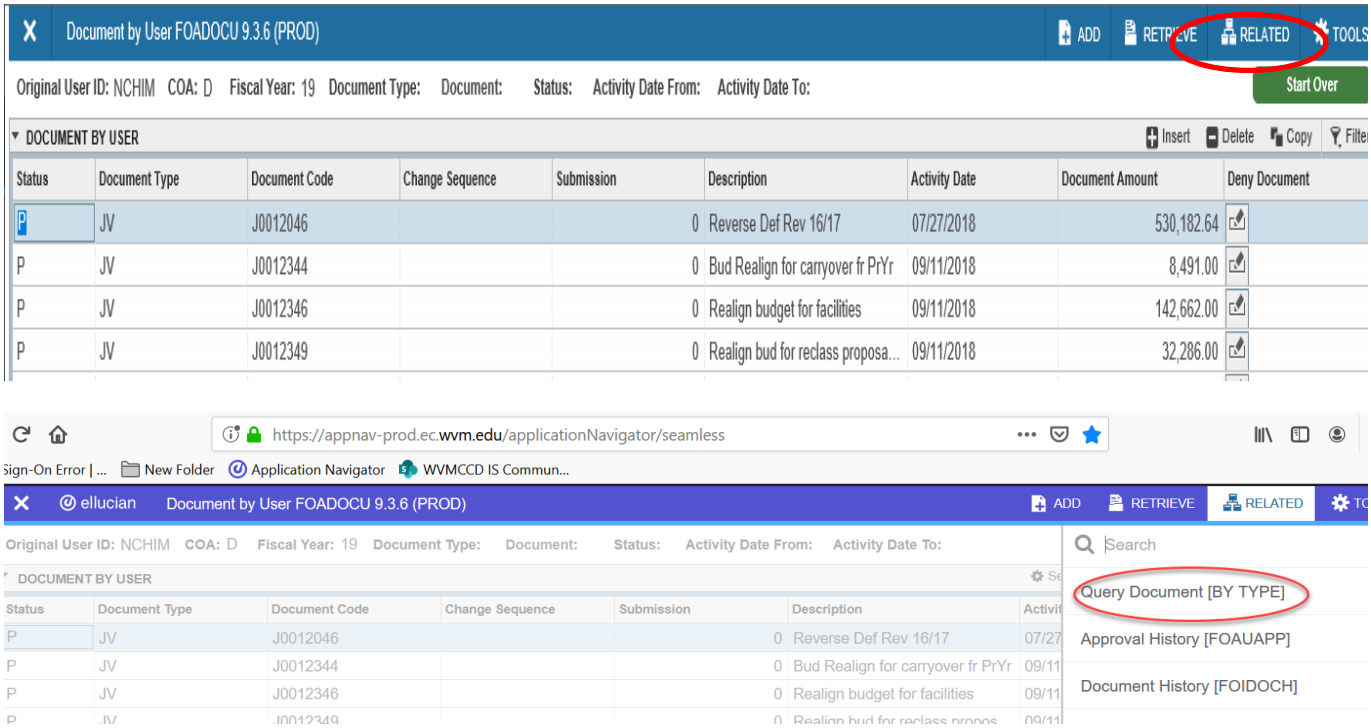
Viewing Documents by User in Banner INB (make change to journal)

Step 1: Go to form **FOADOCU** to query documents by user.

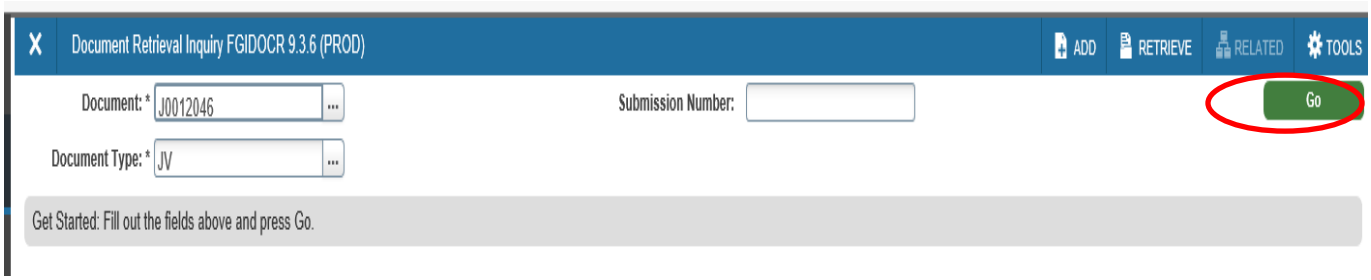
Step 2: Enter user name in the **Original User ID** box and click on **Go** to view all documents by user. You can select specific document number or type i.e., JV for journals, INV for invoice, etc.

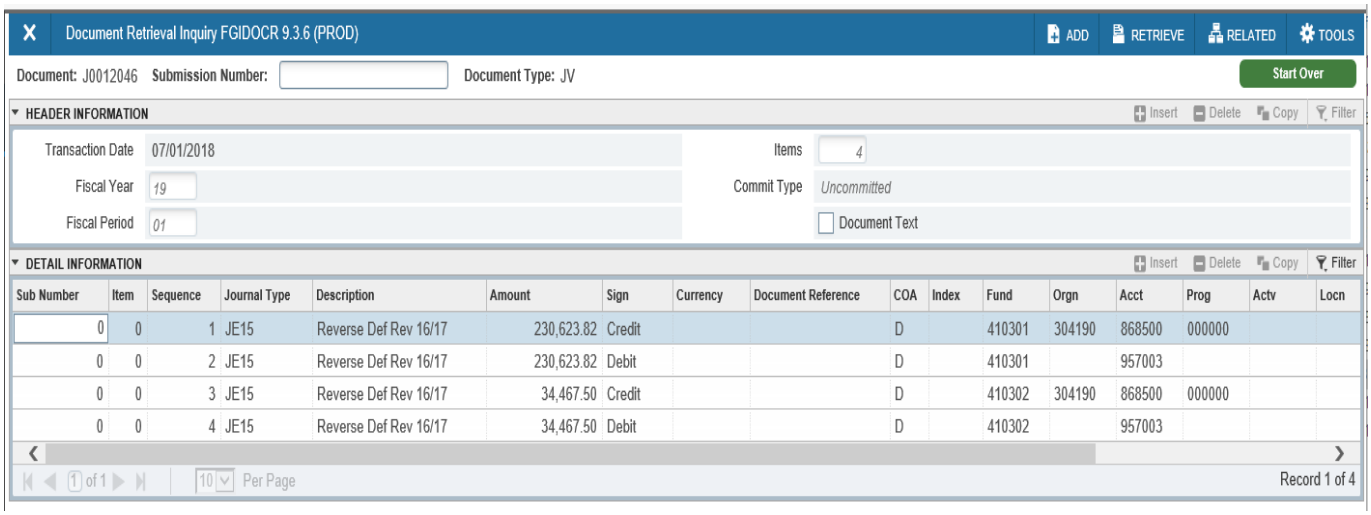


Step 2: Highlight row in blue and click on **Related** and select **Query Document** to view detail document/journal.

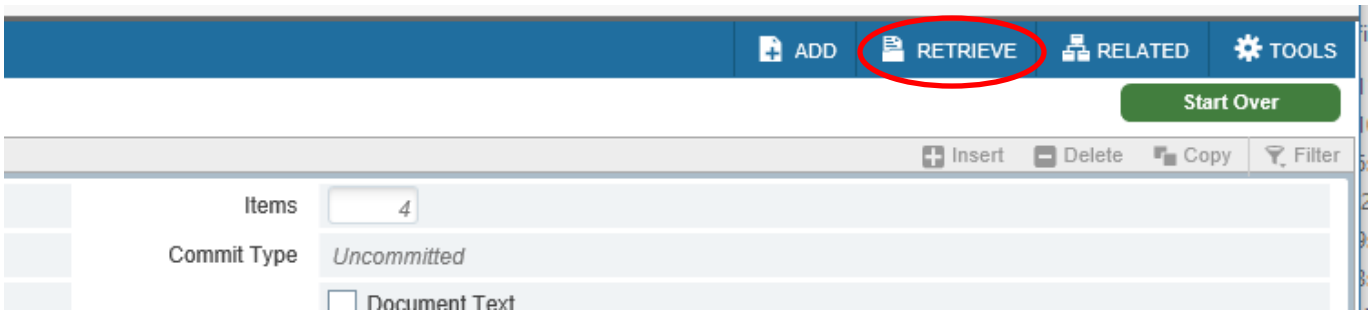


Step 3: Click on **Go** to view detail document/journal.



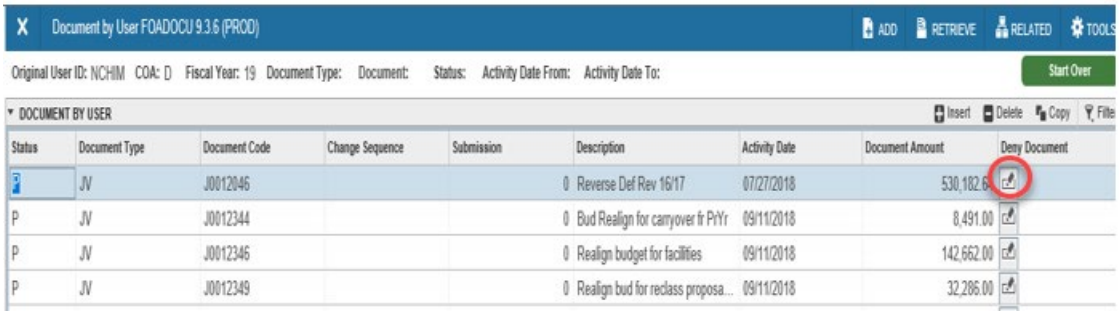


Step 4: Click on **Retrieve** to view supporting document in Banner Document Management (BDM).



Optional: This form may also be used to make corrections to expense transfer.

- Select the line for the document you need to deny and click the deny icon



- Once the journal is denied, it will have “incomplete” status. Go to the journal form, i.e, FGAJVCD, FGAJVCM, or FGAJVCQ to delete the journal, make the changes and complete it.

Note: Once the journal is approved, you cannot use the FOADOCU form to deny/disapprove your own journal.

Banner FUPLOAD Process (Upload Journals in INB/Administrative)

The **FUPLOAD** process allows the loading of journals with more than five lines in Banner INB. The steps below will guide users to complete the upload template.

College	District		
JC5	**JD5**	**+ or -**	Expense Transfer (same fund)
JC6	**JD6**	**+ or -**	Expense Transfer (between different funds) Use bank code 00 - Requires bank code, but does not touch bank funds.
BC4	**BD4**	**+ or -**	Budget Transfer

Expense = +	Revenue = +
Expense = -	Revenue = -

Step 1: **FUPLOAD** Journal Entry Template: Set up a template for each Rule Code (see example below for budget transfer using rule code BC4). **Do not change any format in this template or upload will not work.**

A	G	H	K	L	M	N	O	P	Q	V	W	Y	Z	AO
SHOW CONTROLS		FUPLOAD Journal Entry							Hash Tota	4000.00	Prepared by:			
No. of	sdocnum	Trans Dat	RUCL	Chart	Acci	Fund	Orgn	Acct	Prog	Amount	D/C	Description	Bank	Text
1		T	BC4	D		410000	311800	230020	659000	500.00	-	Transfer funds to cover expenses		
1			BC4	D		410000	311800	311020	659000	500.00	-	Transfer funds to cover expenses		
1			BC4	D		410000	311800	320020	659000	500.00	-	Transfer funds to cover expenses		
1			BC4	D		410000	311800	321020	659000	500.00	-	Transfer funds to cover expenses		
1			BC4	D		410000	311800	230050	710000	500.00	+	Transfer funds to cover expenses		
1			BC4	D		410000	311800	321020	710000	500.00	+	Transfer funds to cover expenses		
1			BC4	D		410000	311800	312020	710000	500.00	+	Transfer funds to cover expenses		
1			BC4	D		410000	311800	323020	710000	500.00	+	Transfer funds to cover expenses		

1. Column A - place in the number “1” on each row that has a transaction.
2. Column H – Use T for today or enter date format: yyyymmdd (20200425) for April 25, 2020.
3. Column K - key in the rule code to be used BC4, JC5, JC6, BD4, JD5, and JD6.
4. Column L - key in the letter ‘D’ for District Chart of Account.
5. Column N - key in the Fund.
6. Column O - key in the Organization.
7. Column P - key in the Account.
8. Column Q - key in the Program.

9. Column V - key in the Amount to be transferred. **Hash total** is automatically calculated. It is the absolute value, which is the document total.
10. Column W - key in the (+) or (-).
11. Column Y - key in the description for each line (description needs to be clear). Refer to page 19 for examples of descriptions.
12. Column Z – is only required for JC6 and JD6 for expense transfers between two different funds. Bank Code should be "00".
13. Column AO – (Optional) Enter document text on the first line only, if desired.

Note: Transfer using rule code BC4 is used for new grant or adjustments to revenues. Plus (+) sign is used in column W to indicate an increase in budget for revenue and expense.

A	G	H	K	L	M	N	O	P	Q	V	W	Y	Z	AO
SHOW CONTROLS		FUPLOAD Journal Entry								Hash Tota	40000.00	Prepared by:		
of Doc	sdocnum	Trans Date	RUCL	Chart	Acci	Fund	Orgn	Acct	Prog	Amount	D/C	Description	Bank	Text
1		20160425	BC4	D		133002	102005	862300	000000	20,000.00	+	Setup additional buget for DSPS		
1		20160425	BC4	D		133002	102005	210010	642000	15,000.00	+	Setup additional buget for DSPS		
1		20160425	BC4	D		133002	102005	311020	642000	2,000.00	+	Setup additional buget for DSPS		
1		20160425	BC4	D		133002	102005	320020	642000	750.00	+	Setup additional buget for DSPS		
1		20160425	BC4	D		133002	102005	321020	642000	750.00	+	Setup additional buget for DSPS		
1		20160425	BC4	D		133002	102005	322020	642000	500.00	+	Setup additional buget for DSPS		
1		20160425	BC4	D		133002	102005	323020	642000	500.00	+	Setup additional buget for DSPS		
1		20160425	BC4	D		133002	102005	330020	642000	500.00	+	Setup additional buget for DSPS		

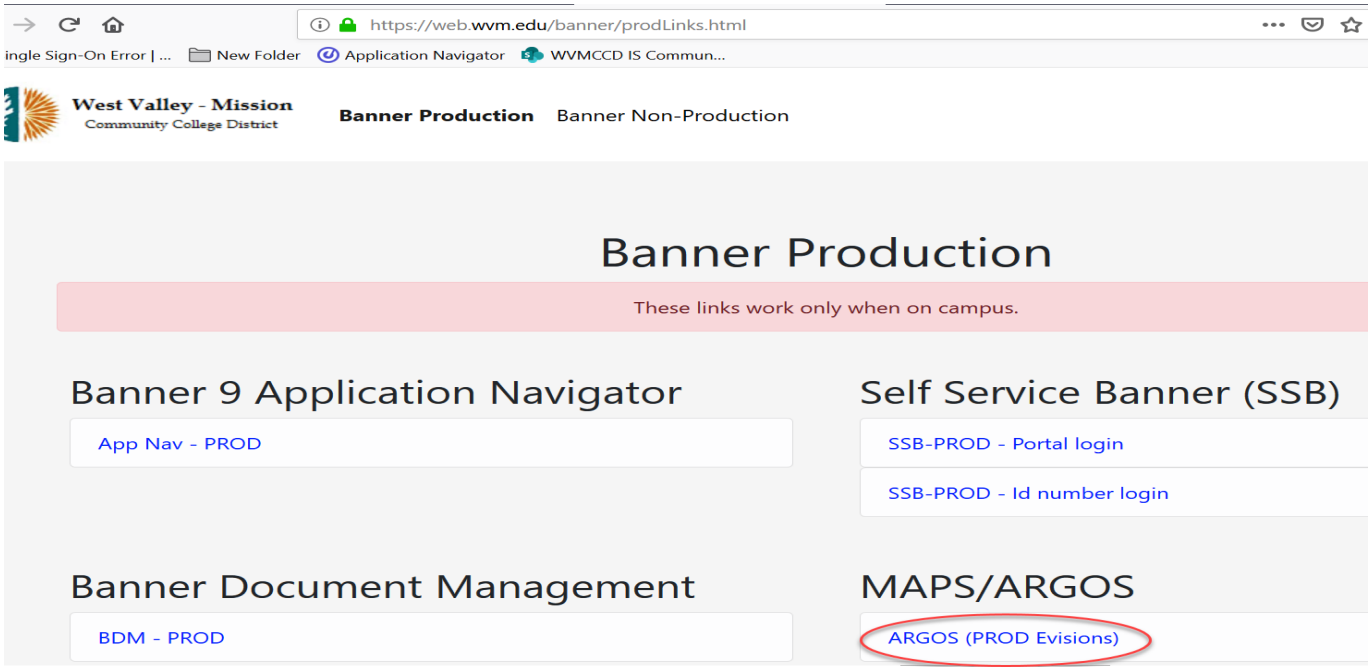
Step 1b: After completing the Journal Entry template, send the **excel template** and **supporting documents in PDF** format through e-mail to the college Administrative Services Office for review and approval. After approval, College Administrative Services Staff will forward the e-mail with the attached documents to District.Finance@wvm.edu for processing.

Argos Reports

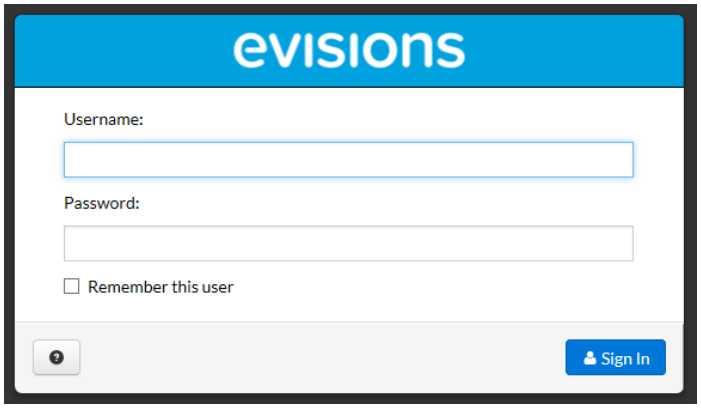
Accessing Argos Reports

Step 1: Select **ARGOS (PROD Evisions)** on the main page by clicking on the selection below to the right.

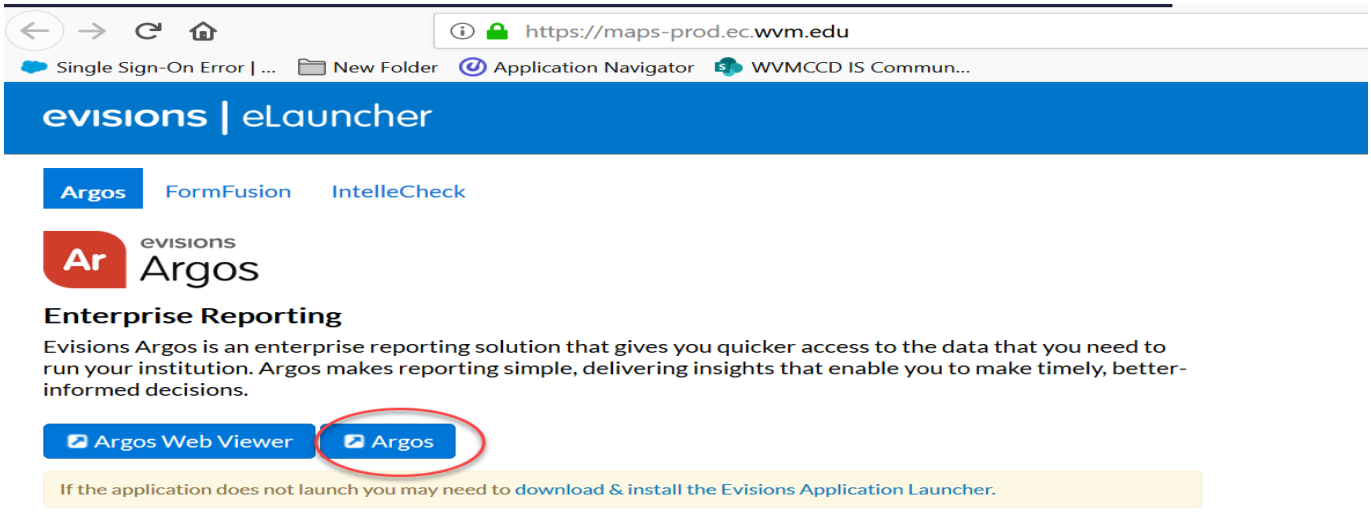
https://maps-prod.ec.wvm.edu

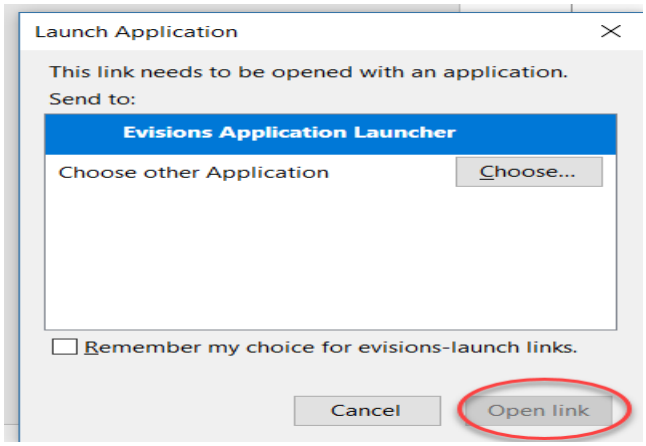


Step 2: Sign in using your computer login. Contact IS Help Desk at (408) 741-2696 if you are unable to log in.

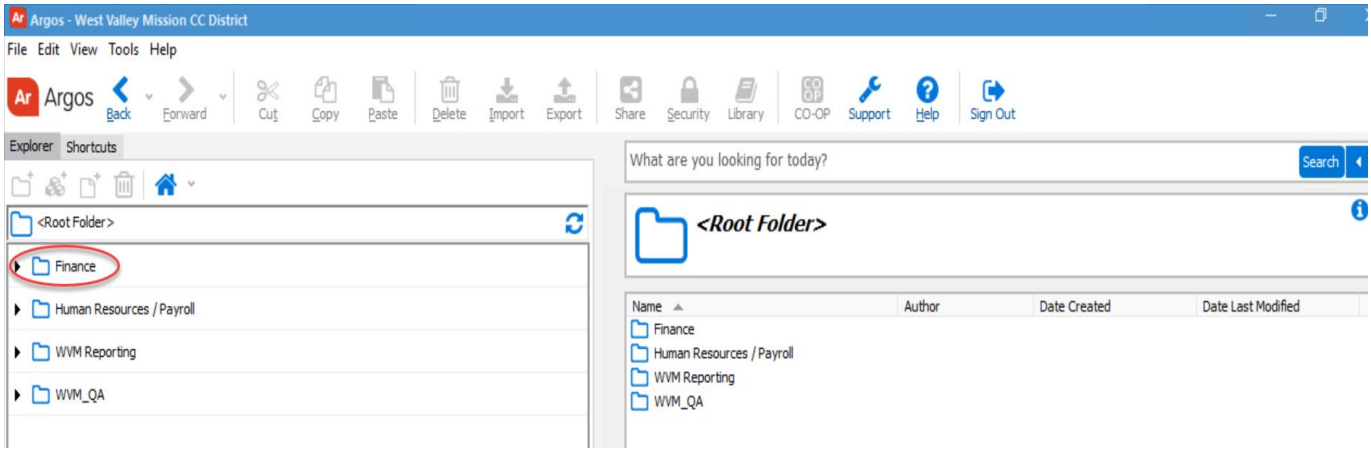


Step 3: Select **Argos** by clicking on the selection below. Click "**Open Link**" on the Launch Application dialogue box.

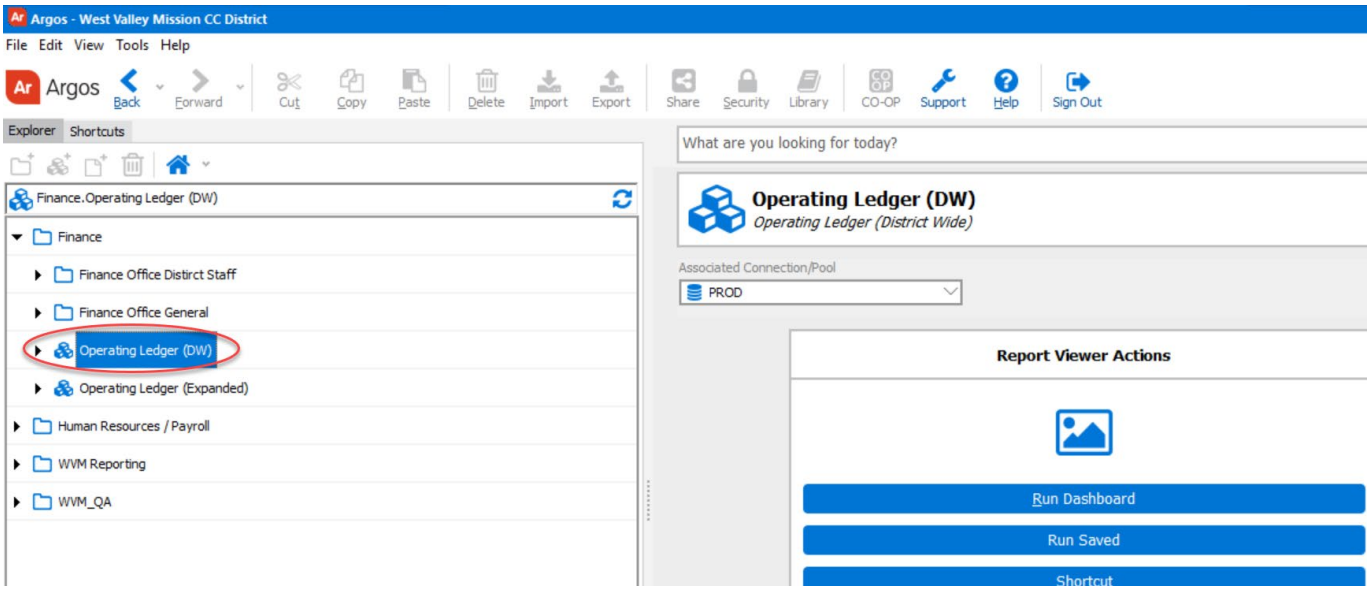




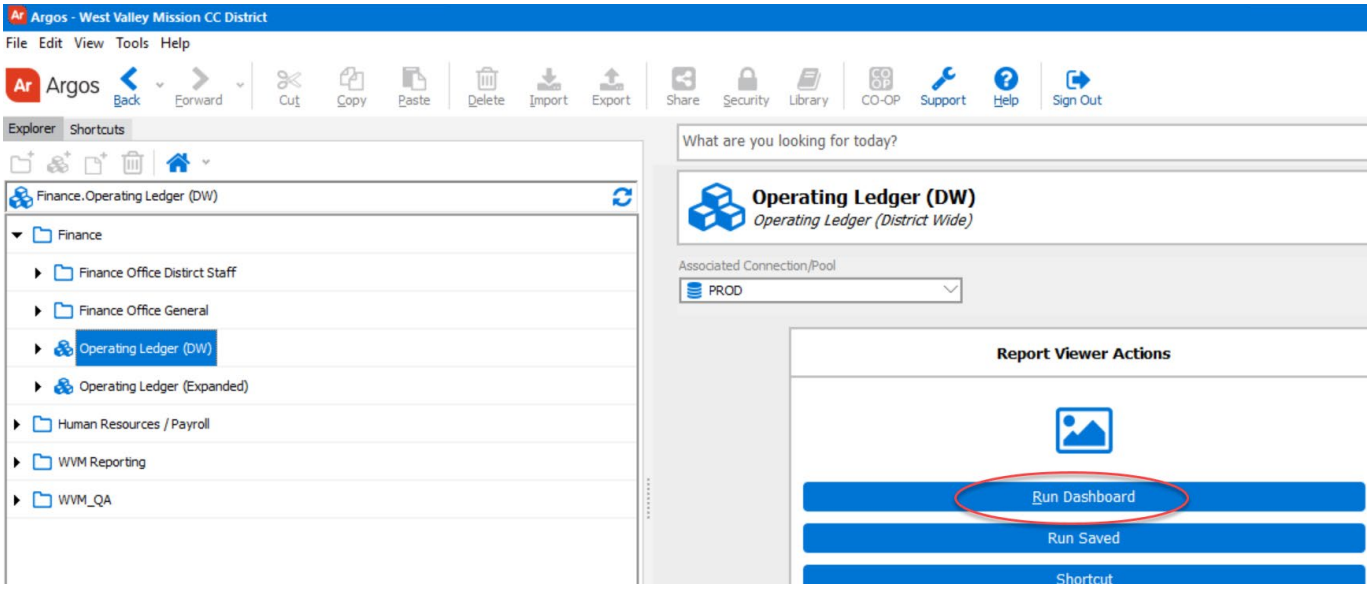
Step 4: Select the **Finance** folder by clicking on the folder identified below.



Step 5: Select one of the **Operating Ledger** datablock. This option will allow users to view revenue and expense actuals, encumbrances, and budget information. The DW version allows the capability of copying data to excel spreadsheet. The Expanded version provides descriptions for each components of the chart of accounts.



Step 6: Select **Run Dashboard** to view report criteria selection.



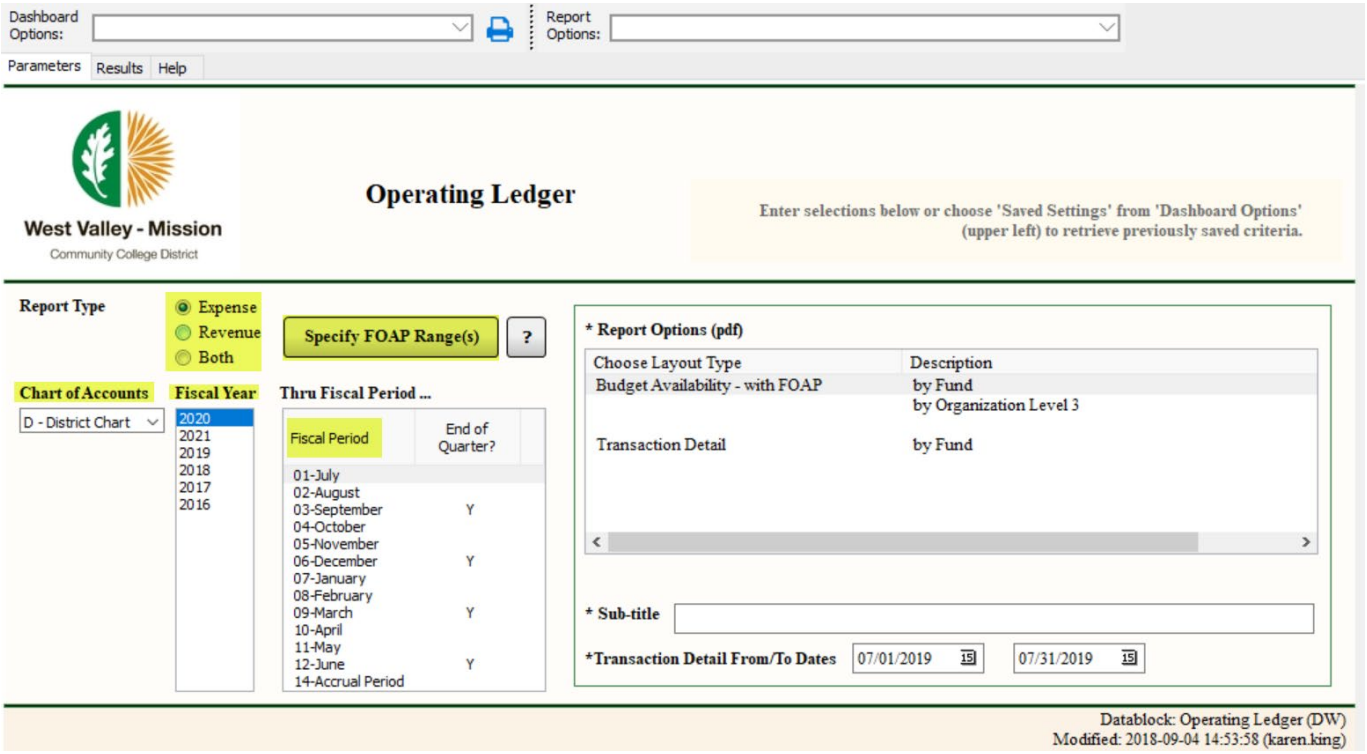
Step 7: Select criteria for report by completing the specific selections on the screen.

Report Type – Users have the option to select expense, revenue, or both.

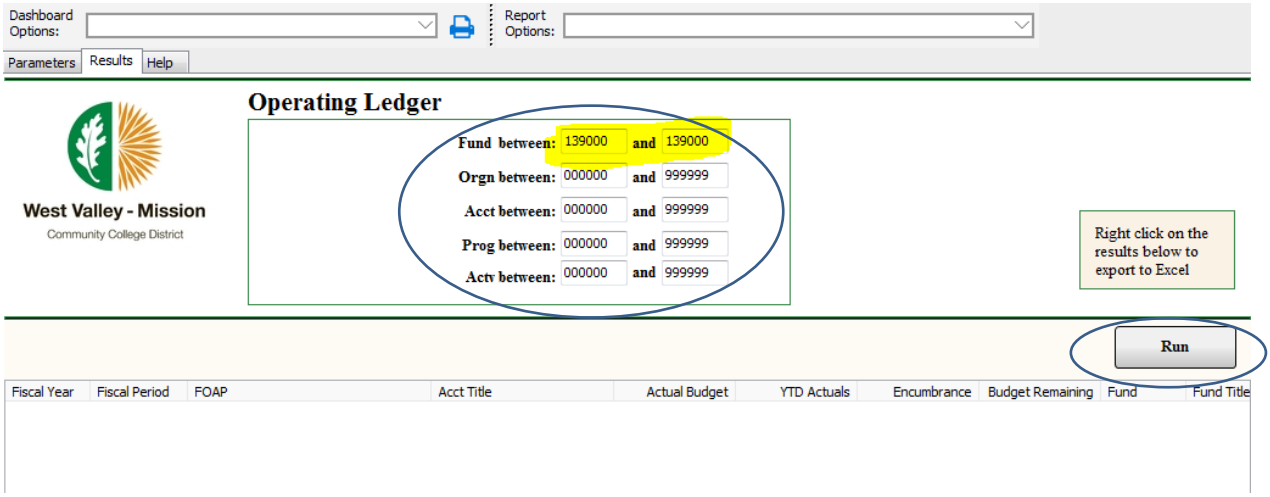
Chart of Accounts – Report will always default to chart 'D' for District chart.

Fiscal Period – Select the period to display on report.

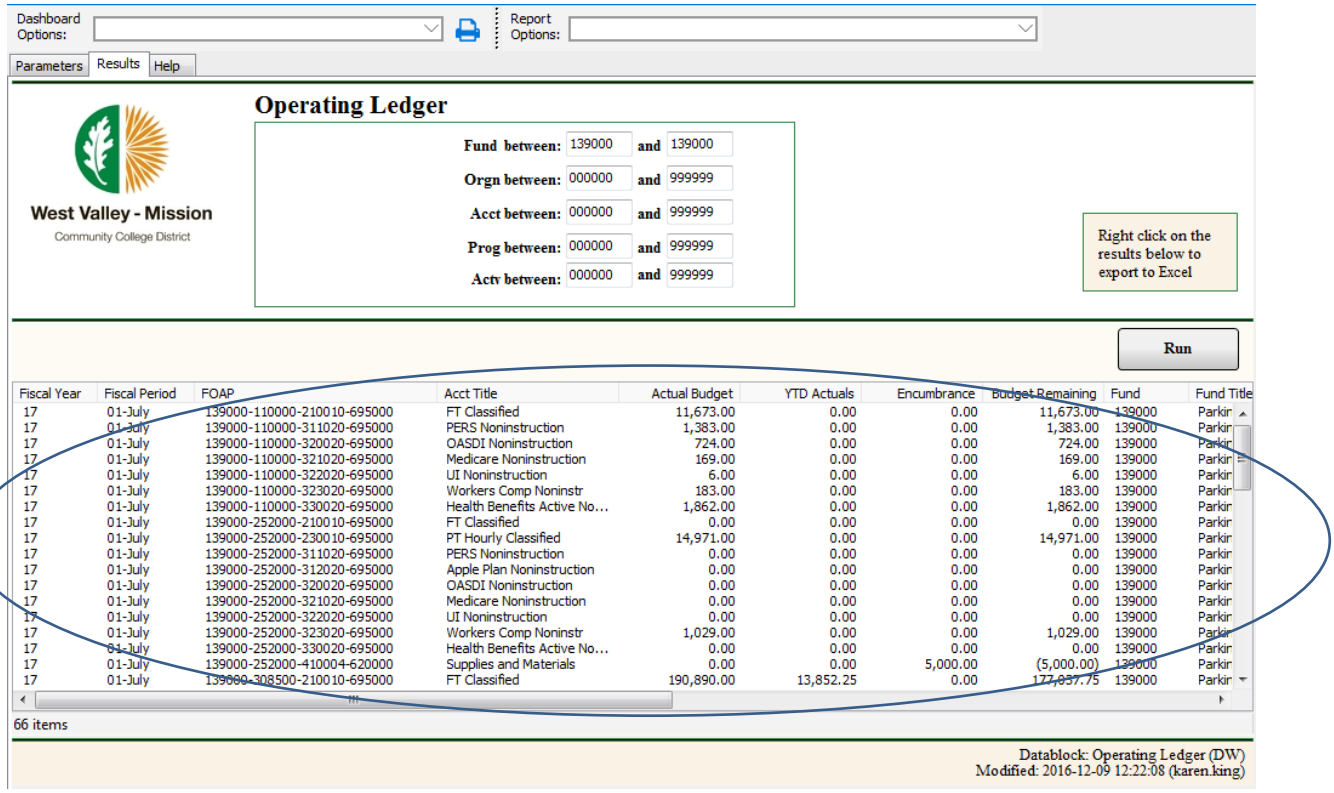
Specify FOAP Range(s) – Click on **Specify FOAP Range(s)** to see additional selection criteria.



Selection can be specific or by range for each component of the FOAP. After selection has been made, click on **Run** to see data selection on the bottom of the page. For the example below, only fund 139000 was selected.

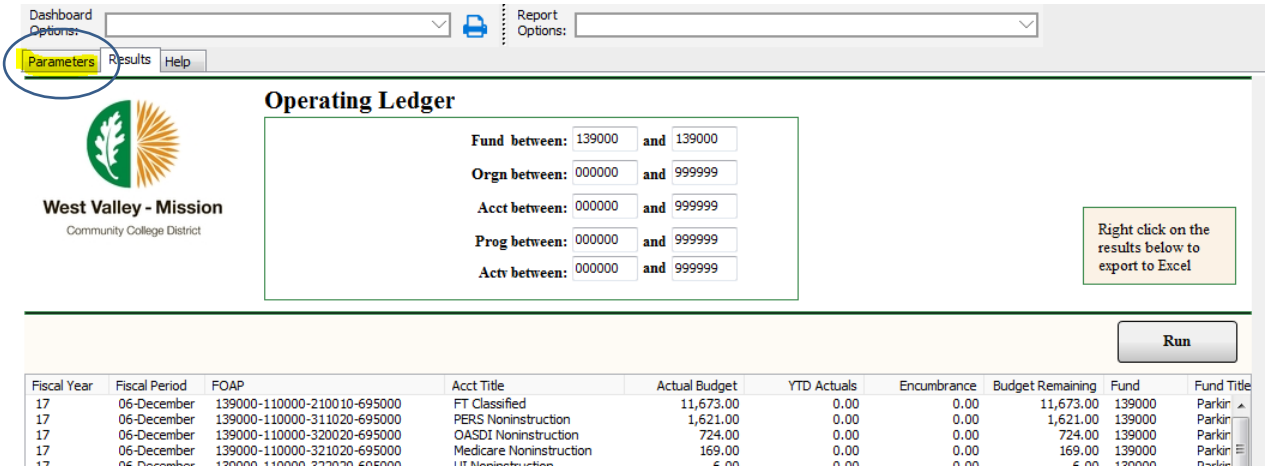


Optional: See below for data output. To copy data and paste to excel, click anywhere on the bottom portion of the screen and select **Copy All**. Open excel and paste to spreadsheet.



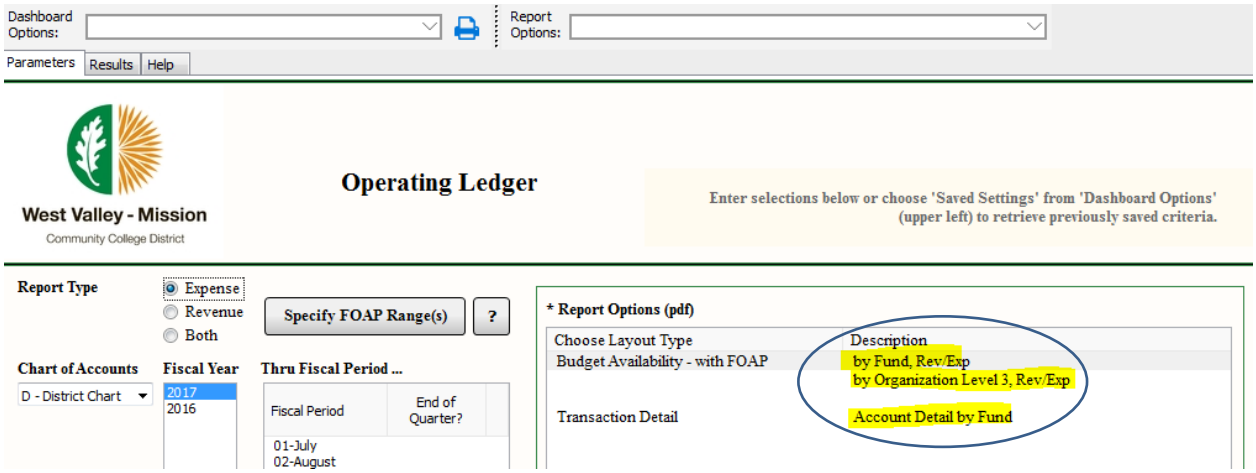
Fiscal Year	Fiscal Period	FOAP	Acct Title	Actual Budget	YTD Actuals	Encumbrance	Budget Remaining	Fund	Fund Title
17	01-July	139000-110000-210010-695000	FT Classified	11,673.00	0.00	0.00	11,673.00	139000	Parkin
17	01-July	139000-110000-311020-695000	PERS Noninstruction	1,383.00	0.00	0.00	1,383.00	139000	Parkin
17	01-July	139000-110000-320020-695000	OASDI Noninstruction	724.00	0.00	0.00	724.00	139000	Parkin
17	01-July	139000-110000-321020-695000	Medicare Noninstruction	169.00	0.00	0.00	169.00	139000	Parkin
17	01-July	139000-110000-322020-695000	UI Noninstruction	6.00	0.00	0.00	6.00	139000	Parkin
17	01-July	139000-110000-323020-695000	Workers Comp Noninstr	183.00	0.00	0.00	183.00	139000	Parkin
17	01-July	139000-110000-330020-695000	Health Benefits Active No…	1,862.00	0.00	0.00	1,862.00	139000	Parkin
17	01-July	139000-252000-210010-695000	FT Classified	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-230010-695000	PT Hourly Classified	14,971.00	0.00	0.00	14,971.00	139000	Parkin
17	01-July	139000-252000-311020-695000	PERS Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-312020-695000	Apple Plan Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-320020-695000	OASDI Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-321020-695000	Medicare Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-322020-695000	UI Noninstruction	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-323020-695000	Workers Comp Noninstr	1,029.00	0.00	0.00	1,029.00	139000	Parkin
17	01-July	139000-252000-330020-695000	Health Benefits Active No…	0.00	0.00	0.00	0.00	139000	Parkin
17	01-July	139000-252000-410004-620000	Supplies and Materials	0.00	0.00	5,000.00	(5,000.00)	139000	Parkin
17	01-July	139000-308500-210010-695000	FT Classified	190,890.00	13,852.25	0.00	177,037.75	139000	Parkin

Click the **Parameters** tab to return to main page.

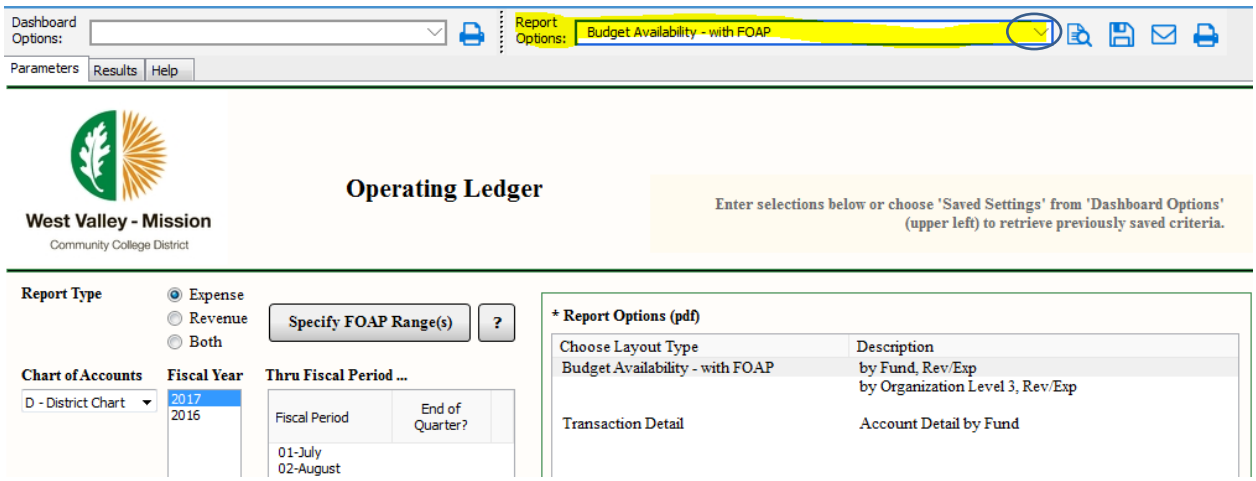


Fiscal Year	Fiscal Period	FOAP	Acct Title	Actual Budget	YTD Actuals	Encumbrance	Budget Remaining	Fund	Fund Title
17	06-December	139000-110000-210010-695000	FT Classified	11,673.00	0.00	0.00	11,673.00	139000	Parkin
17	06-December	139000-110000-311020-695000	PERS Noninstruction	1,621.00	0.00	0.00	1,621.00	139000	Parkin
17	06-December	139000-110000-320020-695000	OASDI Noninstruction	724.00	0.00	0.00	724.00	139000	Parkin
17	06-December	139000-110000-321020-695000	Medicare Noninstruction	169.00	0.00	0.00	169.00	139000	Parkin

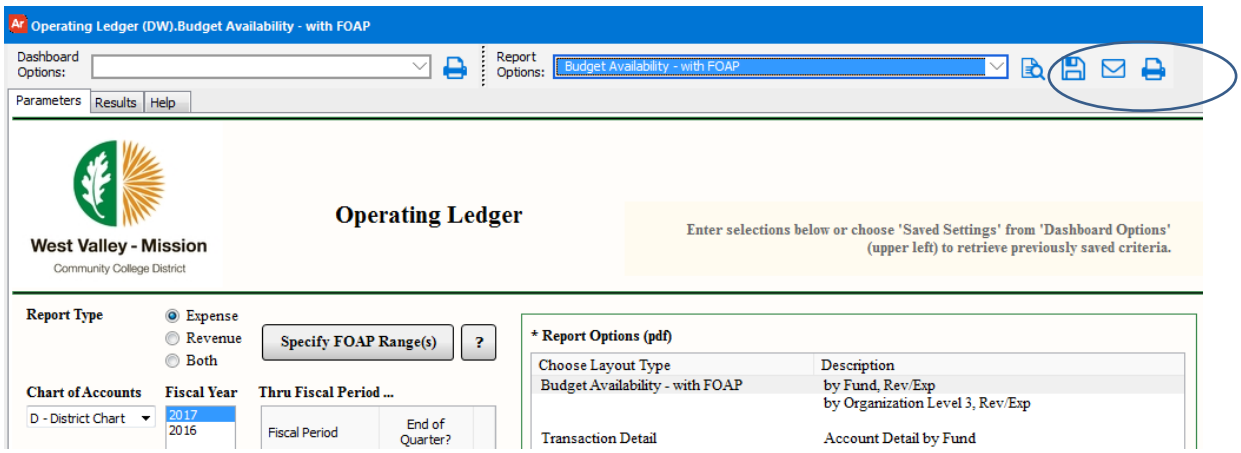
Select report format by clicking on one of the selections under Description.



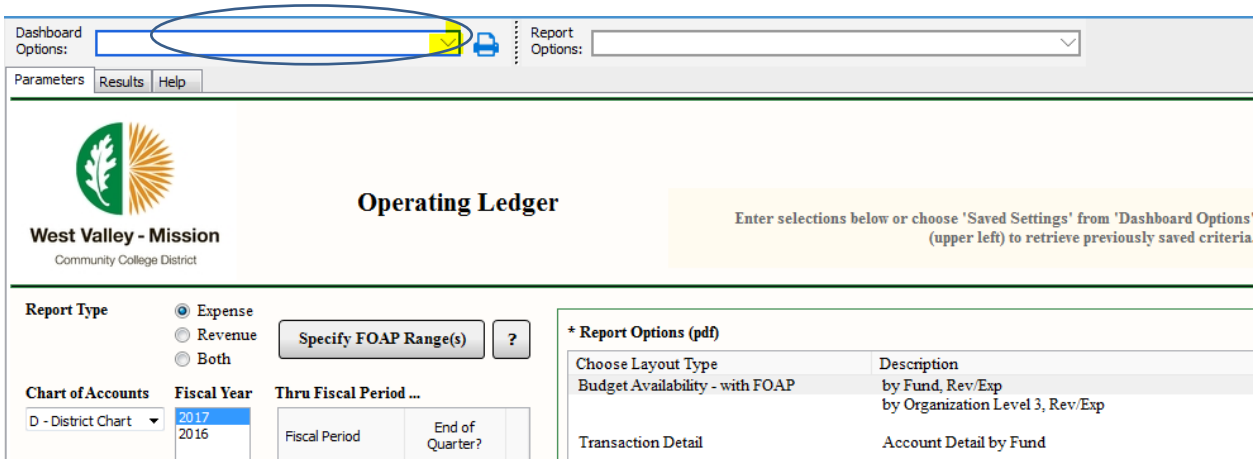
Click on the drop down arrow and select the type of report to complete criteria select. The selection should match the layout type. Options are **Budget Availability – with FOAP** or **Transaction Detail**.



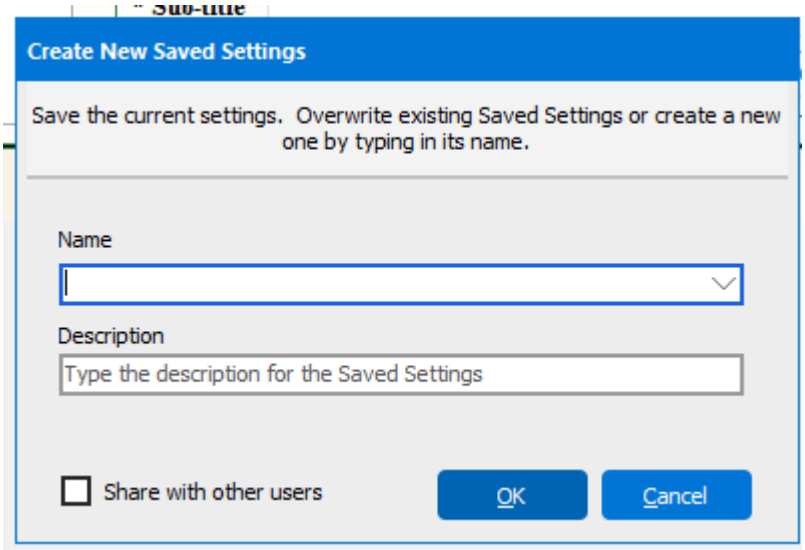
Step 8: Select one of the icons below to view, save, send e-mail, or print report.



Step 9 (**Optional**): To save criteria selection, select **Save Current Settings** in the **Dashboard Options drop down menu**. This will allow users to retrieve the same criteria selection in the future.



Fill in the **Name** and **Description** of the report. Place a check mark in the **Share with other users** if this report is intended to be shared.



OPTIONAL - Querying Department Budget and Transaction History

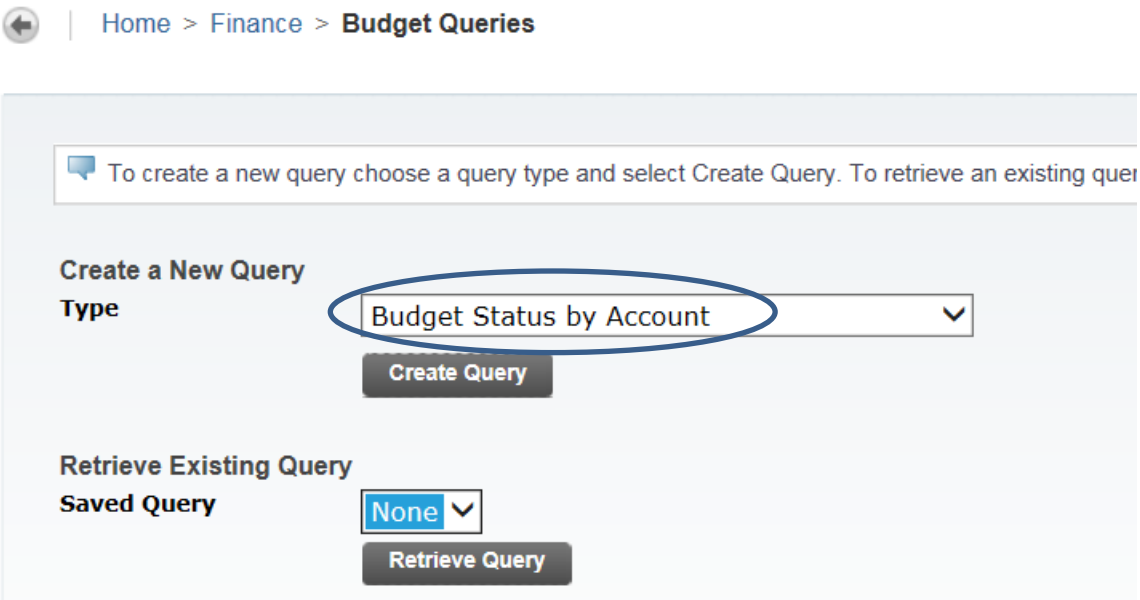
Users have an option to view budget and transaction history in SSB and INB.

Querying Department Budget in SSB

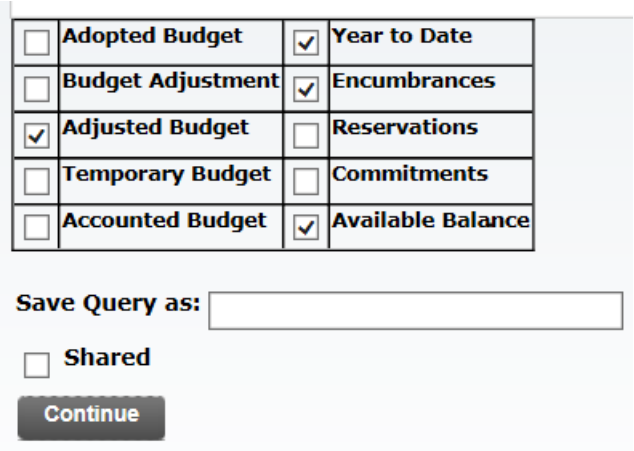
Step 1: Go into SSB and click on **Budget Queries** within **Finance** to access screen.

Step 2: Choose a query type from the drop down menu and select **Create Query**. To retrieve an existing query, choose a saved query and select **Retrieve Query**.

Select **Budget Status by Account** on the drop down menu and click on **Create Query** to view budget by account.

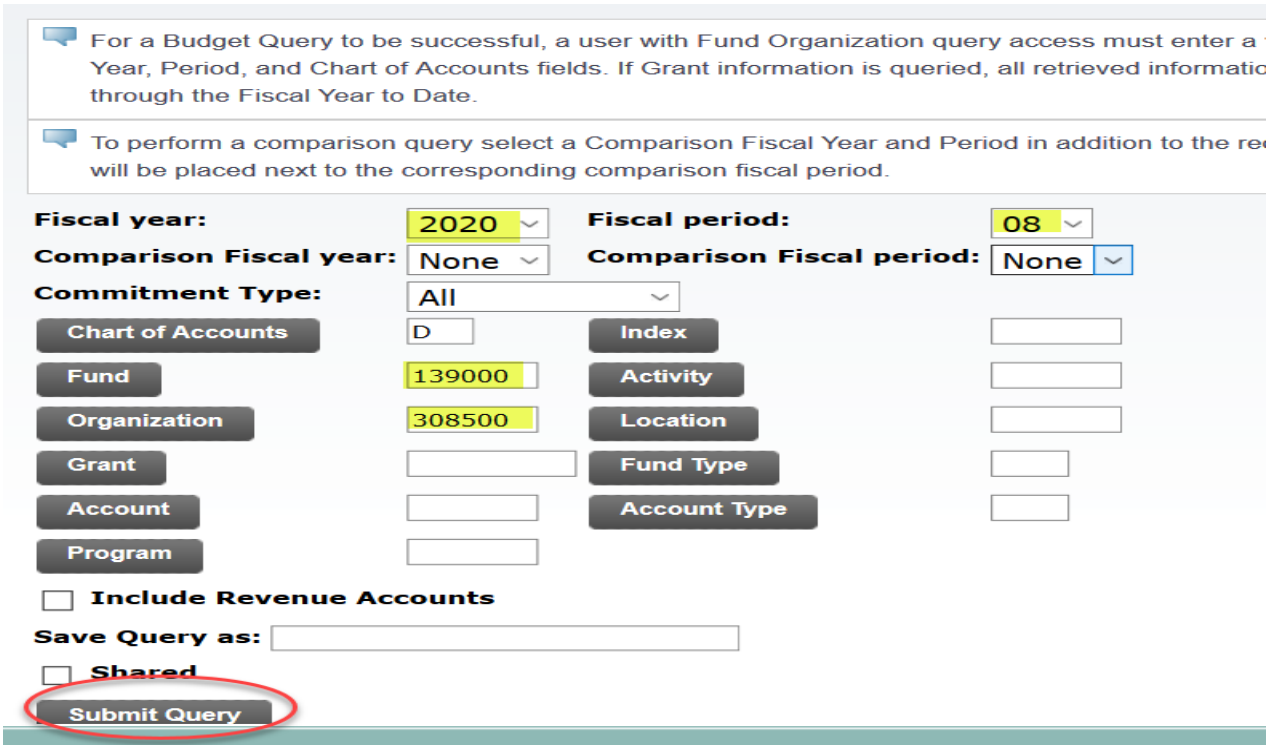


Step 2a: Select the data columns to display on the report by clicking in the box to insert a check mark. The setting will default to the selection for future queries. Click on **Continue** to proceed to the next screen. Enter a query name in the **Save Query as** box if you would like to save the query for future use.

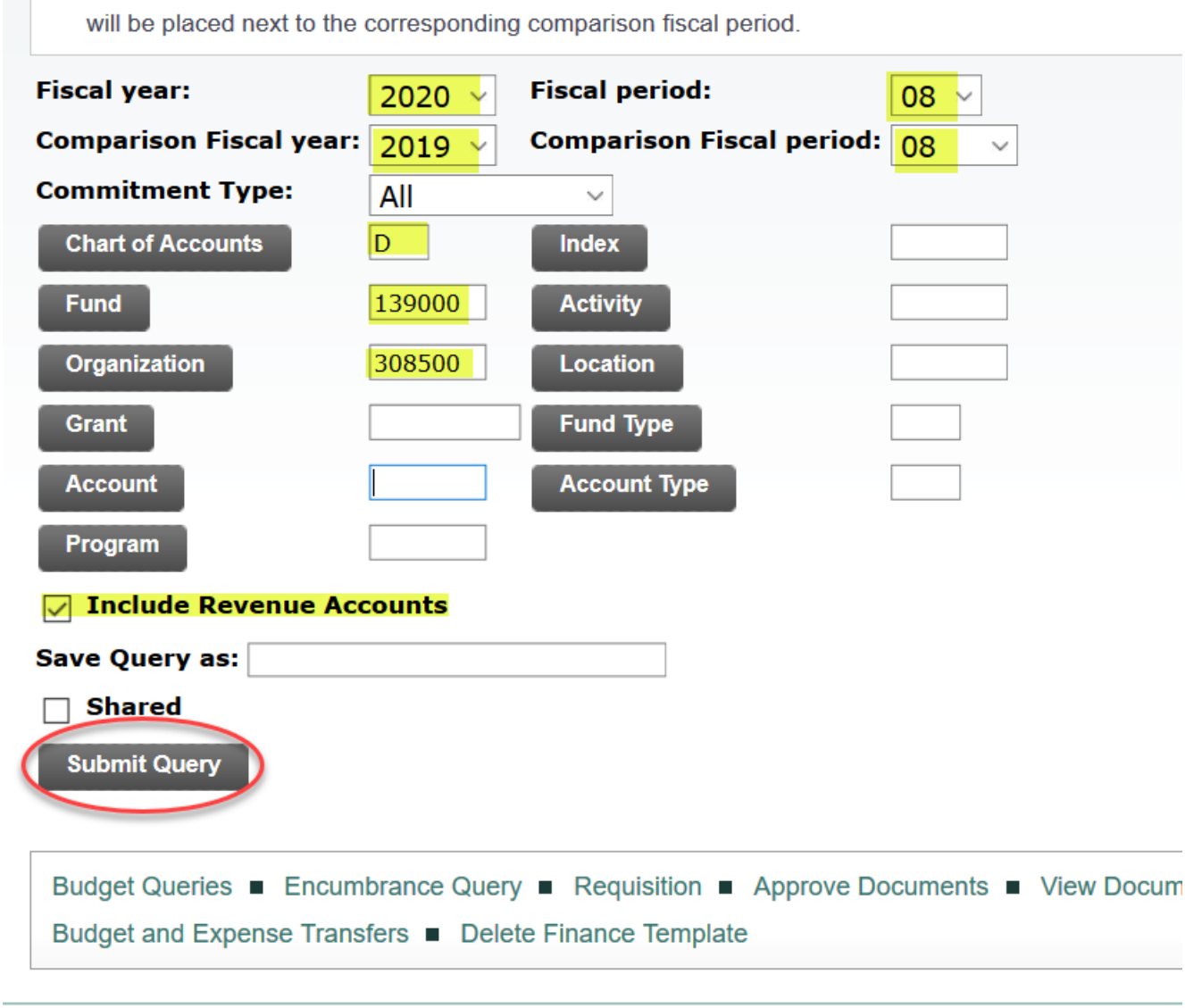


Rule Code	SSB Column Selection	Description of Column
BD1	**Adopted Budget**	Can drill into transaction
	Budget Adjustment	Does not apply
	Adjusted Budget	Total of the Adopted Budget and Temporary Budget
BC4 BD4	**Temporary Budget**	Can drill into transaction
	Accounted Budget	Does not apply
	Year to Date	Actual revenue or expense
	Encumbrances	Total reservations and commitments
	Reservations	Posted requisitions
	Commitments	Posted purchase order
	Available Balance	Adjusted budget, less year-to-date, less encumbrances

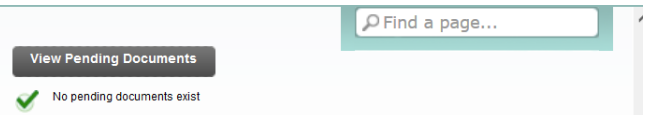
Step 2b: For Budget Query to be successful, a user must enter a value in the **Fiscal Year**, **Fiscal Period**, **Chart of Accounts** and **Organization.** All information retrieved are through the fiscal year to date.



To perform a comparison query, select a **Comparison Fiscal Year** and Period in addition to the required Fiscal year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period. Place a check mark in the box next to **Include Revenue Accounts** to see revenue accounts. Click on **Submit Query** after selection to view next screen.



By Account			
Period Ending Feb 29, 2020			
As of Jun 30, 2020			
Compared to Feb 28, 2019			
Chart of Accounts	D District Chart	Commitment Type	All
Fund	139000 Parking Fund	Program	All
Organization	308500 Public Safety	Activity	All
Account	All	Location	All



Query Results

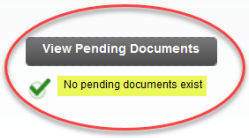
Account	Account Title	FY20/PD08 Adjusted Budget	FY19/PD08 Adjusted Budget	FY20/PD08 Year to Date	FY19/PD08 Year to Date	FY20/PD08 Encumbrances	FY19/PD08 Encumbrances	FY20/PD08 Available Balance	FY19/PD08 Available Balance
210010	FT Classified	241,878.00	222,738.00	160,704.30	147,926.64	0.00	0.00	81,173.70	74,811.3
210020	FT Management	197,953.00	196,822.00	112,888.88	131,631.52	0.00	0.00	85,064.12	65,190.4
210030	FT Police	349,458.00	310,072.00	201,837.25	172,271.46	0.00	0.00	147,620.75	137,800.5
210050	FT Supervisor	29,372.00	26,766.00	22,879.00	17,927.52	0.00	0.00	6,493.00	8,838.4
230010	PT Hourly Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
230020	Classified Overtime	15,000.00	15,000.00	325.02	12,512.07	0.00	0.00	14,674.98	2,487.9
230050	PT Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

Step 2c: Select an amount in **blue** to retrieve detail information for the amount.

Use the **View Pending Documents** button to display unposted documents in process that are excluded from the budget report. The unposted documents affect budget checking for available balance.

Report Parameters

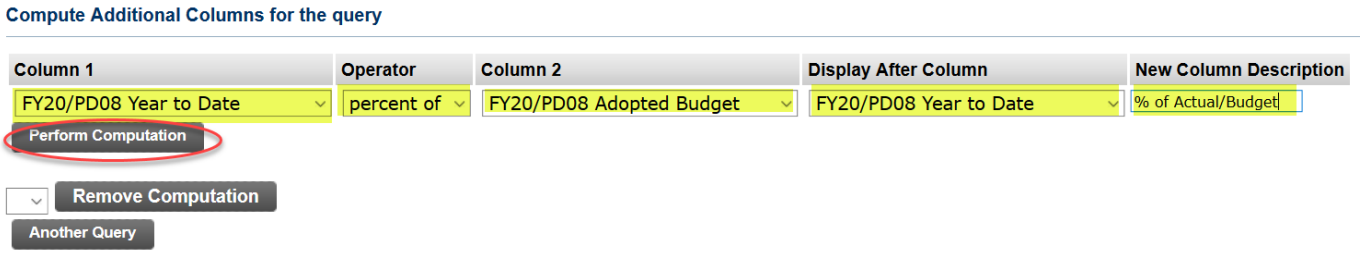
Organization Budget Status Report			
By Account			
Period Ending Feb 29, 2020			
As of Jun 30, 2020			
Chart of Accounts	D District Chart	Commitment Type	All
Fund	139000 Parking Fund	Program	All
Organization	308500 Public Safety	Activity	All
Account	All	Location	All



Query Results

Account	Account Title	FY20/PD08 Adjusted Budget	FY20/PD08 Year to Date	FY20/PD08 Encumbrances	FY20/PD08 Available Balanc
210010	FT Classified	241,878.00	160,704.30	0.00	81,173.7
210020	FT Management	197,953.00	112,888.88	0.00	85,064.1
210030	FT Police	349,458.00	201,837.25	0.00	147,620.7
210050	FT Supervisor	29,372.00	22,879.00	0.00	6,493.0
230010	PT Hourly Classified	0.00	0.00	0.00	0.0
230020	Classified Overtime	15,000.00	325.02	0.00	14,674.9
230050	PT Classified Special Services	0.00	0.00	0.00	0.0
311020	PERS	145,164.00	89,094.13	0.00	56,069.8

Users can create user-defined columns to perform custom calculations for data by selecting from the **Compute Additional Columns** pull down lists.



Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY20/PD08 Year to Date	percent of	FY20/PD08 Adopted Budget	FY20/PD08 Year to Date	% of Actual/Budget

Perform Computation

Remove Computation

Another Query

Query Results

Account	Account Title	FY20/PD08 Adjusted Budget	FY20/PD08 Year to Date	% of Actual/Budget	FY20/PD08 Encumbrances	FY20/PD08 Available Balance
210010	FT Classified	241,878.00	160,704.30	66.44	0.00	81,173.70
210020	FT Management	197,953.00	112,888.88	57.03	0.00	85,064.12
210030	FT Police	349,458.00	201,837.25	57.76	0.00	147,620.75
210050	FT Supervisor	29,372.00	22,879.00	77.89	0.00	6,493.00
230010	PT Hourly Classified	0.00	0.00	0.00	0.00	0.00
230020	Classified Overtime	15,000.00	325.02	2.17	0.00	14,674.98
230050	PT Classified Special Services	0.00	0.00	0.00	0.00	0.00
311020	PERS	145,164.00	89,094.13	61.37	0.00	56,069.87
320020	OASDI	24,809.00	15,145.48	61.05	0.00	9,663.52
321020	Medicare	11,870.00	7,188.39	60.56	0.00	4,681.61
322020	UI	412.00	247.83	60.15	0.00	164.17
323020	Workers Comp	9,758.00	5,910.25	60.57	0.00	3,847.75

Step 2d: Users also have the option to select documents in **blue** to view detailed document information.

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Feb 29, 2020			
As of Jun 30, 2020			
Chart of Accounts:	D District Chart	Commitment Type:	All
Fund:	139000 Parking Fund	Program:	All
Organization:	308500 Public Safety	Activity:	All
Account:	500128 Bank Charges	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Feb 29, 2020	Mar 30, 2020	J0021662	Bnkcrd Fee WV Parking- 0172191721/2	280.60	CR05
Feb 29, 2020	Mar 30, 2020	J0021662	Bnkcrd Fee MC Parking- 0172191721/2	168.75	CR05
Jan 31, 2020	Feb 26, 2020	J0021140	Bnkcrd Fee MC Parking- 0172191721/2	442.96	CR05
Jan 31, 2020	Feb 26, 2020	J0021140	Bnkcrd Fee WV Parking- 0172191721/2	595.13	CR05
Dec 31, 2019	Jan 22, 2020	J0020698	Bnkcrd Fee WV Parking- 0172191721/2	1,056.65	CR05
Dec 31, 2019	Jan 22, 2020	J0020698	Bnkcrd Fee MC Parking- 0172191721/2	820.83	CR05
Nov 30, 2019	Dec 19, 2019	J0020141	Bankcard Fee WVMCCD Prk-01721917212	2,432.84	CR05
Oct 31, 2019	Nov 21, 2019	J0019804	Bankcard Fee WVMCCD Prk-01721917212	2,947.67	CR05
Sep 12, 2019	Oct 16, 2019	J0019173	Bankcard Fee WVMCCD Prk-01721917212	600.32	CR05
Aug 31, 2019	Sep 19, 2019	J0018781	Bankcard Fees-WVCCD Parking	1,495.03	CR05
Jul 31, 2019	Aug 07, 2019	J0018446	Bankcard Fees-WVCCD Parking	1,891.89	CR05
Report Total (of all records):				12,732.67	

Available Budget Balance:	(2,732.67)

Download

Select Document

Detail Transaction Report			
Document Type:	Journal Document	Commitment Type:	All
Document Code:	J0021662	Description:	Bnkcrd Fee WV Parking- 0172191721/2
Transaction Date:	29-Feb-2020		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
D	591300	206000	500128	682000			23.89	CR05
D	330000	232000	500128	692000			2,807.01	CR05
D	597505	238005	500128	709000			27.53	CR05
D	139000	308500	500128	695000			280.60	CR05
D	139000	308500	500128	695000			168.75	CR05
D	597522	206003	500128	682000			2.54	CR05

Save Query as:

Shared

Another Query

Step 2e: Users have the option to download data to a Microsoft Excel spreadsheet by using the **Download** button.

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Feb 29, 2020			
As of Jun 30, 2020			
Chart of Accounts:	D District Chart	Commitment Type:	All
Fund:	139000 Parking Fund	Program:	All
Organization:	308500 Public Safety	Activity:	All
Account:	500128 Bank Charges	Location:	All

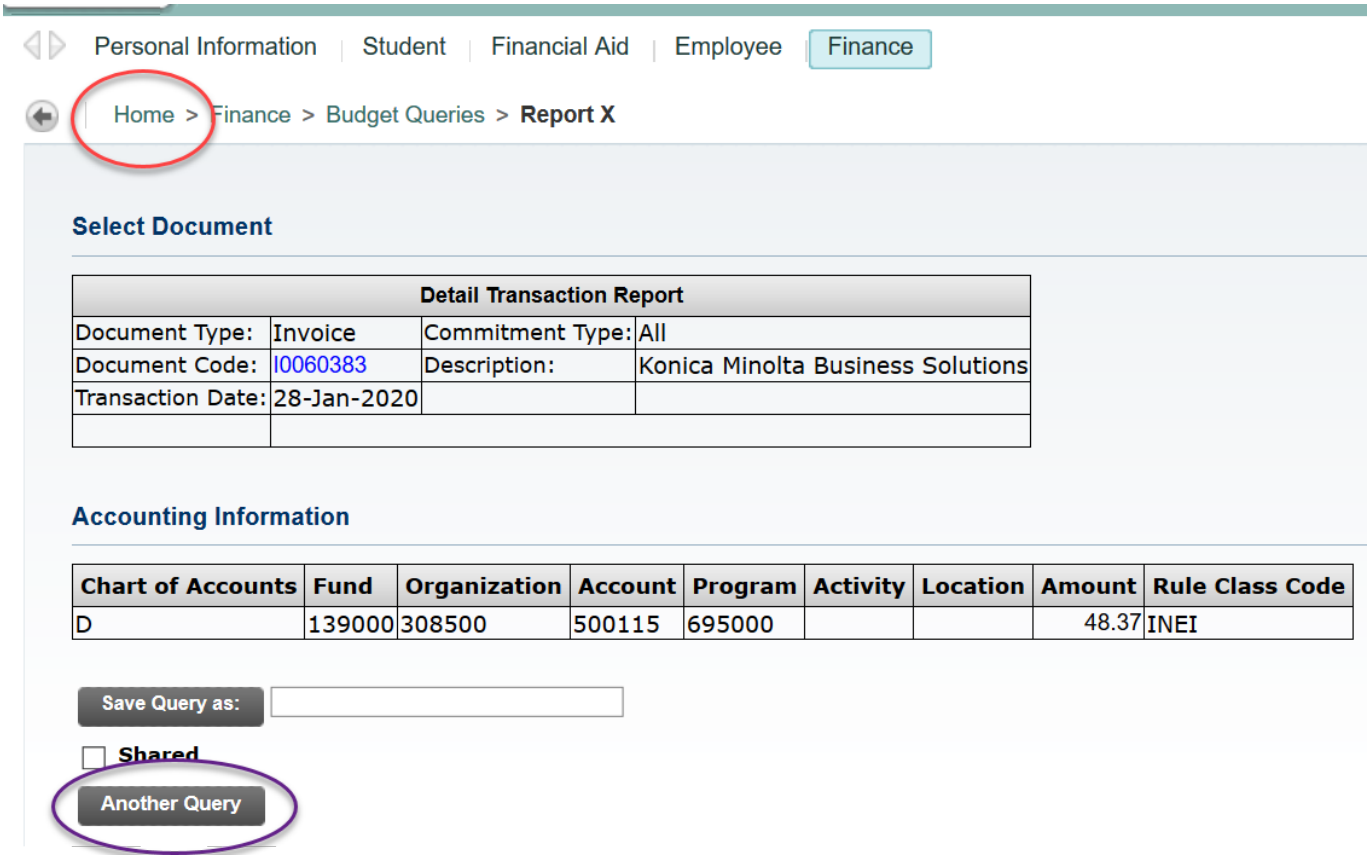
Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Feb 29, 2020	Mar 30, 2020	J0021662	Bnkcrd Fee WV Parking- 0172191721/2	280.60	CR05
Feb 29, 2020	Mar 30, 2020	J0021662	Bnkcrd Fee MC Parking- 0172191721/2	168.75	CR05
Jan 31, 2020	Feb 26, 2020	J0021140	Bnkcrd Fee MC Parking- 0172191721/2	442.96	CR05
Jan 31, 2020	Feb 26, 2020	J0021140	Bnkcrd Fee WV Parking- 0172191721/2	595.13	CR05
Dec 31, 2019	Jan 22, 2020	J0020698	Bnkcrd Fee WV Parking- 0172191721/2	1,056.65	CR05
Dec 31, 2019	Jan 22, 2020	J0020698	Bnkcrd Fee MC Parking- 0172191721/2	820.83	CR05
Nov 30, 2019	Dec 19, 2019	J0020141	Bankcard Fee WVMCCD Prk-01721917212	2,432.84	CR05
Oct 31, 2019	Nov 21, 2019	J0019804	Bankcard Fee WVMCCD Prk-01721917212	2,947.67	CR05
Sep 12, 2019	Oct 16, 2019	J0019173	Bankcard Fee WVMCCD Prk-01721917212	600.32	CR05
Aug 31, 2019	Sep 19, 2019	J0018781	Bankcard Fees-WVCCD Parking	1,495.03	CR05
Jul 31, 2019	Aug 07, 2019	J0018446	Bankcard Fees-WVCCD Parking	1,891.89	CR05
Report Total (of all records):				12,732.67	

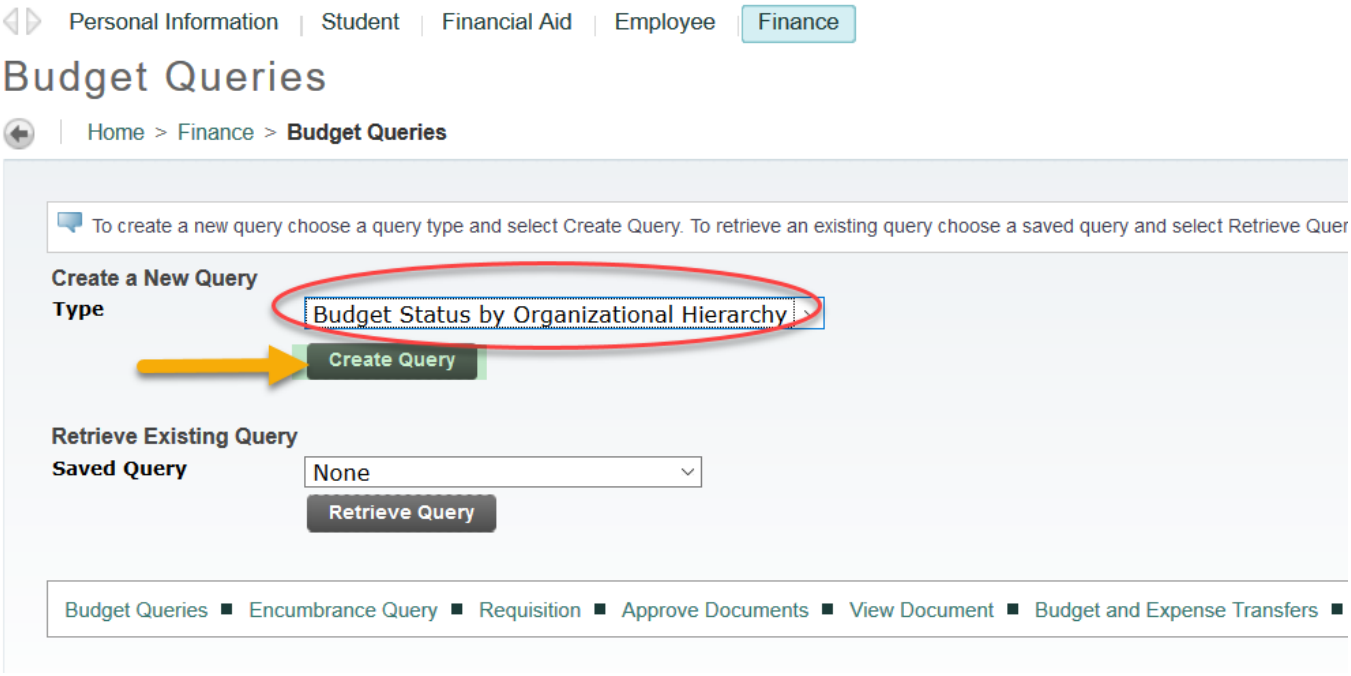
Available Budget Balance:	(2,732.67)

Download

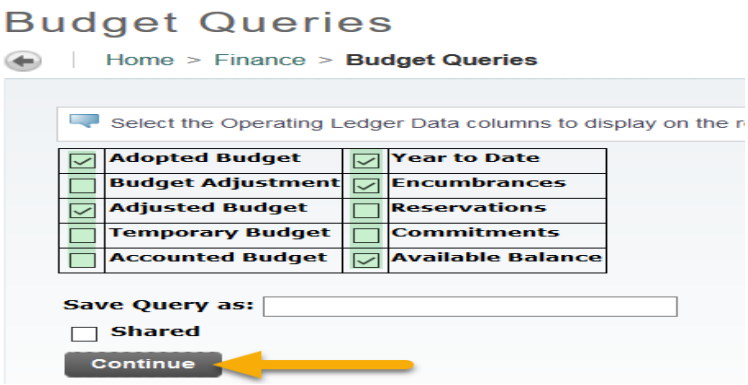
Step 2f: Select **Another Query** if you want to query another group of accounts or select **Home** to go back to the main page.

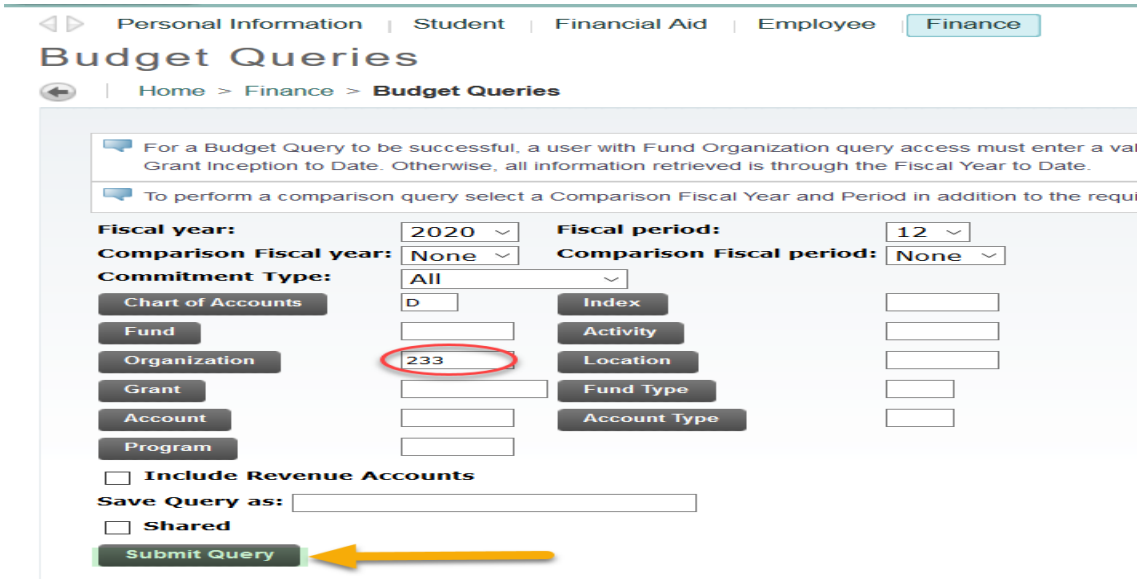


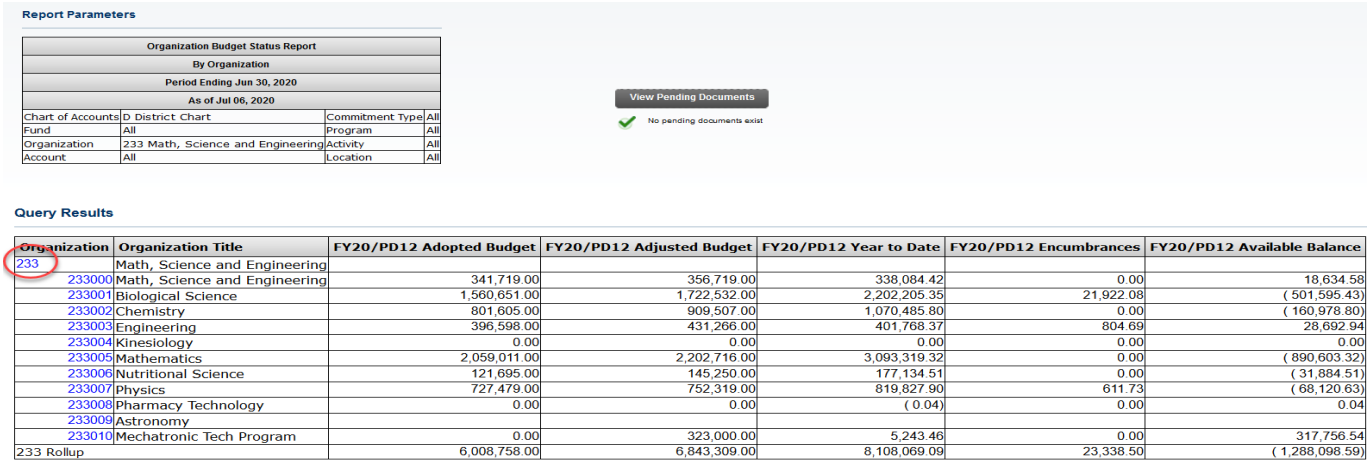
Step 3: The **Budget Status by Organizational Hierarchy** option in the drop down menu allow users to view budget by organizational hierarchy. This query functions the same as the Budget Status by Account. The only difference is users can enter different non-data enterable organization hierarchy (for example: 100, 200, 304).



Click on the columns that you need to show on the report output:







Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2020			
As of Jul 06, 2020			
Chart of Accounts	D District Chart	Commitment Type	All
Fund	All	Program	All
Organization	233 Math, Science and Engineering	Activity	All
Account	All	Location	All

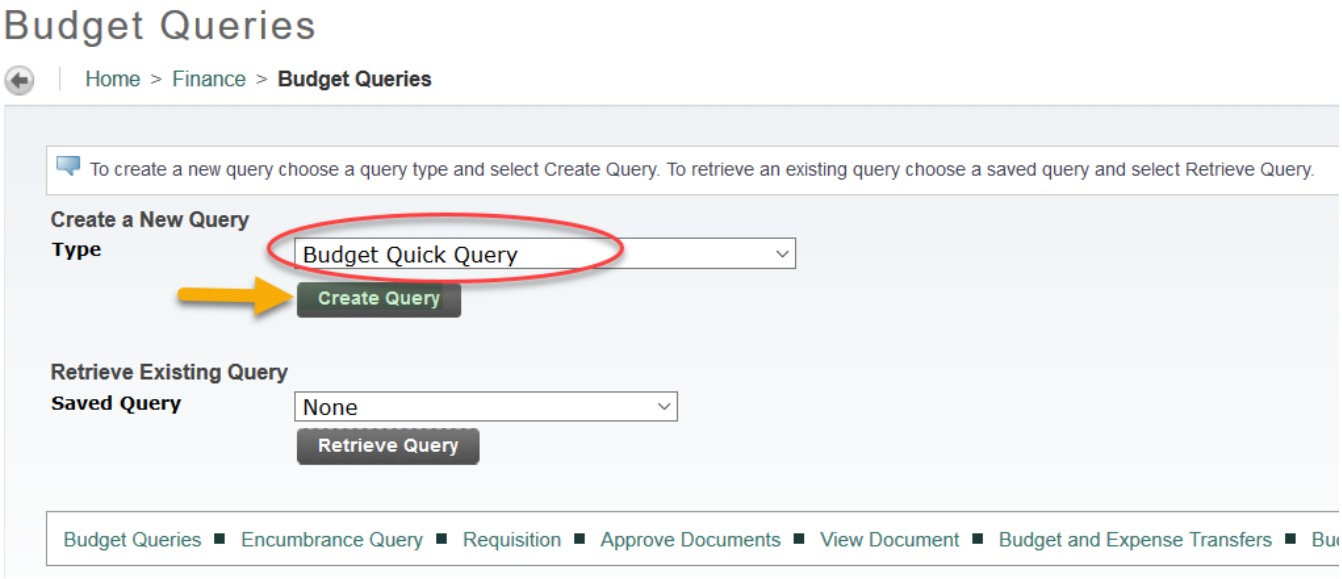
View Pending Documents

No pending documents exist

Query Results

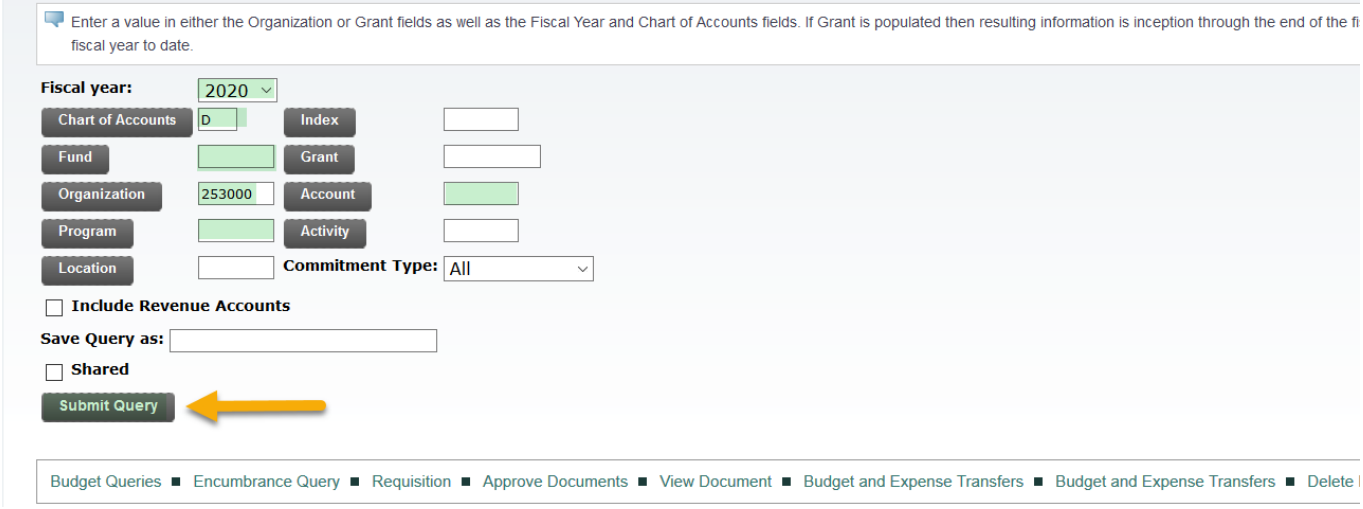
Organization	Organization Title	FY20/PD12 Adopted Budget	FY20/PD12 Adjusted Budget	FY20/PD12 Year to Date	FY20/PD12 Encumbrances	FY20/PD12 Available Balance
233	Math, Science and Engineering					
233000	Math, Science and Engineering	341,719.00	356,719.00	338,084.42	0.00	18,634.58
233001	Biological Science	1,560,651.00	1,722,532.00	2,202,205.35	21,922.08	(501,595.43)
233002	Chemistry	801,605.00	909,507.00	1,070,485.80	0.00	(160,978.80)
233003	Engineering	396,598.00	431,266.00	401,768.37	804.69	28,692.94
233004	Kinesiology	0.00	0.00	0.00	0.00	0.00
233005	Mathematics	2,059,011.00	2,202,716.00	3,093,319.32	0.00	(890,603.32)
233006	Nutritional Science	121,695.00	145,250.00	177,134.51	0.00	(31,884.51)
233007	Physics	727,479.00	752,319.00	819,827.90	611.73	(68,120.63)
233008	Pharmacy Technology	0.00	0.00	(0.04)	0.00	0.04
233009	Astronomy					
233010	Mechatronic Tech Program	0.00	323,000.00	5,243.46	0.00	317,756.54
233 Rollup		6,008,758.00	6,843,309.00	8,108,069.09	23,338.50	(1,288,098.59)

Step 4: The **Budget Quick Query** on the drop down menu allows users to view budget by Adjusted Budget, Year-to-Date, Commitments, and Available Balance. This query functions the same as the Budget Status by Account and the Budget Status by Organizational Hierarchy. The only exception is that this option does not allow the selection of columns and it does not allow the viewing of detailed document information.



Budget Queries

Home > Finance > **Budget Queries**



Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Jul 06, 2020			
Chart of Accounts	D District Chart	Commitment Type	All
Fund	All	Program	All
Organization	253000 Student Activities Department	Activity	All
Account	All	Location	All

View Pending Documents

No pending documents exist

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
120010	Administrators and Deans	38,997.00	0.00	0.00	38,997.00
210010	FT Classified	116,097.00	105,347.23	0.00	10,749.77
210050	FT Supervisor	0.00	1,557.60	0.00	(1,557.60)
230010	PT Hourly Classified	83,335.00	71,813.56	0.00	11,521.44
230020	Classified Overtime	6,402.00	5,682.93	0.00	719.07
311020	PERS	12,111.00	18,719.04	0.00	(6,608.04)
312020	Apple Plan	1,795.00	1,664.24	0.00	130.76
320020	OASDI	3,450.00	6,411.17	0.00	(2,961.17)
321020	Medicare	1,541.00	2,102.62	0.00	(561.62)
322020	UI	53.00	71.78	0.00	(18.78)
323020	Workers Comp	1,276.00	2,109.80	0.00	(833.80)
330020	Health Benefits Active	12,176.00	23,241.53	0.00	(11,065.53)
410003	Duplicating	2,797.00	0.00	0.00	2,797.00
410004	Supplies and Materials	41,363.00	25,591.26	573.60	15,198.14
410005	Food	12,642.00	352.67	0.00	12,289.33
500104	Contract Services	160,291.00	147,040.99	0.00	13,250.01
500107	Dues and Membership	0.00	0.00	0.00	0.00
500114	Rents and Leases	7,650.00	4,745.00	0.00	2,905.00
500115	Repairs and Maint to Equipt	9,000.00	7,099.54	0.00	1,900.46
500118	Travel and Conference	23,934.00	17,289.34	0.00	6,644.66
500136	Staff Credit Card Clearing	0.00	0.00	0.00	0.00
500137	Advertising	1,000.00	0.00	0.00	1,000.00

Querying Department Budget in INB/Administrative

The five forms below allow end users the ability to view budget information in Banner.

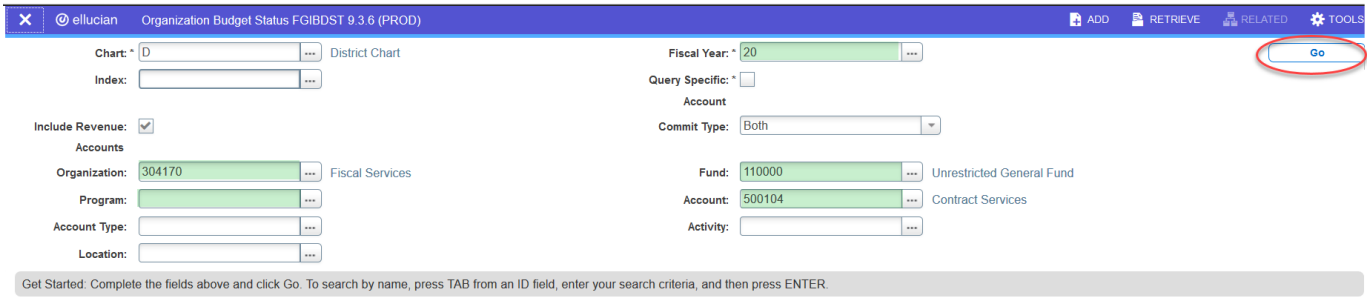
FGIBDST	Organizational Budget Status	View Posting in Operating Ledger (Revenue and Expense)
FGIBAVL	Budget Availability Status	View budget availability for a selected fund, organization, account, and program combination
FGITRND	Detail Transaction Activity	View detailed transaction activity for operating ledger accounts
FGIBSUM	Budget Summary	View summarized budget information by user-defined account type for a selected organization/fund combination
FGIENCD	Detail Encumbrance Activity	View purchase order showing the vendor, invoices, status and remaining balance of the PO.

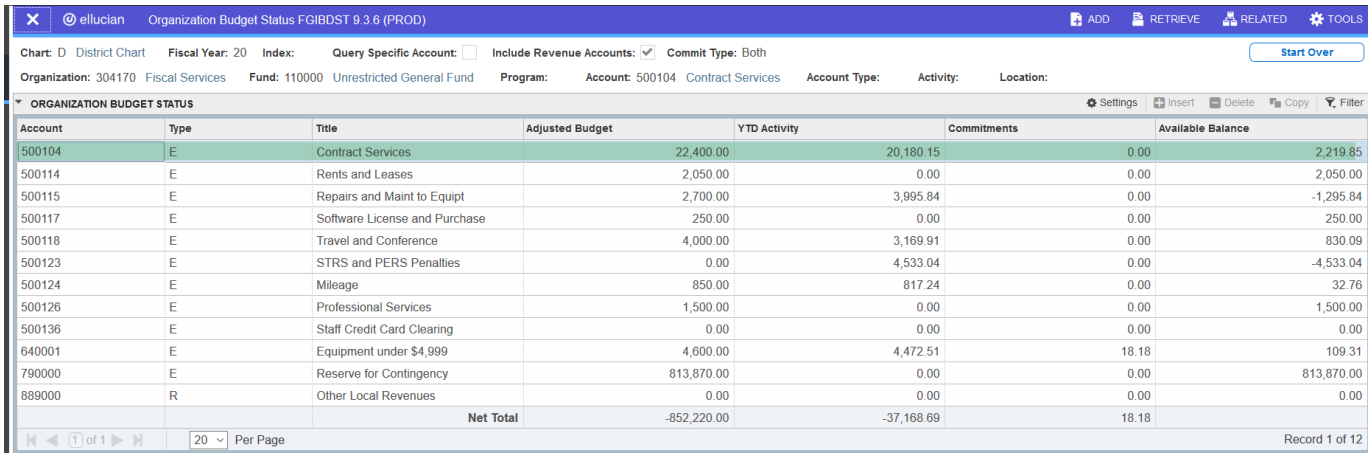
FGIBDST allows end users to query the organizational status of accounts on adjusted budget, year-to-date activity, budget commitments, and available balance for selected fund, organization, account, and program combinations. The numbers reflect all posted transactions. Pending documents in approval queues are not included in query.

Step 1: Enter information for Chart, Fiscal Year, FOAP, and Account Type and click on **Go**.

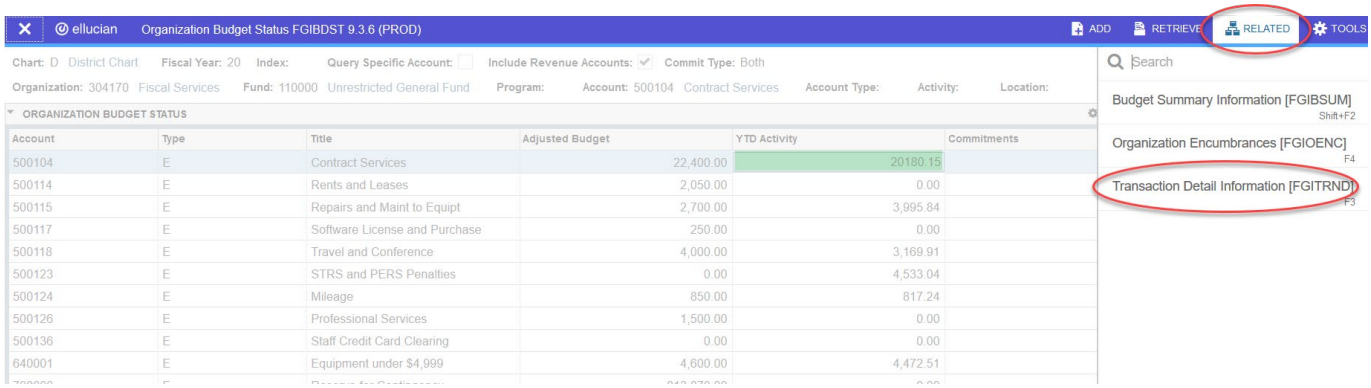
- Chart and Fiscal Year are required. (Chart D = District)
- Any FOAP selection must be data enterable (Six digits). Users are not required to fill in the complete FOAP.
- Account Type is level 2 only. It is not required.
- To include revenue budget, user must click on the box next to **Include Revenue Account** to insert a check mark.

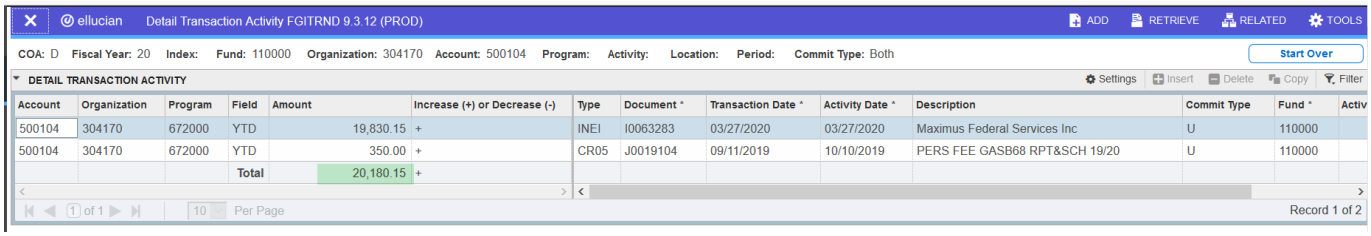
  Note: Adjusted Budget is the current working budget. YTD Activity is the year-to-date actuals. Commitments are the encumbrances.



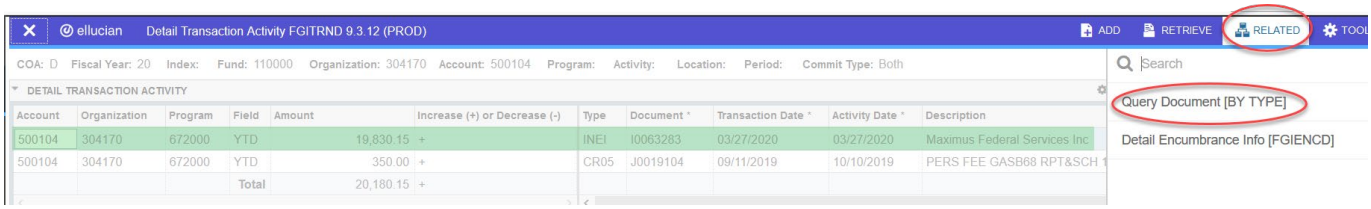


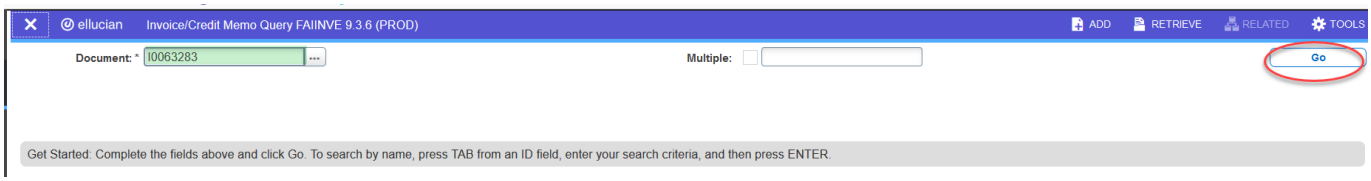
Step 2: View the detail that makes up the total in a specific account by clicking on the **RELATED** tab and select **Transaction Detail Information [FGITRND]**. This selection will lead to **FGITRND**. Make sure the cursor is on the field that you intend to query.

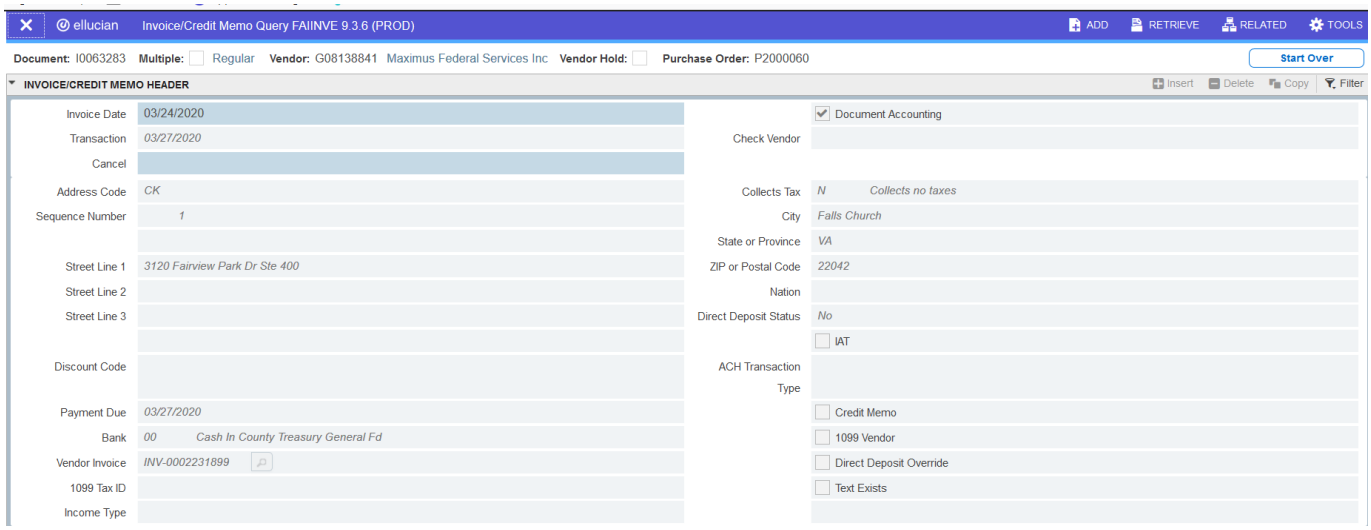




Step 3: Place the cursor in the document type that you would like to query and click on the **Related** tab and select **Query Document** to view a specific document within the account. Click on **GO** to view detail.



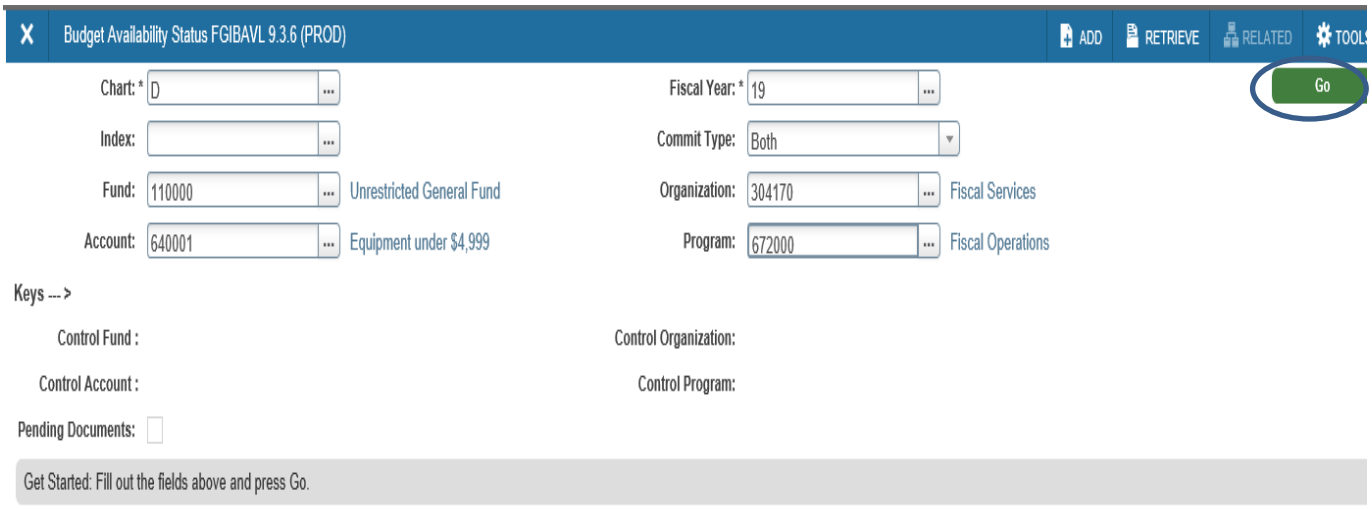


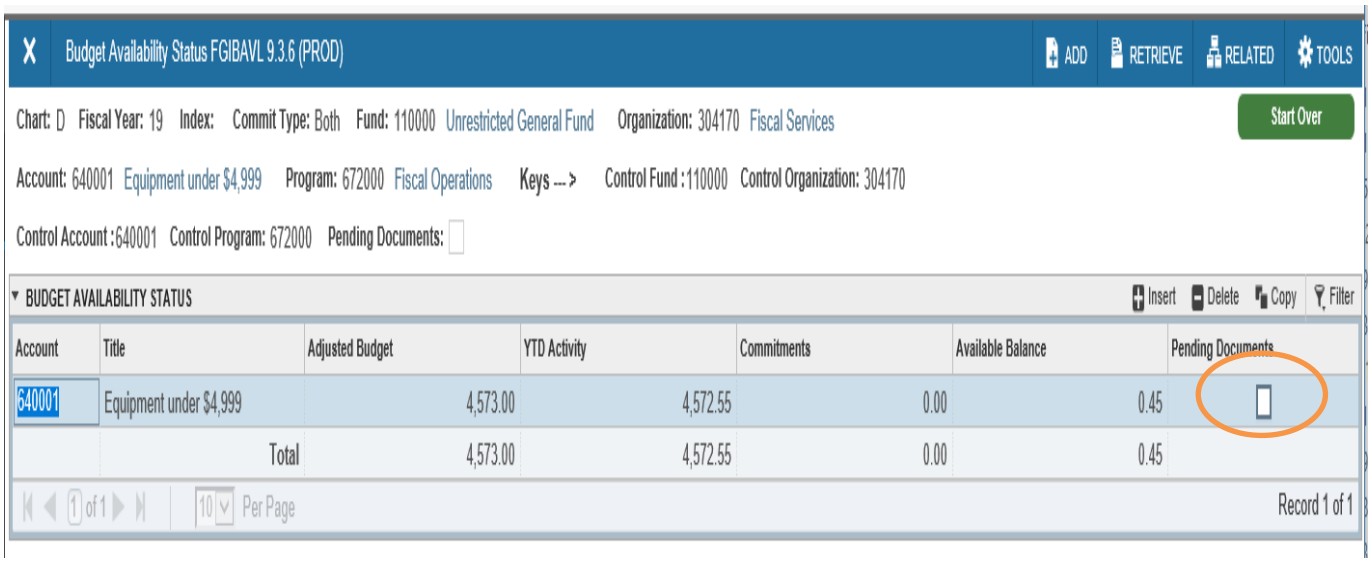


FGIBAVL allows users to query the status of budget availability. The form provides current information on adjusted budget, year-to-date activity, budget reservations, and available balance for selected fund, organization, account, and program combinations. The numbers reflects all posted transactions, pending documents in approval queues, and incomplete documents with accounting information tied to them.

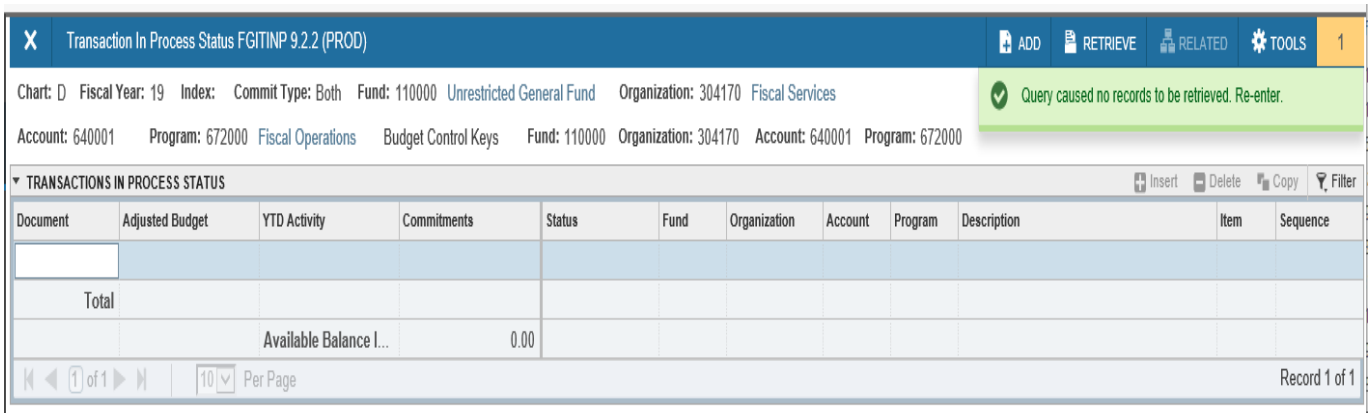
Step 1: Enter information for Chart, Fiscal Year, and FOAP then select **GO**.

- Chart and Fiscal Year are required. (Chart D = District)
- Require FOAP selection must be data enterable (Six digits).





Step 1a: The **Pending Documents** column is checked if there are unposted documents or pending documents. To view the unposted documents affecting available balance, select the row with the **Pending Documents** indicator checked and then click on **Related** tab and select **Pending Documents**. The example below indicates there are no pending documents. Form **FGITINP** provides the capability to view the pending documents before they are posted and visible with operating ledger queries.

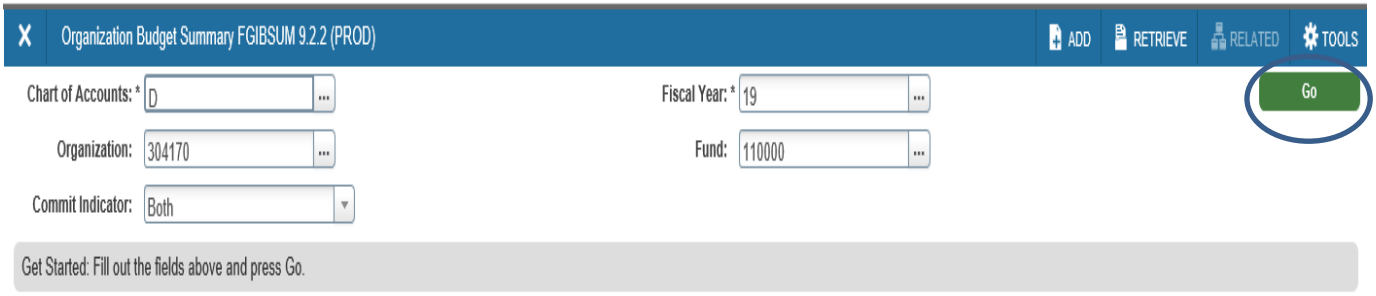


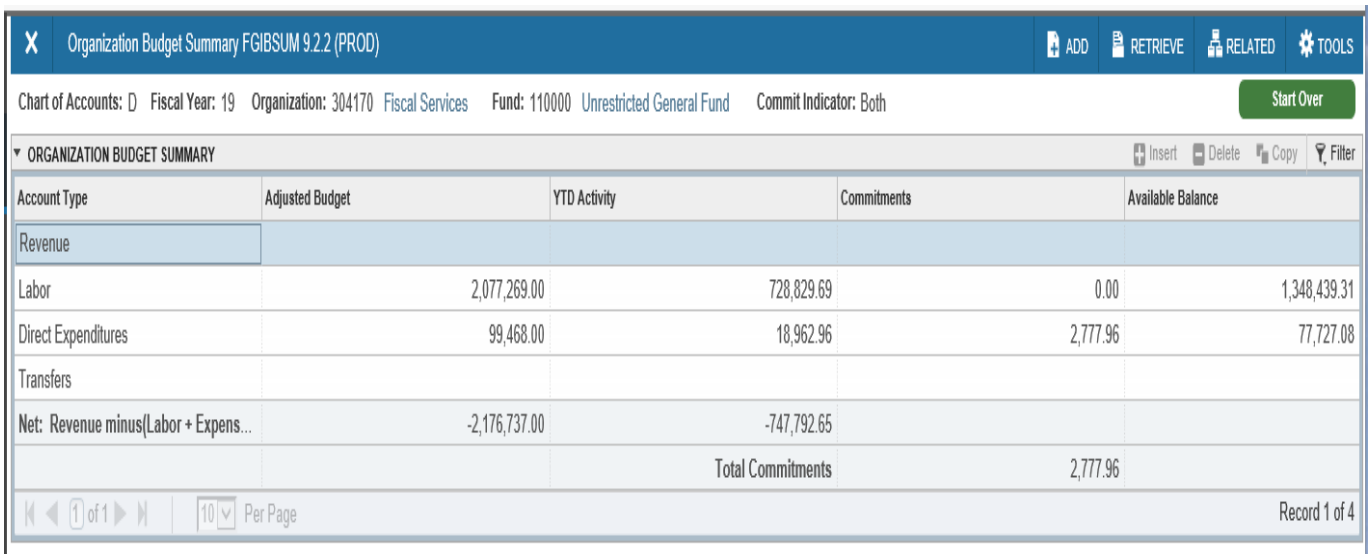
FGITRND allows end users to query the detailed transaction activity for selected revenue and expense account combinations. Banner will list all documents for the account number. Users will be able to see the detail activity, which adds up to the total amount in the account number. Users generally access FGITRND through FGIBDST. However, users can access the form directly.

FGIBSUM allows end users to query the organizational account status at an account type summary level. The numbers reflect all posted transactions. Pending documents in approval queues are not included in query.

Step 1: Enter information for Chart, Fiscal Year, Fund, and Organization then select **next block** to view the results.

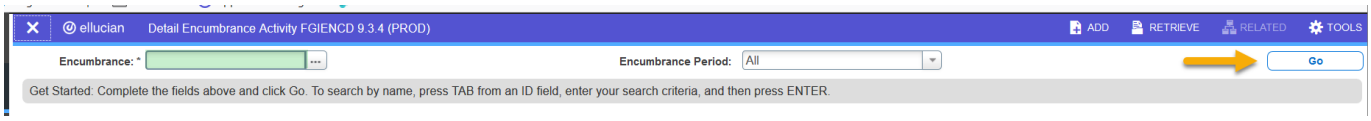
- Chart and Fiscal Year are required. (Chart D = District)
- Require Fund and Organization selection must be data enterable (six digit)
- Displays only approved and posted transactions.

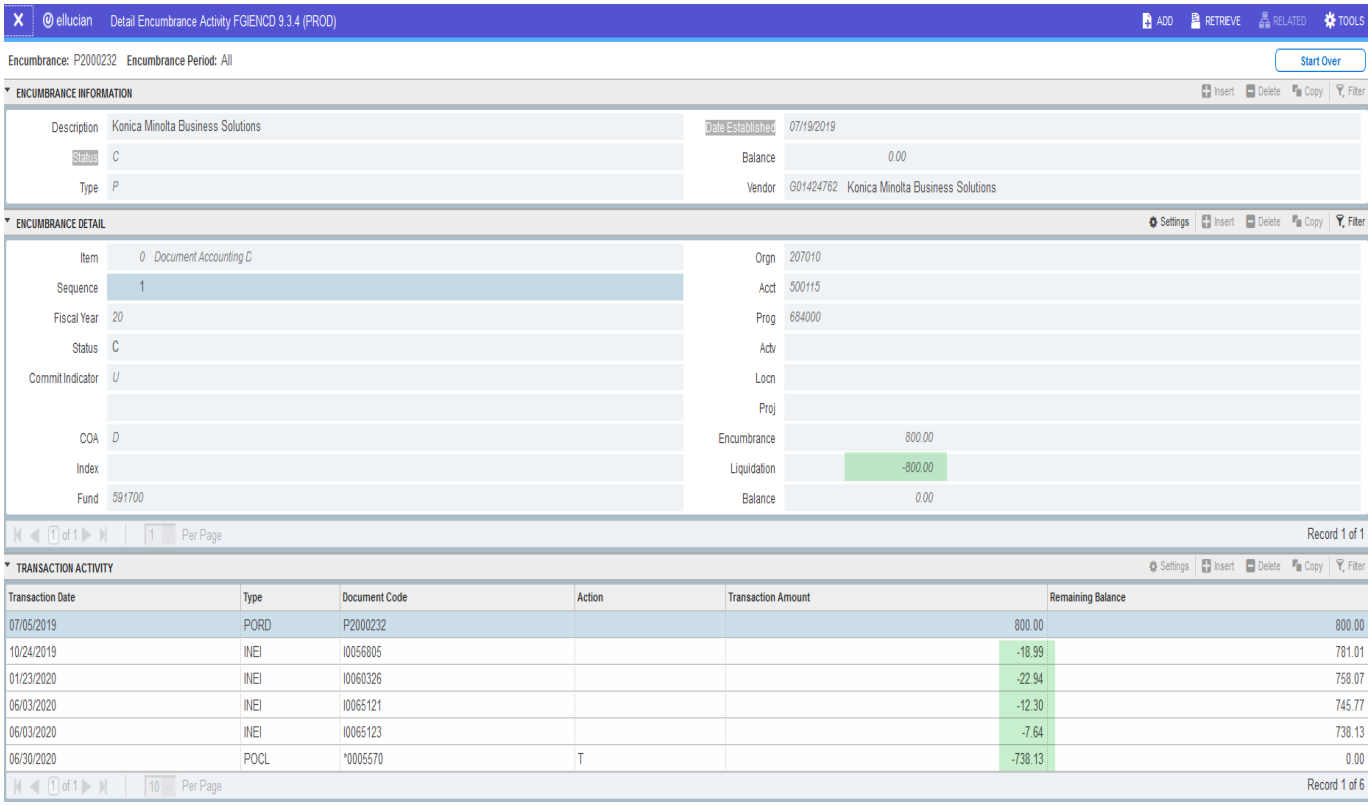




FGIENCD is helpful for viewing purchase order balances and see payments paid against the PO.

Step 1. Enter PO number on the Encumbrance field.



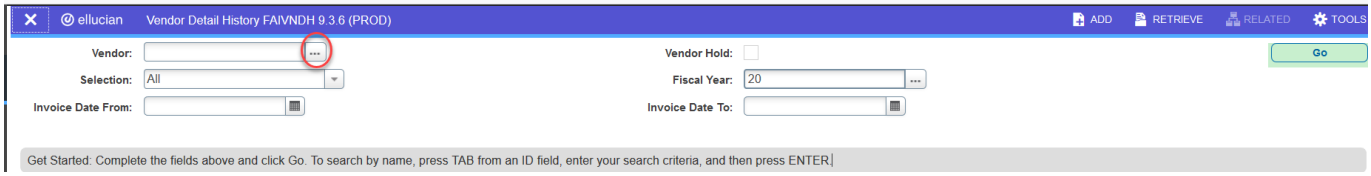


Query Vendor and Payment Information in INB

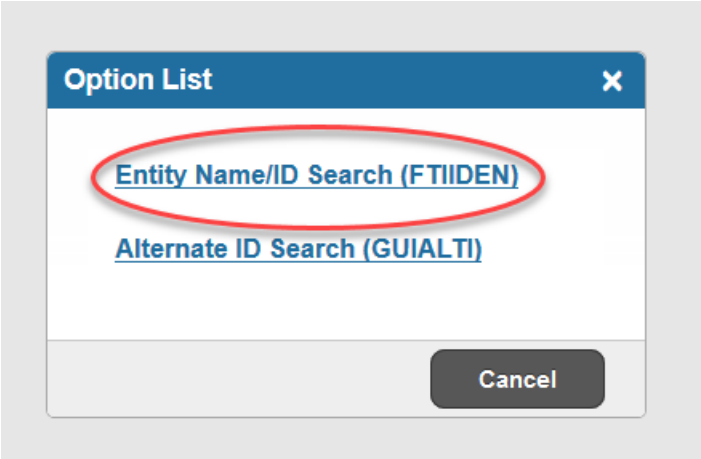
The steps below will guide users to view vendor invoice and payment transaction in INB.

Access the vendor detail history form **FAIVNDH** to retrieve invoice or payment information.

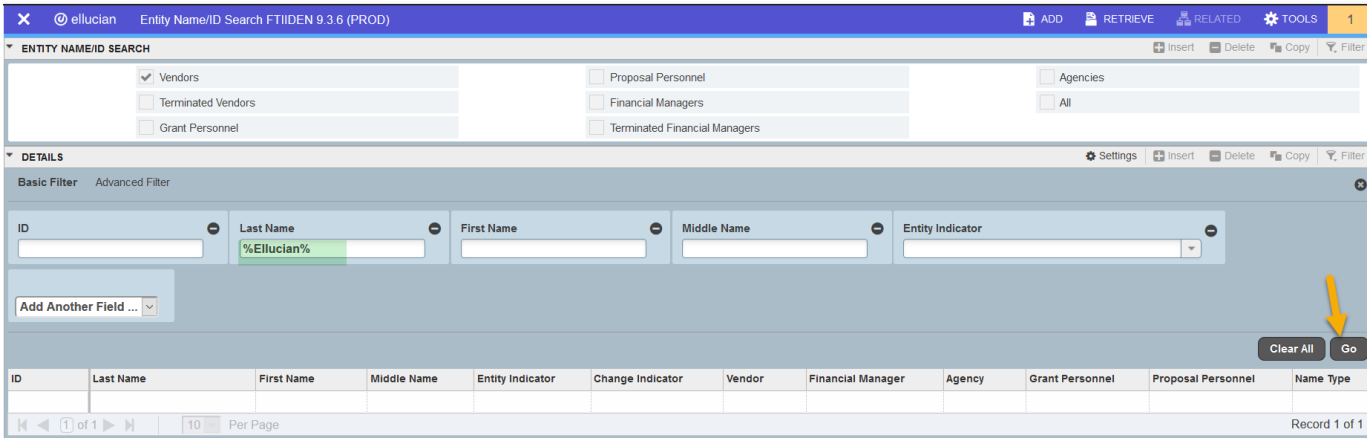
Step 1: Enter a Vendor ID in the **Vendor** field or click the ellipses/search icon to the right of the vendor box and select **Entity Name/ID Search (FTIIDEN)** to retrieve an existing vendor.



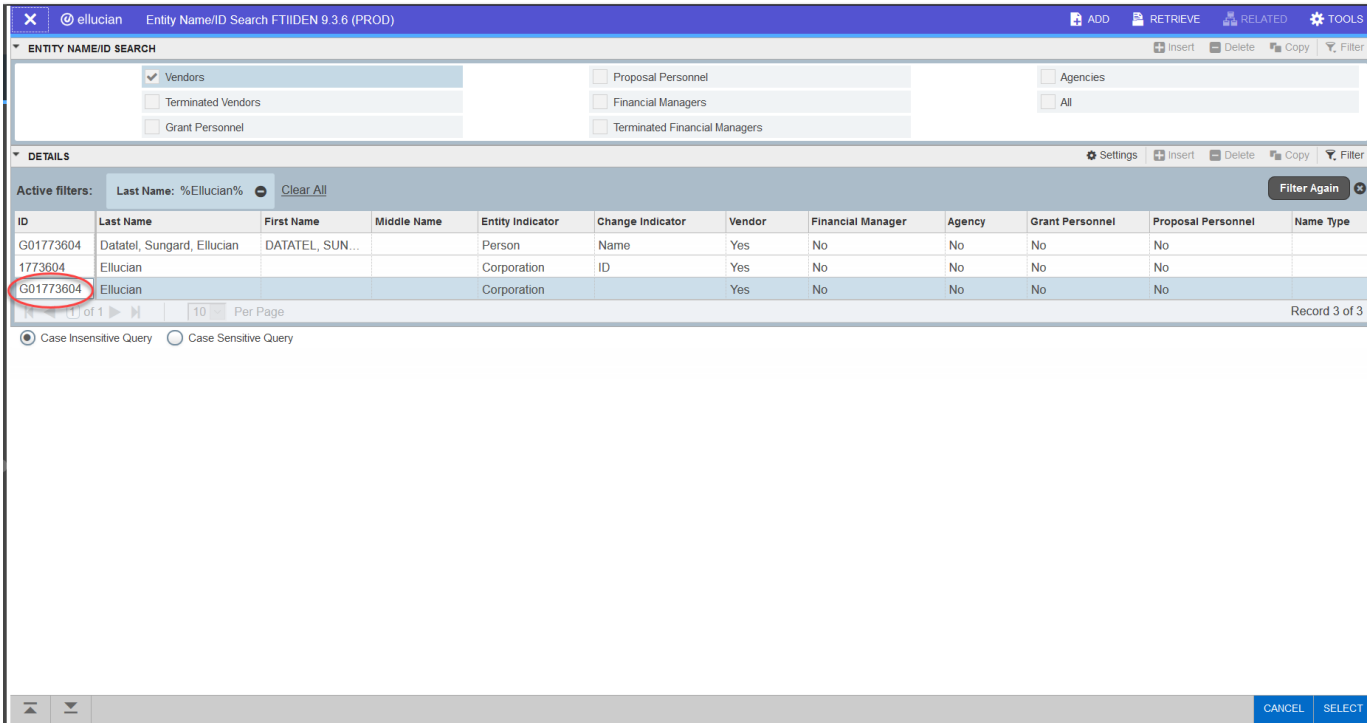
Step 2: Click on "Entity Name.ID Search"



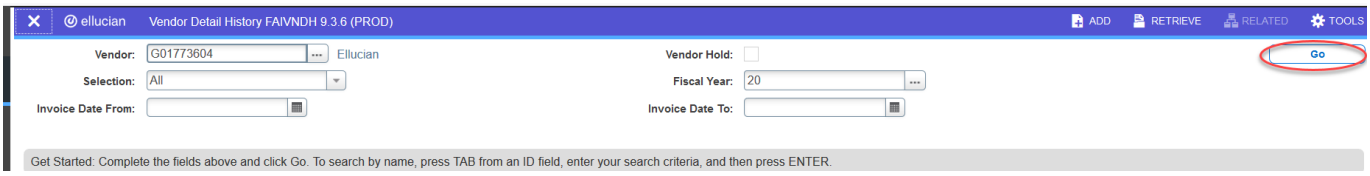
Step 3: Type Company Name under Last Name. Using wild character % before and after a text will provide more data.



Step 3: Select the vendor by double clicking on the ID.



Step 4: Click on **Go** to view list of vendor invoice and payment information.



ellucian Vendor Detail History FAIVNDH 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Vendor: G01773604 Ellucian Vendor Hold: Selection: All Fiscal Year: 20 Invoice Date From: Invoice Date To: Start Over

VENDOR DETAIL HISTORY Settings Insert Delete Copy Filte

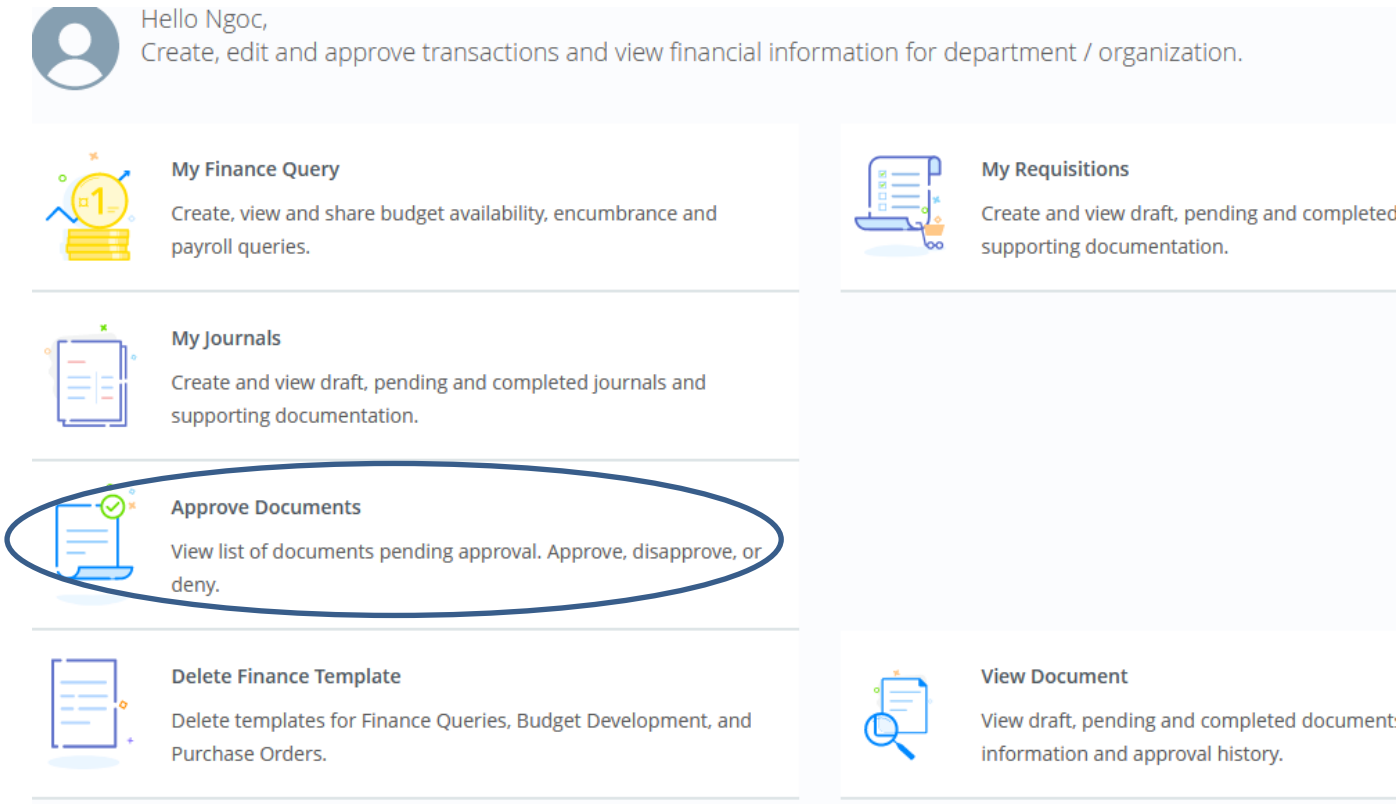
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
90289872	I0052990	Y	N	N	P	N	14,111.95	07/17/2019	07/18/2019	I0002378
90293856	I0052991	Y	N	N	P	N	14,492.50	07/17/2019	07/18/2019	I0002378
90293855	I0052992	Y	N	N	P	N	233.75	07/17/2019	07/18/2019	I0002378
90293857	I0052993	Y	N	N	P	N	1,597.50	07/17/2019	07/18/2019	I0002378
90296245	I0053847	Y	N	N	P	N	51,646.00	08/16/2019	08/19/2019	I0002448
90297217	I0054356	Y	N	N	P	N	327.25	09/03/2019	09/06/2019	I0002497
90297215	I0054401	Y	N	N	P	N	18,065.71	09/03/2019	09/06/2019	I0002497
90297214	I0054402	Y	N	N	P	N	935.00	09/03/2019	09/06/2019	I0002497
90293640	I0054978	Y	N	N	P	N	51,646.00	09/18/2019	09/19/2019	I0002534
90299143	I0055766	Y	N	N	P	N	1,496.00	10/08/2019	10/11/2019	I0002596
90299142	I0055767	Y	N	N	P	N	335.09	10/08/2019	10/11/2019	I0002596
90299144	I0055769	Y	N	N	P	N	981.75	10/08/2019	10/11/2019	I0002596
90298409	I0055774	Y	N	N	P	N	51,646.00	10/08/2019	10/11/2019	I0002596
90300457	I0056716	Y	N	N	P	N	51,646.00	10/23/2019	10/24/2019	I0002650
1637798	I0057142	Y	N	N	P	N	690.00	10/30/2019	10/31/2019	I0002680
90301025	I0057792	Y	N	N	P	N	1,355.75	11/14/2019	11/15/2019	I0002729
90297216	I0057796	Y	N	N	P	N	4,313.25	11/14/2019	11/15/2019	I0002729
90303003	I0057797	Y	N	N	P	N	51,646.00	11/14/2019	11/15/2019	I0002729
90293637	I0058250	Y	N	N	P	N	119,071.00	11/25/2019	11/27/2019	I0002776
90293639	I0058251	Y	N	N	P	N	6,183.00	11/25/2019	11/27/2019	I0002776
	Total						1,210,783.46			

1 of 4 20 Per Page Record 1 of 65

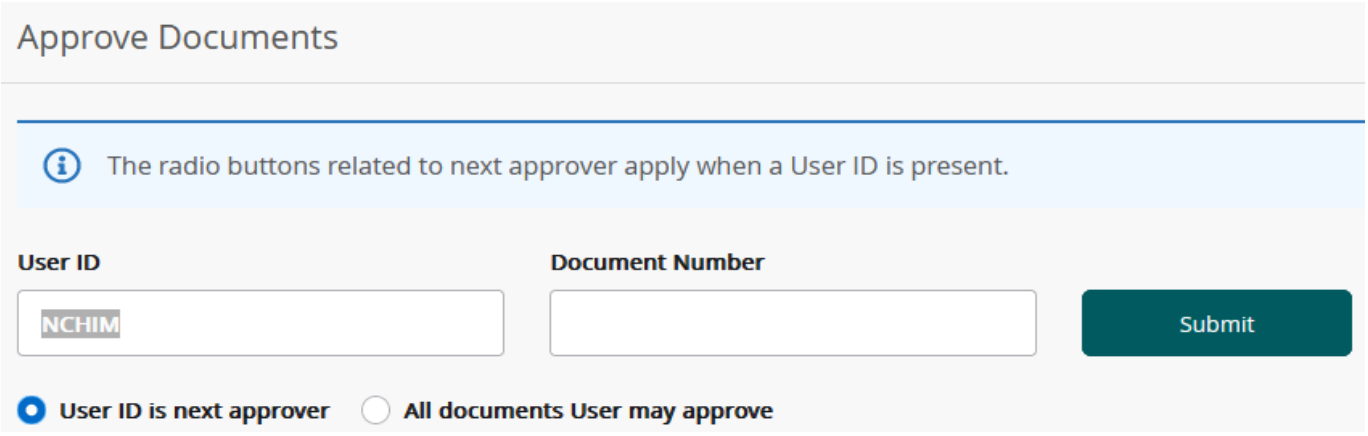
Approving and Disapproving Documents

Approving and Disapproving Documents in SSB9

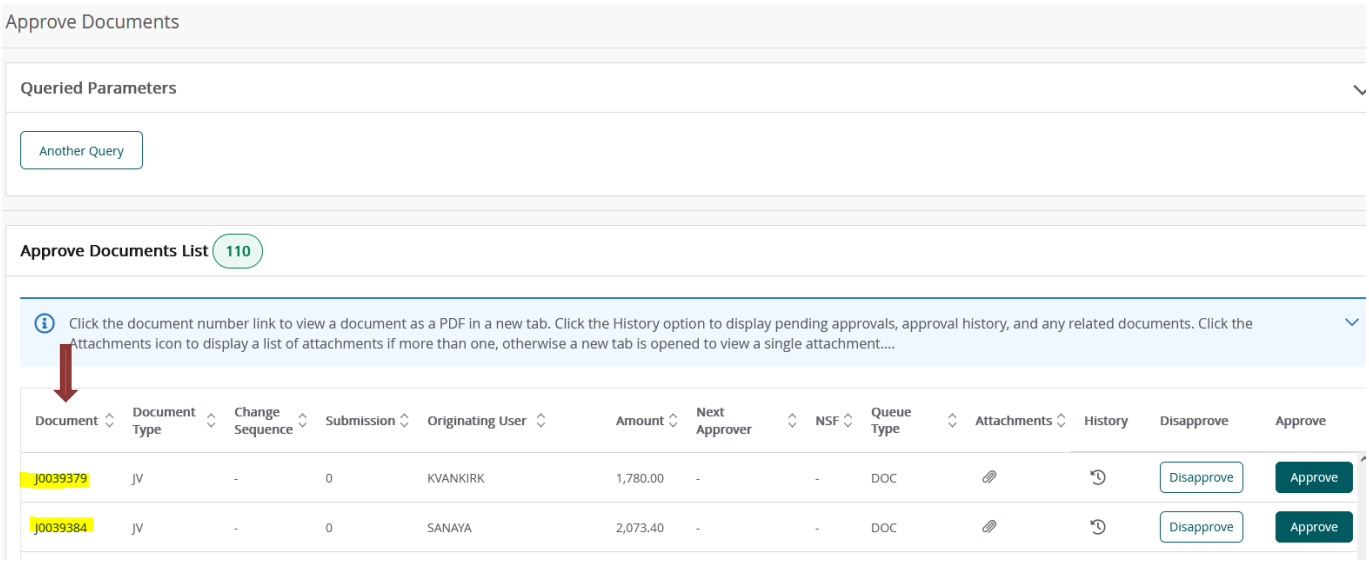
Step 1: Access SSB9 and click on **Approve Documents** within Finance to approve or disapprove documents.

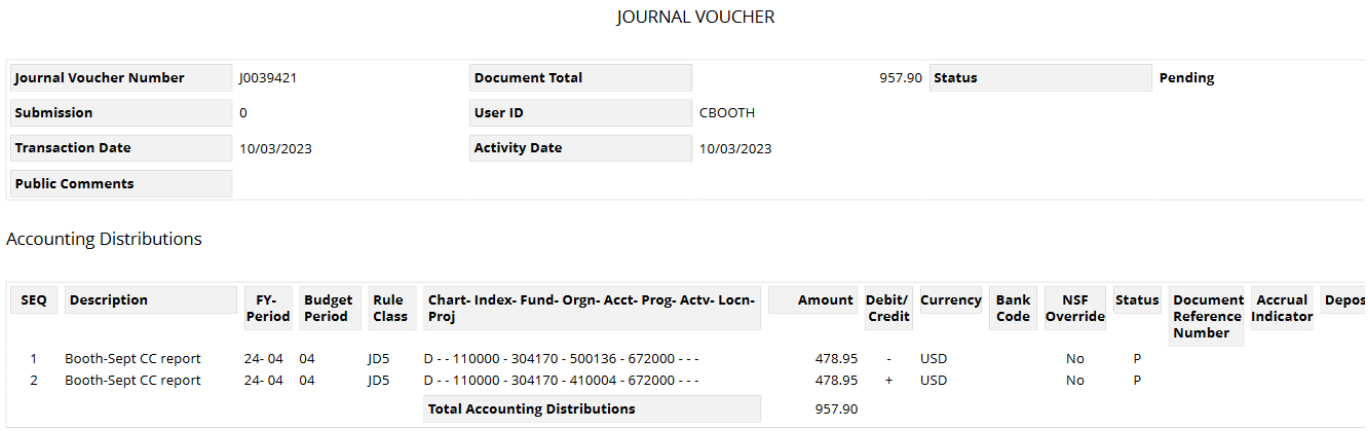


Step 2: Enter User ID and select **User ID is next approver** to see documents in queue that requires approval. To view all documents that may require approval, select **All documents User may approve**. Click on **Submit** to see the list of documents. There is an option to enter the single document number and approve.



Step 3a: Click on the document number to see the detail document. Click on the paper clip under Attachments to view supporting documents. Select symbol under History to view the levels of approvals and approval history. Click on **Approve** to approve document.





History

Document Number
J0039421

Document Type
Journal Document

Originator
CBOOTH

Originator Name
Christina Booth

Related Documents

No Related Documents information available for J0039421

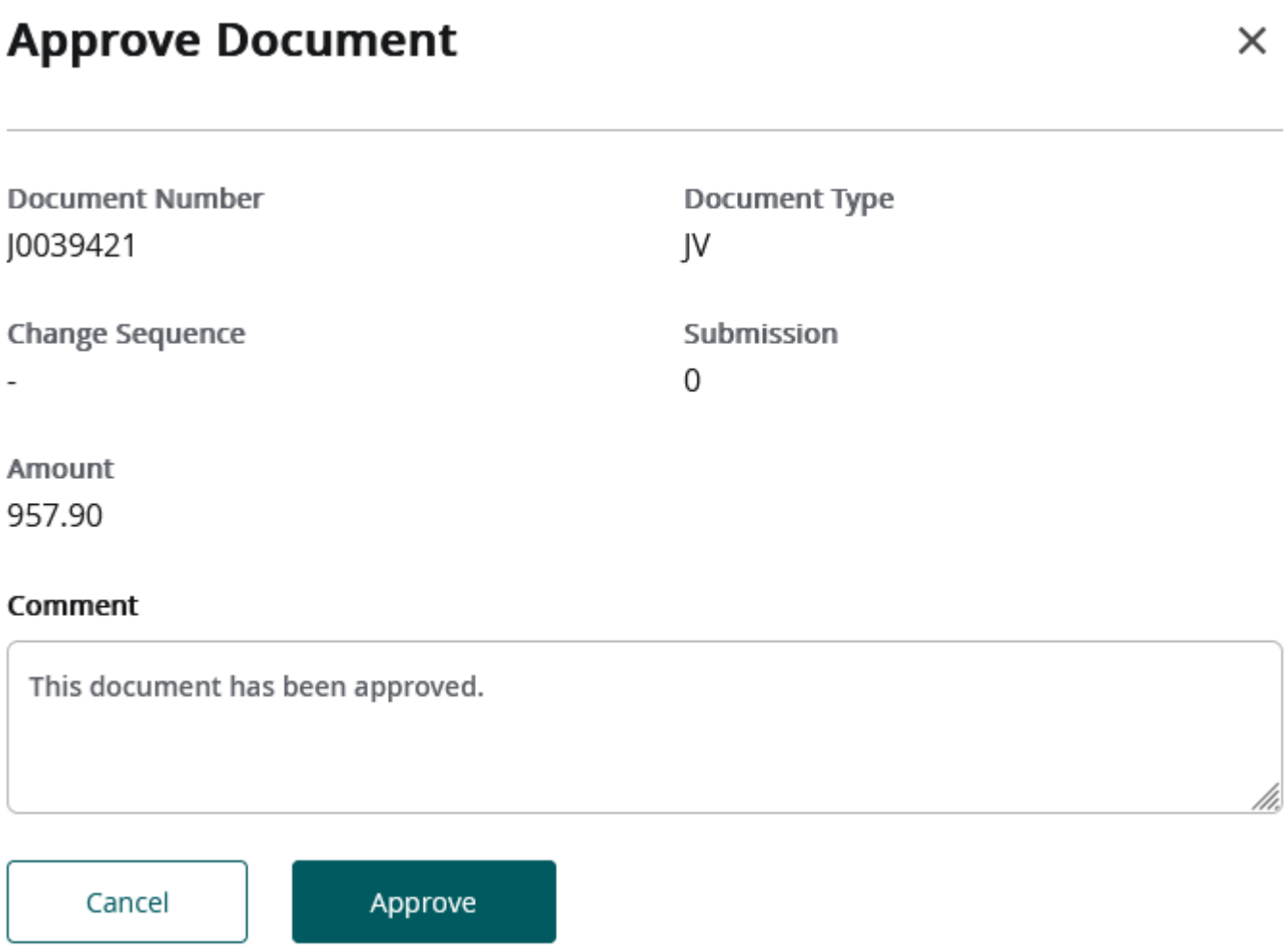
Approvals Required

Queue	Description	Level	Approvers
JD03	DISTRICT EXPENSE TRANSFERS DS	10	Christina Thomas
JD03	DISTRICT EXPENSE TRANSFERS DS	15	Christina Thomas Jeanette Froelich Muwen Tan Rima Rahnemoon Sandy Dinh Susan Victoria Victoria May
JD03	DISTRICT EXPENSE TRANSFERS DS	20	Susan Hutton
JD03	DISTRICT EXPENSE TRANSFERS DS	25	Ngoc Chim Susan Hutton

Approvals Recorded

Queue	Level	Date	User
JD25	10	Oct 03, 2023	Christina Booth
JD25	15	Oct 03, 2023	Christina Booth

Step 3b: After clicking **Approve or Disapprove**, the screen below will appear. Select **Approve** to continue process.



When a document (Budget or Expense Transfers) is disapproved:

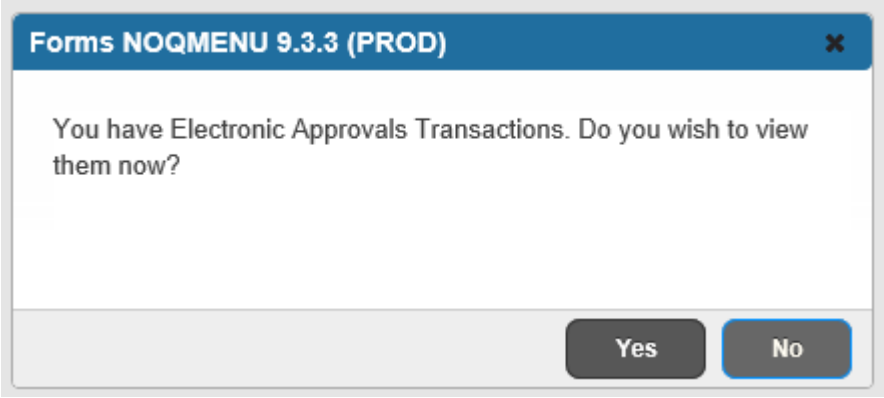
- The person disapproving the document needs to notify the initiator and provide an explanation.
- The option to recall a document to make corrections is only available if the document has not been posted.

OPTIONAL - Approving Documents in INB/Administrative

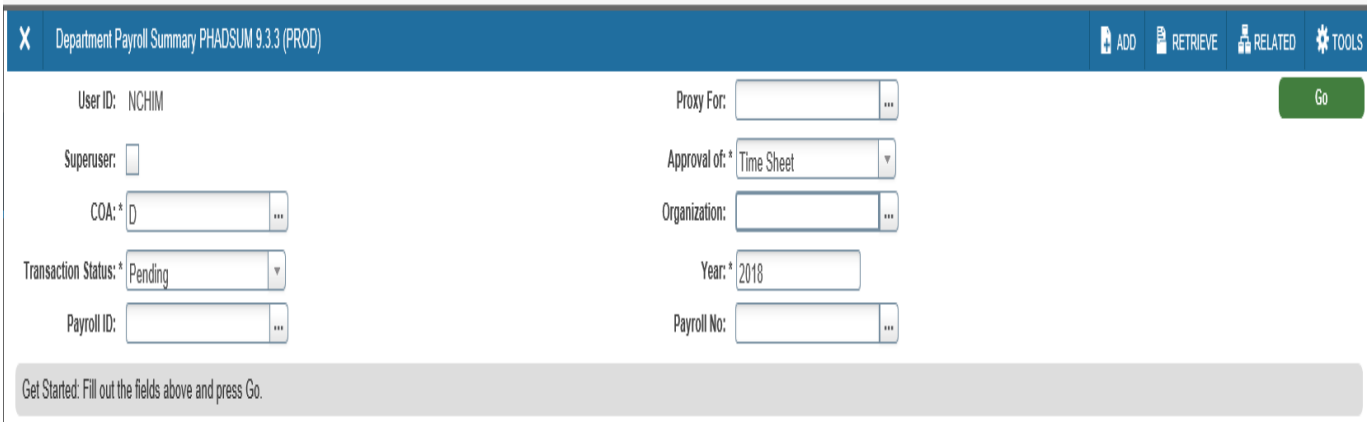
The forms below will allow users to approve documents and perform approval related inquiries as it pertains to documents in approval queues and approval history.

FOAUAPP	User Approval	Approve documents
FOAAINP	Document Approval	Display all the queues/levels responsible for the approval of a specified document
FOIAINP	Approvals Notification	Display all documents that await your approval

Note: When users log into INB daily and attempt to go to any form, a message will automatically display on the screen notifying users of pending documents that requires their approval. Click on **Yes** to view document.



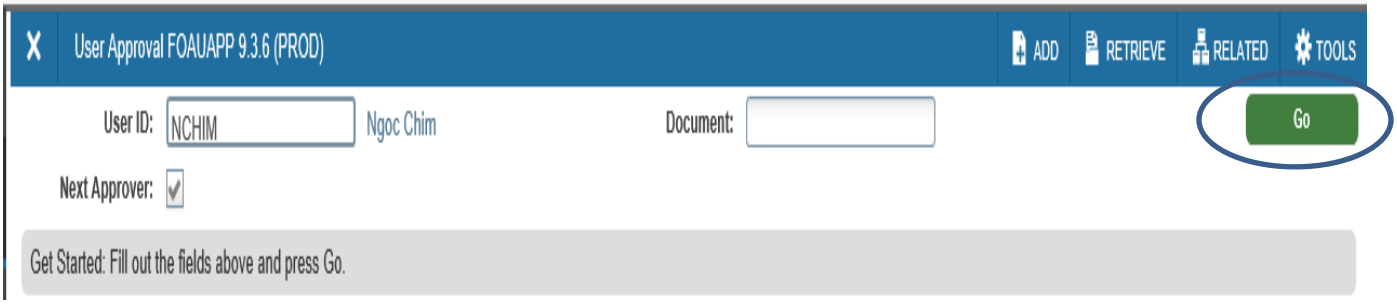
Example below shows a timesheet that is pending approval.

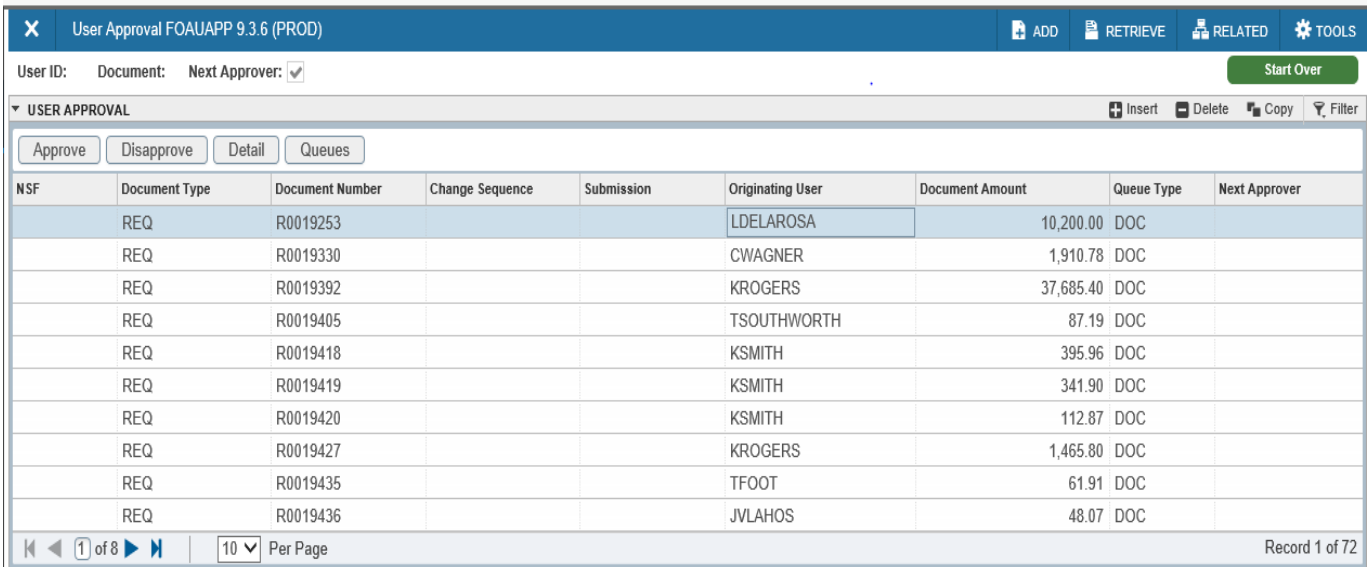


Approving documents through FOAUAPP

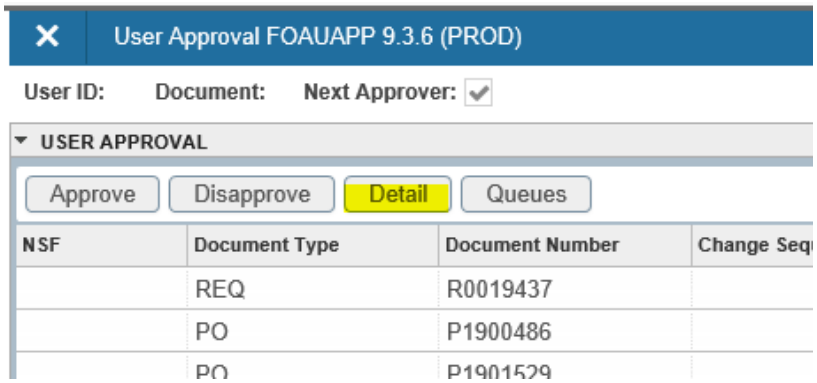
Step 1: After activating **FOAUAPP** form, the user ID for the individual logging-in should automatically populate. Click on **Go** to see documents that require user approver.

Note: To see all documents pending approval Districtwide for all users, do not enter a User ID.

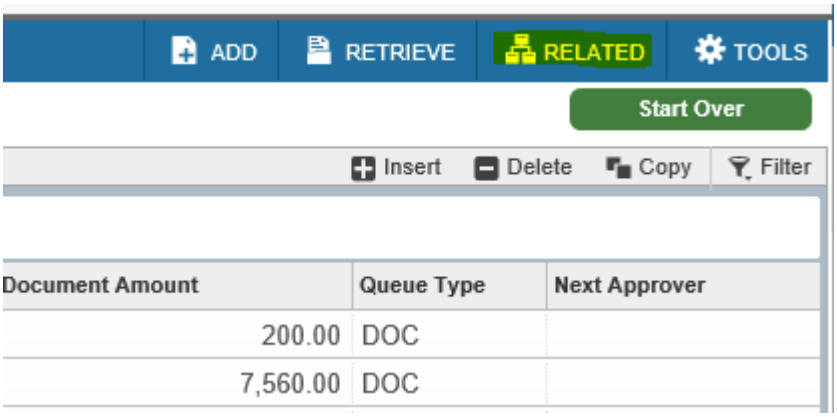




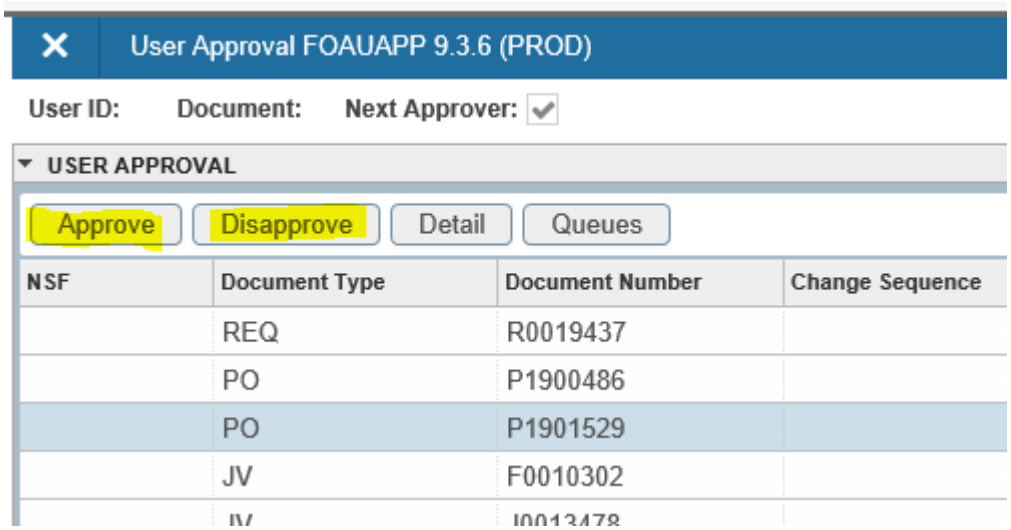
Step 2: Approver's can click on **Detail** to see detail information pertaining to the document. After viewing, click on 'X' in the top left corner to go back to FOAUAPP.



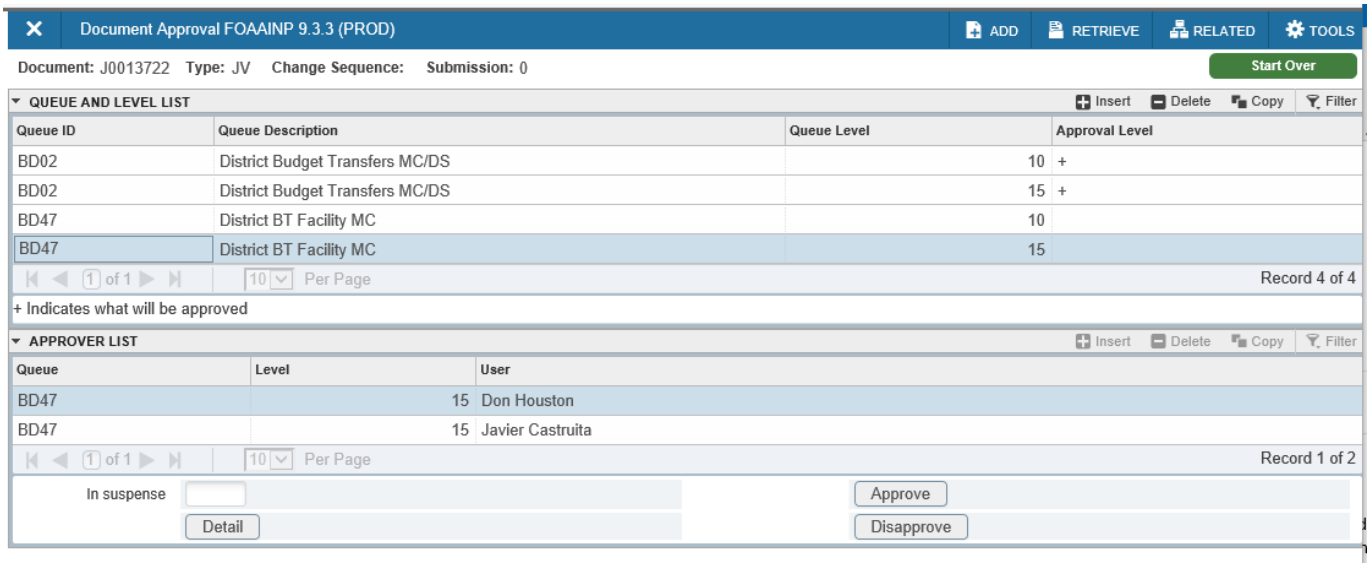
Step 3: Click on the **Retrieve** button to view supporting documents in BDM.



Step 4: Select **Approve** or **Disapprove** on the screen to see the screen below. Write down the journal number for your record. For disapproved documents, users will be able to type an explanatory message to say why the document was disapproved. The message will be forwarded to the originator and any previous approvers of the documents. Click on **Save** located in the bottom right on the screen to complete the process.



Step 5: **Optional:** Choose a document and click on the **Queues** button to determine who the next approvers are. Select the queue ID by placing the cursor on the row and the name of the approvers will appear in the approver list.



Note: Selecting the Queues button will access the Document Approval Form **FOAAINP**.

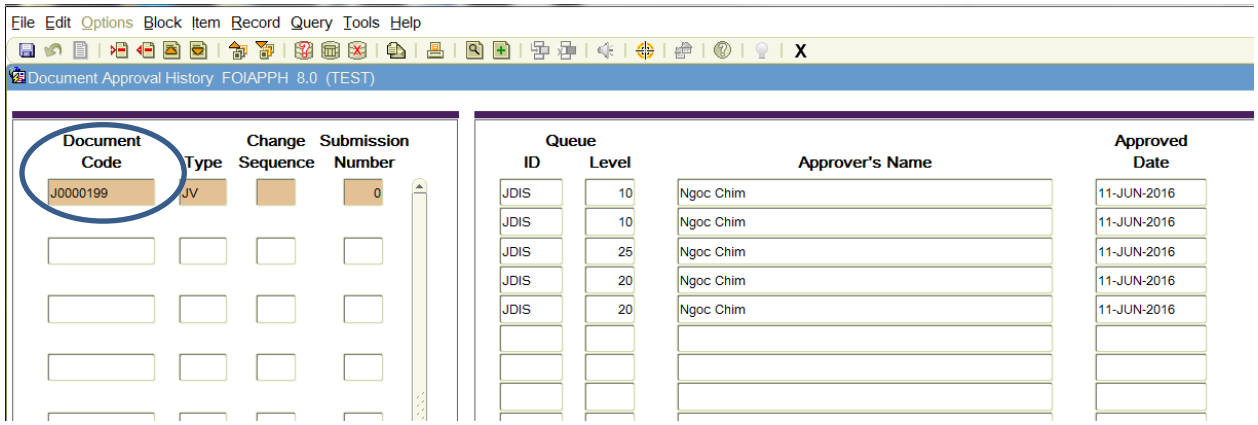
Result: The required approvers for this document will be displayed. Select the up and down arrow to see the different approvers in each queue.

Step 5b: Select **Approve** or **Disapprove** to continue process. Functions on this screen work the same as **FOAUAPP**.

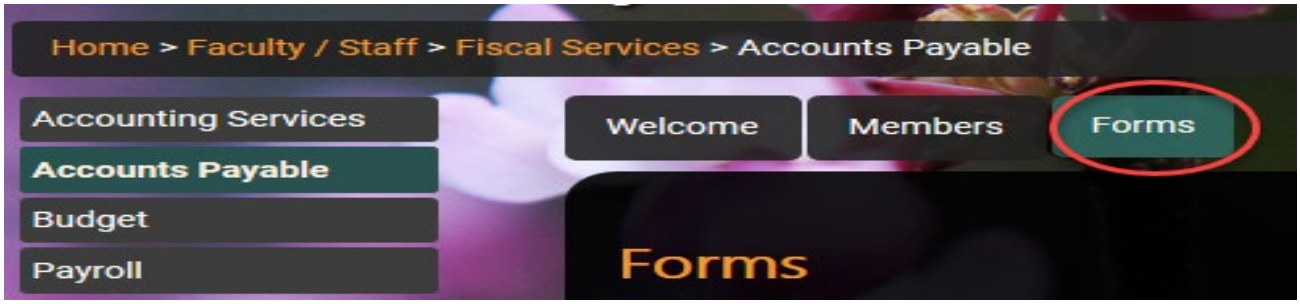
Displaying Approval History for a Specific Document

The Document Approval History Form **FOIAPPH** displays the approval history for a specified document. This form best illustrates approval tracking for a document.

Step 1: Access the Document Approval History Form **FOIAPPH**. Enter the document number and perform **Execute Query** to view the approval history for the document.



Review Finance Forms and Procedures



Check Request (AP 6310)

The Check Request Form shall not be used to pay for the purchase of equipment and furniture. All equipment and furniture purchase must go through General Services.

To request payment for items that cannot be purchased using a purchase order or to request reimbursement for items that cannot be reimbursed through petty cash, employees should adhere to the following:

- Check requests shall be used in the following situations when a purchase order is not an option:
  - Registration fees/conference fees
  - Employee reimbursements
  - Memberships
  - Subscriptions
  - Received Materials and Services

- Original detailed receipts and/or appropriate back-up documentation is required for reimbursement or payment. The Check Request Form along with original receipts shall be submitted no later than 45 days after receiving the invoice, event, or purchased.

Special circumstances will be allowed, but must have the approval of the College Vice President of Administrative Services or District Executive Director of Financial Services. An employee cannot authorized payment for himself or herself. His/her supervisor must sign the Check Request Form to reimburse a budget administrator.

Common cause of payment/reimbursement delays:

1. Missing itemized receipts
2. Missing proper signatures
3. Incomplete form (e.g., address, missing FOAP, etc.)
4. No budget

West Valley - Mission
Community College District

DISTRICT FINANCE DEPARTMENT
ACCOUNTS PAYABLE
CHECK REQUEST FORM

Voucher #: _____
For District Use Only

Requestor:	Extension #:	Department:	Date:

PURPOSE (Reference guidelines below)

	AMOUNT
TOTAL	**$0.00**

PAYABLE TO

Name:	
Address line 1:	
Address line 2:	
City, State, Zip Code:	
Email:	

Payee Banner ID#: (if known: G0)	

ACCOUNT NUMBER

Fund	Organization	Account	Program	Amount or %

SELECT PAYMENT TYPE

☐ Check (Please see below)
☐ ACH (ACH Form LINK if bank account is not on file with Accounts Payable.)

SPECIAL CHECK HANDLING INSTRUCTIONS

☐ Mail Check
☐ Hold for pick up (AP staff will notify requestor when check is ready.)
☐ Return check to: _____
☐ Other: _____

_____
Budget Administrator (Print Name)

_____
Budget Administrator Signature **Date**

_____
College VP of Administrative Services **Date**
(College only)

GUIDELINES FOR CHECK REQUEST

NO EQUIPMENT AND/OR FURNITURE PURCHASE

Check Request may be used for the following:

Employee Reimbursements
Memberships/Subscriptions
Prepay Registration, Conference Fees, Airline Tickets, and Hotel
Meals and Lodging for Athletic Events and Student Activities

Original itemized receipts and/or appropriate back-up documentation must be included with the check request. Must be complete within 45 days of event invoice.

Revised: 6/08/20

Submit paper form to District Finance Office OR electronic form to invoice@wvm.edu

Travel and Conference Reimbursement (AP 6311 in process of being updated)

District employees and members of the Board of Trustees are entitled to request reimbursement for travel and conferences made on the District's behalf. All claims for reimbursement must be accompanied by original receipts. The claim shall be submitted no later than **45 days** after the date of travel.

Prior Board approval must be obtained for any travel at District expense if the total travel expense will exceed $10,000 for any one event or purpose, without regard to the number of individuals traveling.

If the employee is issued a District credit card, the employee should use the card to pay for all expenses related to official business travel, including event registration, lodging, meals and transportation. Meals shall not exceed the per diem rates.

Employees shall make their own travel arrangements.

It is the District's intent that no employee shall incur a personal financial gain as a result of traveling on district business.

Prior to travel

Prior to traveling for a district-related conference or event, the employee must complete "Section I" of the Conference Attendance Reimbursement form and submit it to his/her supervisor/budget administrator for approval regardless of the funding source. Once approved, retain the form and complete after attending the conference.

Prepayment

Prepayment for registration, hotel and airfare may be made by through a District/personal credit card or a check request. Claims for prepayment reimbursements may be processed upon incurring the cost and prior to the conference or event. The employee shall submit a check request for each vendor who is to receive a check for prepayment. A copy of the approved and signed conference attendance form and back-up documentation for the prepayment expenses must accompany the check request.

Upon completion of travel

After the conference, complete "Section II" of the original form (including all prepaid expenses), attach all applicable original receipts, secure appropriate approval signatures, and submit the form to Accounts Payable. The reimbursement request should include all expenses (hotel, airfare, car rental, mileage etc.) for the one event. The form and documentation will be reviewed by Accounts Payable prior to issuing a reimbursement check or ACH transfer.

Meals

For a one day trip (less than 24 hours) that does not require an overnight stay, no meal reimbursement will be provided.

For trips that exceed 24 hours, the average of the daily California per-diem meal reimbursement rate established by the U.S. General Services Administration shall be applied. Employees are not eligible

for meal reimbursement if the conference is providing the meals or if the meals are charged on a District-issued credit card. If meals are charged on a District-issued credit card, the employee will be responsible for the difference of the actual charge and the per-diem limit.

Rental Cars
The standard size for automobile rental is a "compact" unless more than two employees share a single vehicle. Car rentals are allowed one day before or after the conference.
There will be no reimbursement for car rentals that are beyond the conference period.

Airfare
Air travel shall be by regularly scheduled airlines in coach class with standard check-in. All expenses above the regular coach class and standard check-in ***will not be reimbursed*** by the District. Upgrading to a more expensive class or early check-in is allowed but only at the employee's expense.

Hotel
While traveling on District business, employees are encouraged to stay at moderately priced hotels. Employees are also encouraged to stay within the hotel where the conference is taking place. Expense items for the following will not be reimbursed: expenses for spouse or children, personal use items, hotel laundry, in-house movies, alcoholic beverages, telephone calls or wireless internet (other than for Conference/District business). Hotel stays are allowed one day before or no more than one day after the conference, depending on the location of the conference. Hotel stay that exceeds the conference period will be at the employee's expense.

Mileage
Mileage for the use of a personal vehicle will be reimbursed at the current IRS-approved rate. The rate is intended to cover all costs associated with operation of the vehicle, including insurance, repairs, fuel, and other operating expenses. In most cases reimbursement will be based upon the distance from the District/College to the conference destination using the "Standard Mileage" list. If the destination is not identified on the "Standard Mileage" list, you may be asked to provide an internet map showing the total miles traveled. If attending a meeting or conference, a copy of the agenda or announcement with location and date must also be provided (excluding meetings at the District or colleges).

When traveling between campuses, mileage may be claimed for roundtrip travel if the employee is returning to his/her primary work location to continue the workday. If the employee travels to the sister college and ends his/her work day at that location, mileage may only be claimed one way. If an employee starts and/or ends his/her workday at a location other than the primary work location, mileage may be claimed from the primary work location to the off-site work location (not including District sites).

Mileage expenses may be allowed between the employee's residence and the common carrier or destination if the business travel originates or terminates before or after the employee's working hours, or during a regularly scheduled day off. Under all circumstances, the shortest route should be chosen for mileage reimbursement purpose. Mileage for personal excursions while at a conference will not be reimbursed. If it is determined that airfare to the conference/event, plus the estimated cost of a rental car, would have been less expensive than the reimbursement for using a personal vehicle, the employee will be reimbursed at the cost of the airfare, plus the estimated cost of a rental car.

Claims for mileage reimbursements may be submitted as frequently as needed, but at least once a quarter.

The use of personal vehicles by employees on District business is at the employee's own risk. An employee's personal vehicle insurance is considered primary coverage.

West Valley - Mission
Community College District

Voucher #: _____
For District use only

DISTRICT FINANCE DEPARTMENT
ACCOUNTS PAYABLE
CONFERENCE ATTENDANCE REIMBURSEMENT FORM

SECTION I: COMPLETE PRIOR TO CONFERENCE

Claimant: _____ Employee ID #: _____ Date Prepared: _____

Department: _____ Contact #: _____ Campus Location: _____

Name of Conference: Conference Location:

Attach conference announcement or agenda to this form. (Required)

Sponsoring Organization: _____ Dates of Conference: _____

Purpose of Trip: _____

Do you have a District-issued credit card? ☐ Yes ☐ No If yes, you should use your credit card for all travel expenses.

Estimated Total Expense: $ - If you need to make advance payments, a check request must be attached to this form.

Committee Faculty Approval: _____ (Faculty Conference per Article 35) Date: _____

Dept. Supv./Mgr.: _____ Date: _____ Budget Admin: _____ Date: _____

ACCOUNT NUMBER: _____ AMT. OR % ALLOCATION: _____

_____ _____

SECTION II: COMPLETE UPON RETURN FROM CONFERENCE

Within 45 days of the date of travel, submit the completed, signed Conference Attendance Reimbursement form. Itemized original receipts must be attached for all claims except for meals at the per diem rate. For mileage claim, utilize the mileage on the "Mileage Chart" located on the District website (Fiscal Services/Accounts Payble/Forms) for distances traveled between frequently used destinations. You may be asked to provide an internet map for non frequently used destinations for auditing purpose. If attending non-district events, a copy of the agenda with location and dates must be provided (AP 6311).

Description	Amount	District Prepaid Amount	District Vendor/Check #
Registration	$ -	$ -	
Airfare	$ -	$ -	
Lodging	$ -	$ -	
Taxi/Shuttle	$ -	$ -	**Total Prepaid Expense**
Auto Rental	$ -		
Mileage	$ -		
Parking	$ -		
Bridge Toll	$ -		
Meals	$ -		
Total Reimb.	$ -		

Meals	Amt.	# Meals	Cost
Breakfast	$14.00	0	$ -
Lunch	$21.00	0	$ -
Dinner	$35.00	0	$ -
Total Meal Reimb.		**0**	$ -

Meal reimbursements are only for overnight business travel. If the cost of the conference registration covers meals, there shall be no meal reimbursement.

0 Provide total miles traveled. 2020 rate: $ 0.575 per miles

SELECT REFUND TYPE
☐ **Check** ☐ **ACH** (Click LINK below if bank account is not on file with Accounts Payable.)
LINK

Signature of Claimant: _____ Date: _____

I certify that the following is a summary of necessary, true and actual expenses incurred by me in connection with my attendance at the above conference.

Dept. Supv./Mgr.: _____ Date: _____

VP of Administrative Services: _____ Date: _____
(College only)

Submit form to District Finance Office

Revised: 10/1/19

West Valley - Mission
Community College District

Voucher #:_____
For District Use Only

DISTRICT FINANCE DEPARTMENT
ACCOUNTS PAYABLE
QUARTERLY MILEAGE REIMBURSEMENT FORM

Requestor: _____ Employee ID #: _____

Extention: _____ Department: _____ Date: _____

Date	Total Daily Mileage	List city, destination/event, or purpose for travel Use the "Mileage Chart" located on the District website for distances traveled between frequently used destinations. You may be asked to provide an internet map for locations not identified on the "Mileage Chart". If attending non-district events, a copy of the agenda with location and dates must be provided.

Total Mileage		IRS Rate		Total Mileage Reimb.
-	X	$0.575	=	$0.00

Total Mileage Reimb.: $0.00

Parking/Tolls: _____
(Must attached receipts)

Account Number: _____

Total Claim Amount: $0.00

Select Refund Type: ☐ **Check** ☐ **ACH** (Click LINK below if bank account is not on file with Accounts Payable.)
LINK

Requestor Signature: _____ Date: _____

Budget Administrator Signatur: _____ Date: _____

College VP of Administrative Service: _____ Date: _____
(College only)

Submit form to District Finance Office

Revised: 01/02/20

Petty Cash (AP 6300)

Petty cash in the amount of $5,000 is held in each college A&R Office for the purpose of covering minor expenditures that may arise. Requests can be made to reimburse employees for the purchase of supplies and postage expenditures of $100 or less. Supplies are defined as items costing $100 or less that are necessary to sustain or conduct day-to-day business of a particular department.

Requests are limited to an aggregate of $100 per employee, per month. Multiple receipts may be submitted. Splitting an expense of $100 between two or more employees is not allowed. Requests must have the signature of the appropriate budget administrator and the Vice President of Administrative Services or designee.

Original receipts must accompany each request and must contain: transaction date, vendor name and address, a detailed list of the items purchased, the cost of each item, and the total cost of all items. Copies of receipts and/or calculator tapes will not be accepted. Merchandise purchased on-line must be delivered to the District Warehouse in order to receive reimbursement. Items delivered to personal addresses will not be reimbursed.

Petty Cash requests must be submitted within **45** days of the date of the transaction.

Petty Cash requests will not be processed for reimbursement of food for meetings.

District Finance will conduct a random audit of Petty Cash. Budget Administrators will be held accountable for improprieties identified by the Finance Department.

Clear Form

West Valley - Mission
Community College District

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
PETTY CASH REIMBURSEMENT FORM

REQUESTOR

Name:	Extension:	Department:	Date:

PURPOSE	**AMOUNT**
Total	0.00

Budget Administrator (Print Name)	Extension	Account Number
Budget Administrator (Signature)	Date	
VP of Administrative Services (Signature) (College only)	Date	
Recipient (Signature)	Date	Cashier (Signature) Date

Requests must be submitted within forty-five (45) days of the date of the transaction. Merchandise purchased on-line must be delivered to the District Warehouse. Petty cash requests will not be processed for reimbursement of food for meetings. Reference the "Petty Cash" section of AP 6300 for additional guidance.

Submit form to Admissions and Records Office

Revised 9/30/19

District Credit Cards (AP 6330)

In order to expedite the purchase and accounting of low cost and frequently needed items, the District may authorize the use of credit cards by specified employees whenever there is sufficient benefit to the District. In all such cases, the District shall follow procedures that provide checks and balances for the procurement methods in use.

District credit cards are issued through the General Services Department.

Most cardholders will have a monthly limit of $1000. A higher monthly limit may be authorized by the Assistant Vice Chancellor of Finance and Administration.

Credit cards shall not be used for: retail liquor, contracted services, marina boat services, private/air services, education, cash advances, recreation, health services, organizational memberships, wholesale services, entertainment, utilities, financial services, professional services or to purchase equipment.

Merchandise purchased on-line must be delivered to the district warehouse.

Every cardholder shall hold a regularly established position at the District and shall agree to all terms and conditions established for the issuance of a District credit card.

Every cardholder shall sign his/her card in the presence of a designated District issuer immediately upon taking possession of the card.

The cardholder shall be personally liable for inappropriate charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor.

Each credit card is restricted from charges made to the following types of transactions unless approved by the Associate Vice Chancellor of Finance and Administration or Designee:

- Acquisitions of individual items that exceed $300.00
- Furniture and/or equipment, not limited to computers, copiers, printers, AV and media equipment, and/or telecommunication devices
- Software/computer or phone applications or software licenses without the approval of the General Services Department (may require ADA Accessibility verification-VPATs)
- Purchases from eBay, PayPal, Amazon or CraigsList without the approval of the General Services Department
- Contract Services that require a contract with an authorized signature, including Lease Agreements or Rental Agreements of any kind.
- Professional Services Agreements of any type including independent contractors, consultants, instructors, speakers, performers, maintenance/repair agreements, facility rental agreements, equipment rental agreements
- Memberships, institutional memberships, subscriptions

The following transactions are prohibited:

- International purchases or foreign transactions

- Alcoholic beverages, narcotics, or any other controlled substances
- Gambling or online gaming, contest or raffle expenses
- Weapons of any kind, explosives, hazardous/toxic materials or other items deemed by dangerous
- Cash Advances, money orders, wire or electronic transfers, gift cards/certificates or other cash equivalent items
- Transfer of charges or using cards between individuals
- Splitting an order to avoid cardholder per-transaction limits
- Facility or building improvement goods or services (e.g., paint, carpet, window coverings)
- Medical products, drugs, pharmaceutical products or medical services
- Recreation, personal use items or services of any kind, or any purchase resulting in personal gain
- Utilities or communication access charges
- Financial services, fines, penalties interest or finance charges
- Service subscriptions or licensing agreements, including annual or periodic-recurring charges
- Gifts, donations, stipends, honorariums or contributions to individuals or organizations
- Fuel for personal use
- Education
- Entertainment
- Wholesale Services
- Boat/Air Service (This is for marina boat services; Air Travel is allowed through common carriers)

Merchandise purchased on-line must be delivered to the district warehouse.

Every cardholder shall hold a regularly established position at the District and shall agree to all terms and conditions established for the issuance of a District credit card.

Every card issued requires approval from the requester's budget administrator, the appropriate Vice President of Administrative Services for the colleges, and the budget administrator and the Associate Vice Chancellor of Finance and Administration for District Services.

Every cardholder shall sign his/her card in the presence of a designated District issuer immediately upon taking possession of the card.

The cardholder shall be personally liable for inappropriate charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor.

The District issued credit card will be revoked for the following reasons: used for personal or unauthorized purposes; used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District; allows the card to be used by another individual; splits a purchase to circumvent the purchase limit assigned to the card; the cardholder uses another cardholder's card to circumvent a purchase limit assigned to either cardholder; accepts a personal gratuity from a vendor; uses the card to purchase gratuities or gifts; fails to provide the Purchasing Office with information about any specific

purchase; fails to provide documentation confirming that charges are approved within thirty days of a billing cycle; fails to provide receipts for items charged to the credit card (Missing Receipt forms can be used for the occasional missing receipt; however, if more than one receipt is missing within the same billing cycle or a missing receipt form is submitted more than four times per fiscal year, the card will be revoked; fails to provide the Finance Department with expense transfer documentation that may be necessary to record a purchase appropriately; charges food to the general fund without proper authorization or fails to provide the required information for food purchases; or does not adhere to any of the credit card policy and procedures. The credit card is the property of the bank and the bank may, at any time, revoke card privileges under the provisions of its policies and procedures.

The cardholder is personally responsible for guaranteeing that all charges are for appropriate District expenses, that purchases are within budget limits, and that the purchase does not violate any other law, regulation, or policy of the Board. Neither the bank nor the District assumes responsibility for non-District purchases. The cardholder shall be liable to the District and to the bank for any non-District purchases.

The cardholder shall immediately notify the Purchasing Department if the credit card is lost, stolen, or in the possession of an unauthorized person. A written follow-up, including pertinent information on the cause of the loss or use by an unauthorized person, shall be forwarded to the Purchasing Department in timely manner.

Every cardholder shall take reasonable precautions with the credit card. These include, but are not limited to: keeping the card in view after it is given to a clerk and re-securing it as soon as possible; avoid signing a blank receipt; drawing a line through blank spaces above the total when you sign; destroying all carbons and void (when a mistake was made) receipts; save all credit card receipts. Upon receiving your monthly accounting report, check your receipts and payments against the statement; immediately report in writing any questionable charges to the Purchasing Department; never lend your card to anyone; never leave your card, receipts, or carbons where anyone can pick them up; never putting the card number on a postcard or outside of an envelope; never giving the card number over the phone unless you are dealing with a company you are sure is legitimate. Whenever possible, use those vendors identified by the Purchasing Department.

The District and its employees are prohibited from using funds for private purchases, private expenses, or gifts.

In order for food purchases to be permitted, there must be a clearly defined business purposes. Be prepared to document that food expenditures are reasonable and justifiable if audited. If food expenses are necessary for business meetings, including meals, snacks, beverages, or similar items, they are to be approved, in advance, by either the College President, Vice President, or the Associate Vice Chancellor of Finance and Administration. Along with their approval, the following must be submitted: a list of people attending the meeting, lunch, dinner or college event; the reason for the meeting/event; and the itemized receipt of the expenses. If the food being purchased is funded by the unrestricted general fund, it must be pre-approved by either the College President or the Associate Vice Chancellor of Finance and Administration.

If the food being purchased is for a meeting or event, please contact General Services to determine if it is possible to issue the food vendor a Purchase Order. Allow sufficient time for the transaction to be processed. Failure to adhere to these procedures will result in suspension or revocation of your credit card.

If an employee is issued a District credit card, the employee should use the card to pay for all expenses related to official business travel, including event registration, lodging, transportation, and meals.

Employees should not use the District-issued credit card for meals if the conference is providing the meals.

If the credit card is used for travel and conference expenses, a Travel and Conference Form must still be submitted showing there was prior approval. You will NOT be reimbursed for expenses charged against the District credit card. See AP 6311 for additional details.
Each budget administrator is responsible for monitoring the budget to assure the cardholder does not exceed their department budget.

Payment for charges made against the credit card shall be processed as follows:

- When the statements are transmitted or otherwise received by the District, the charges against each card shall be charged to that card's designated budget account.
- Monthly Credit card statements are sent directly to each cardholder by the bank. It is the cardholder's responsibility to: complete the "Monthly Credit Card Log;" attach his/her monthly credit card receipts and the credit card statement; and submit to his/her department manager for review and approval.
- If missing a receipt, a Missing Receipt Form must be submitted with the monthly purchase report.
- The department manager or budget administrator shall confirm each and every purchase as to amount and purpose. Confirmation shall be evidenced by the responsible manager's signature on the monthly purchase report, and the date of approval.
- It is the responsibility of the Budget Administrator to ensure that his/her department cardholders are submitting monthly statements with receipts attached and that all receipts are accounted for. Those statements are then forwarded to General Services for review.
- The Budget Administrator is required to transfer expenses from the credit card clearing account to the appropriate department accounts every month. A copy of the signed monthly Credit Card Log, and a copy of the credit statement must be uploaded to an expense transfer through Banner SSB for processing.
- If the credit card was used for travel and conference costs, the cardholder must submit with his/her Monthly Credit Card Log a copy of the approved Travel and Conference Form

The cardholder shall be personally liable for unauthorized charges and be required to reimburse the District immediately for any such charges with a personal check made payable to "West Valley-Mission Community College District." Any unauthorized use of the credit card shall result in immediate suspension of the card and appropriate

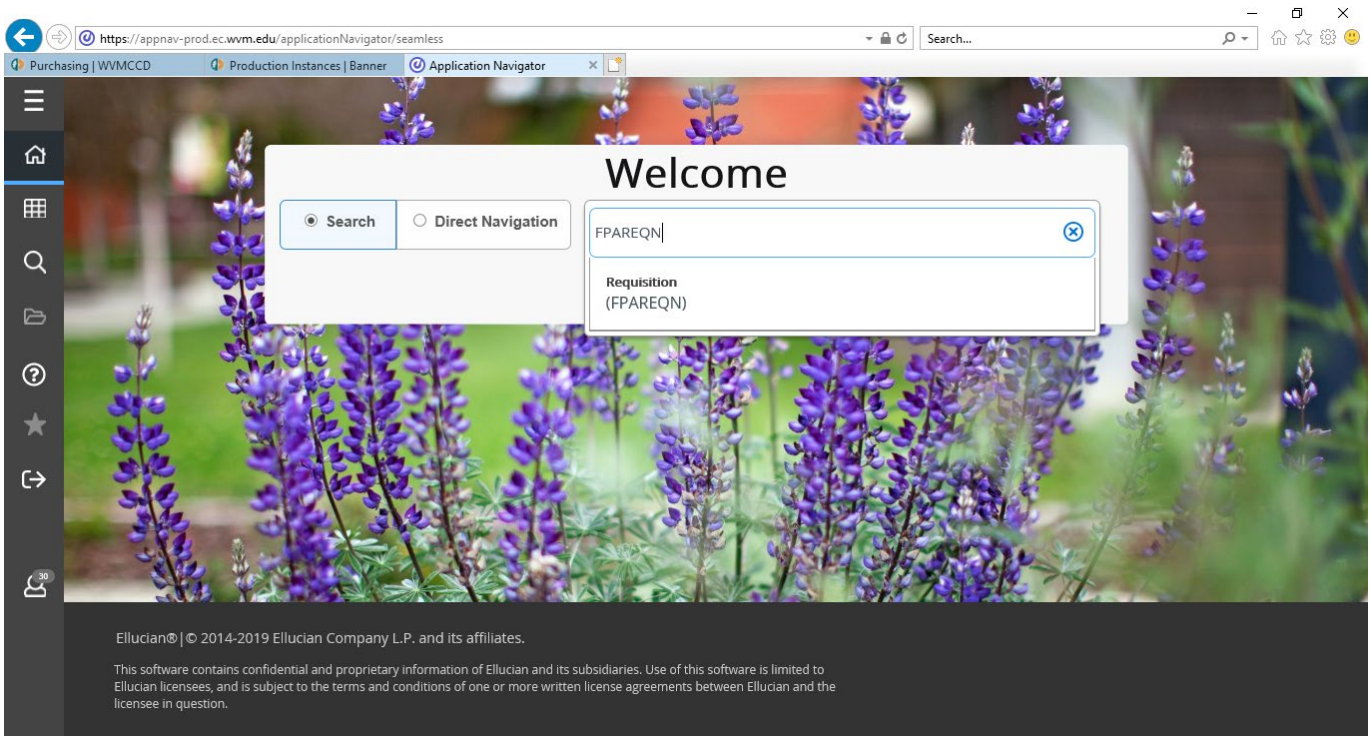
disciplinary action shall be taken in accordance with appropriate contractual and statutory processes. Suspension/Termination guideline as follows:

- 1st violation: Warning with cardholder having to resolve issue within 10 business days.
- 2nd violation: subject to suspension. Cardholder must resolve issue within 10 business days. Timeline of suspension to be determined based on type of violation and at the discretion of the office of the Associate Vice Chancellor of Finance and Administration.
- 3rd violation: Credit card will be terminated for a minimum of six months and/or indefinitely.

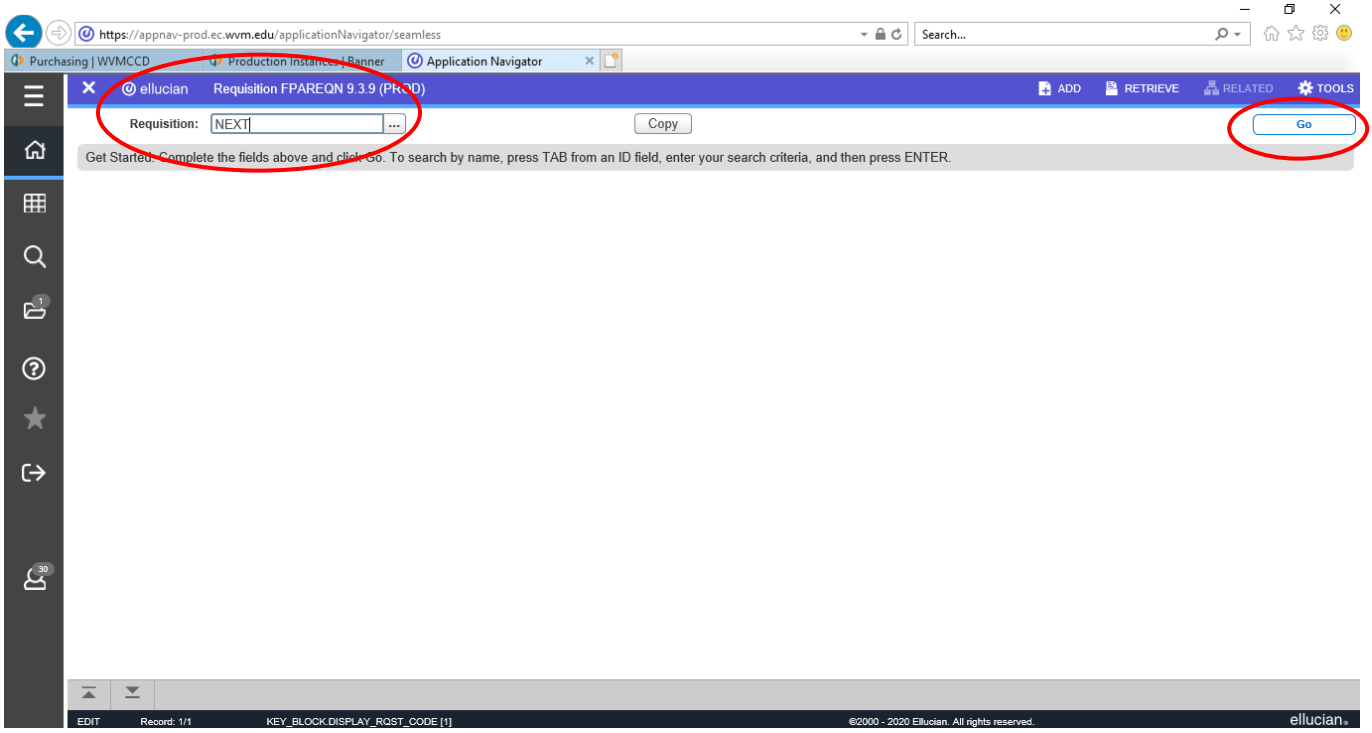
Purchasing Process

Initiate Requisitions - INB

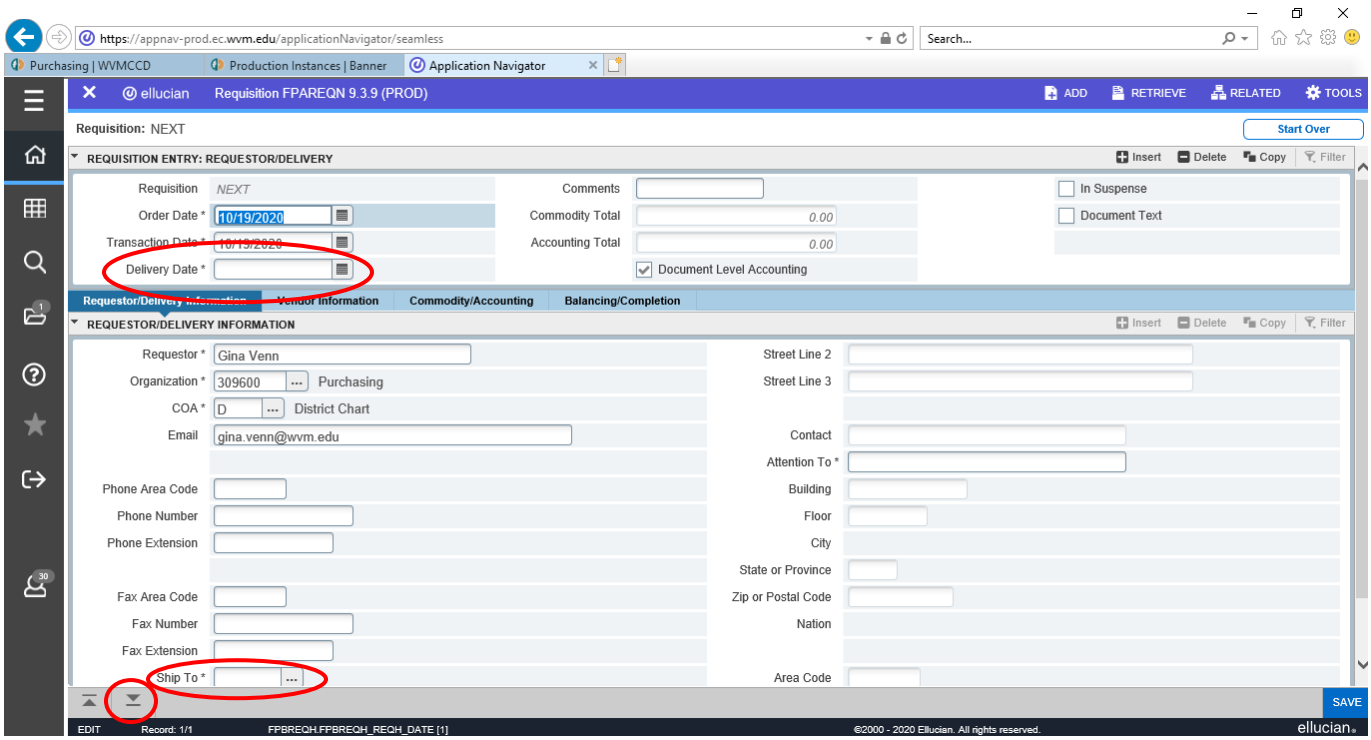
Step 1: From the Welcome screen, type **FPAREQN** in the search bar.



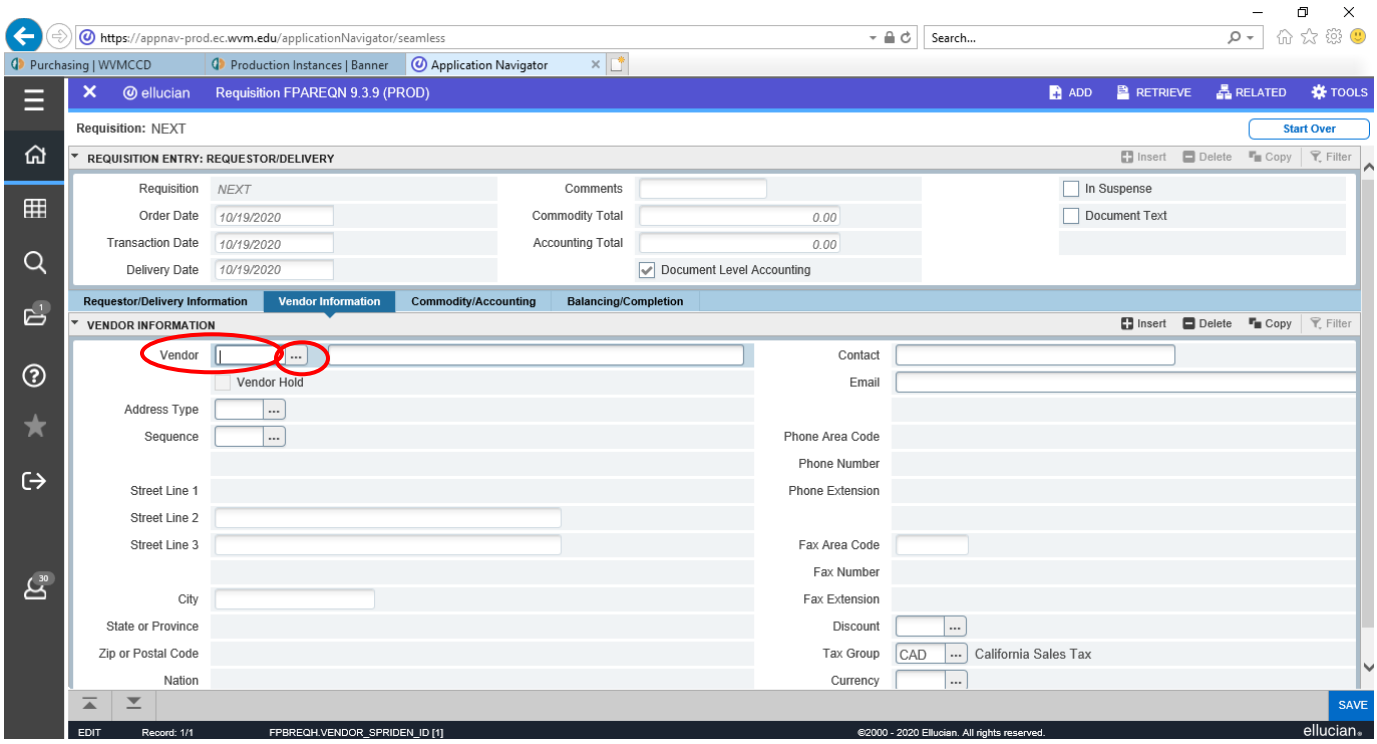
Step 2: On the following screen, type the word **NEXT** in the Requisition field and click **Go.**



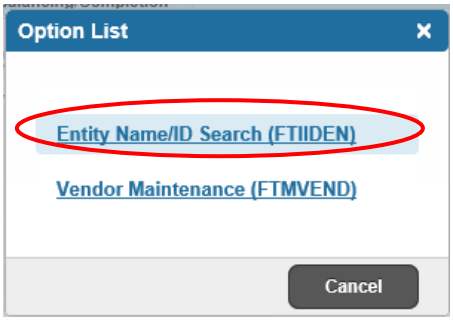
Step 3: Complete the **Delivery Date** and **Ship To** fields. Click the **Next Section** button or **Alt+Page Down** in the lower left corner.



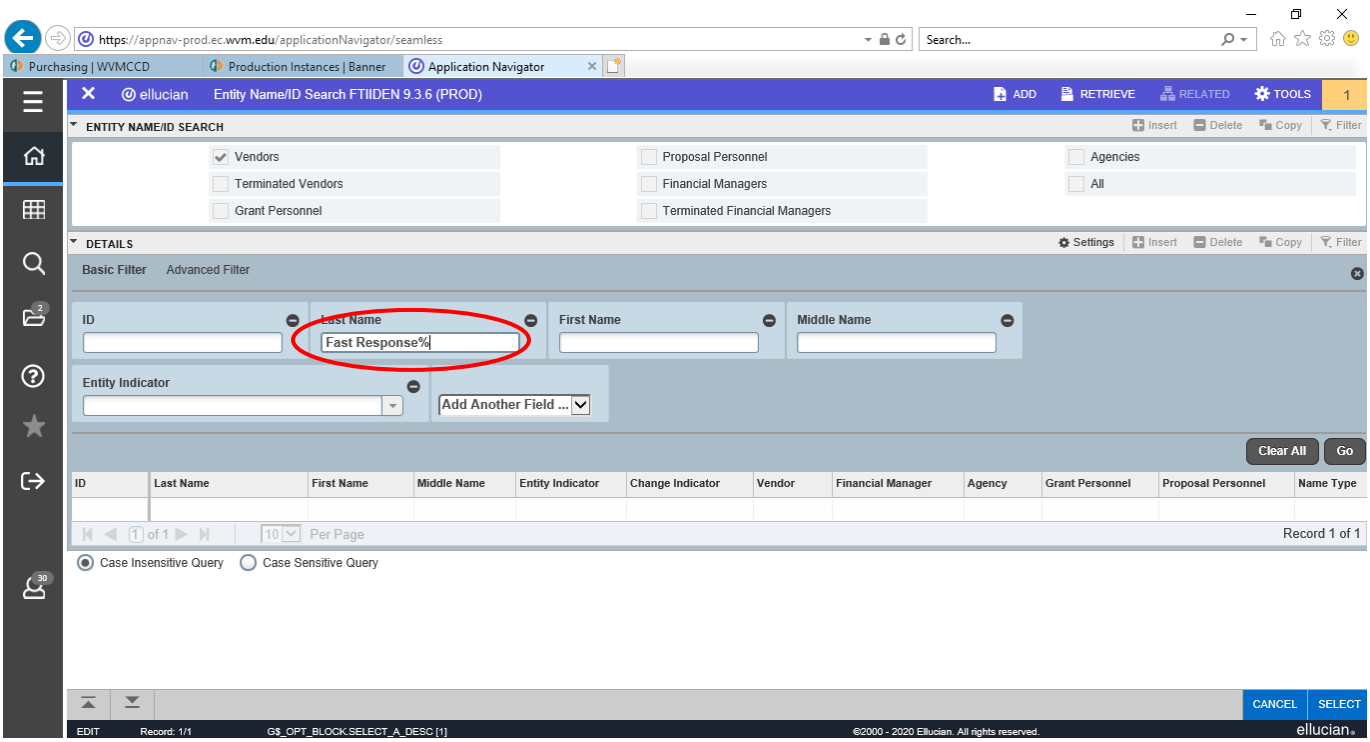
Step 4a: On the next screen, enter **vendor code** in the **Vendor field**. Vendor code is the G0#. Look up vendor code by clicking the ellipses icon (**…**) to the right of the Vendor field box.



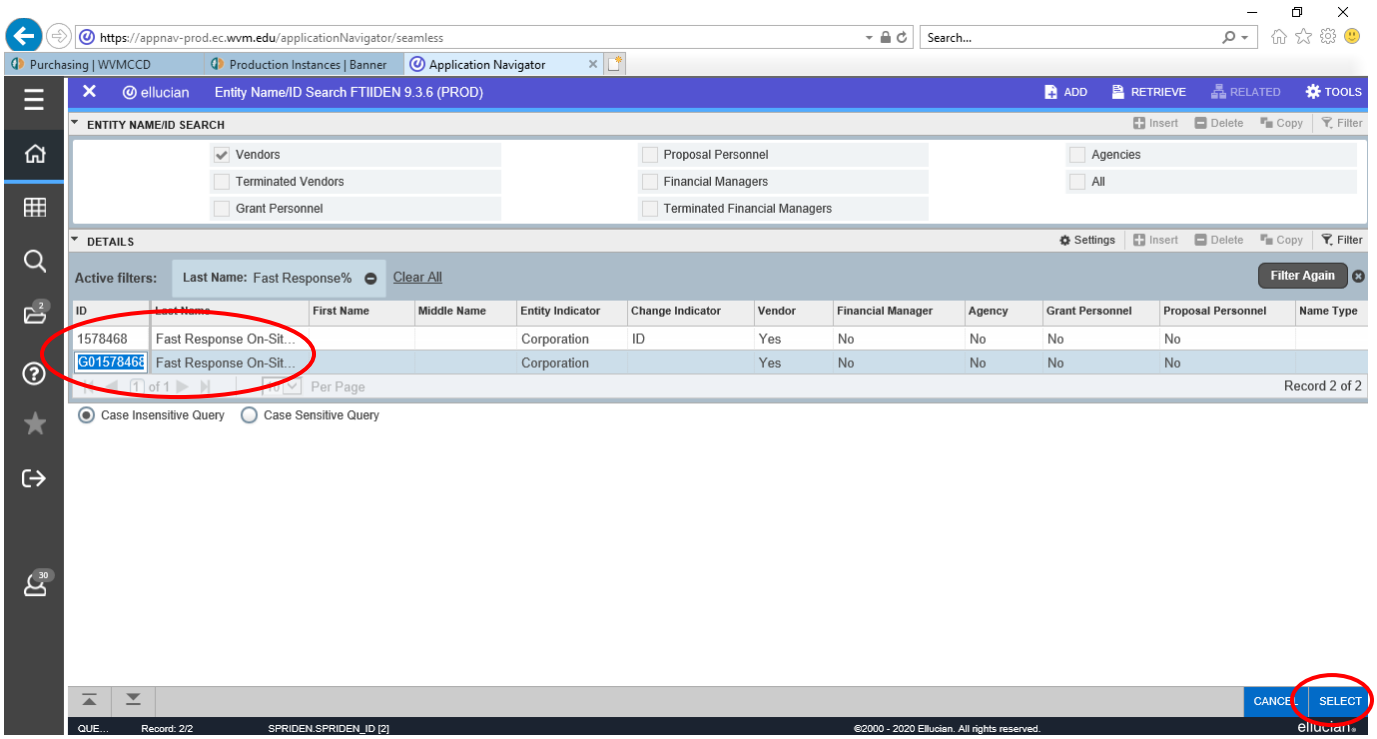
Step 4b: To find vendor, by selecting **Entity Name/ID Search (FTIIDEN).**



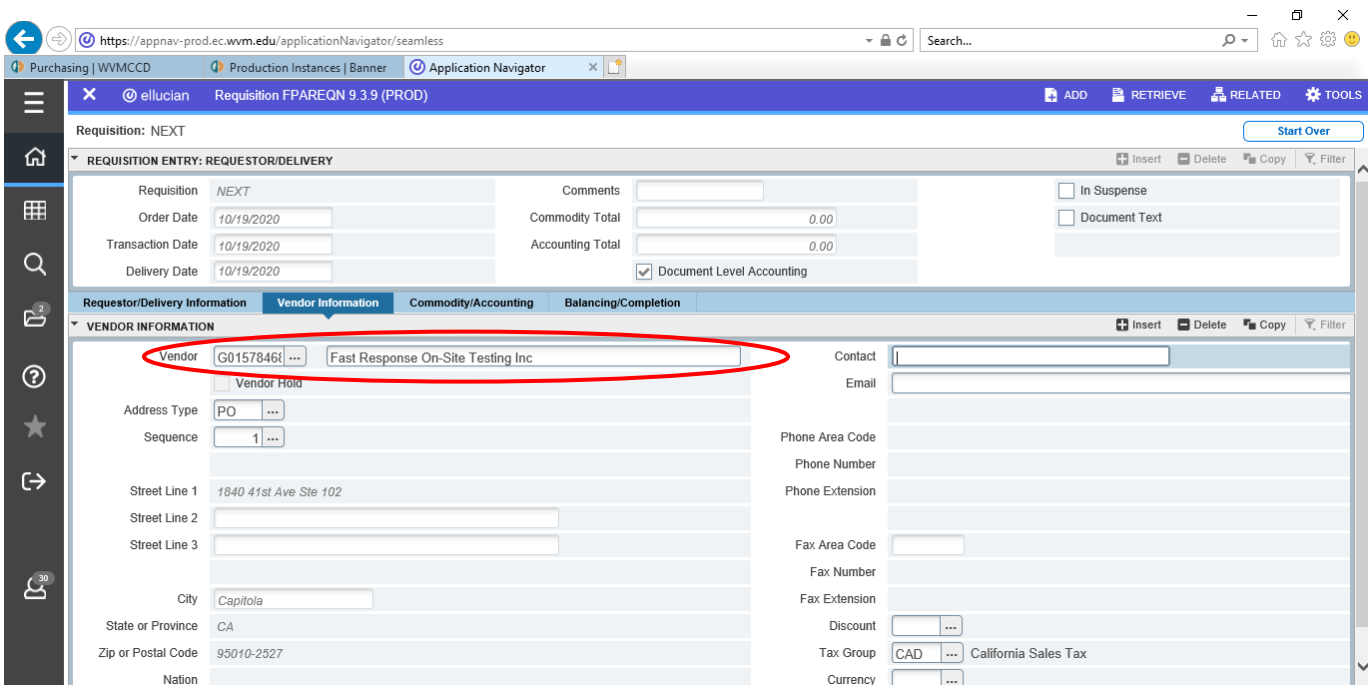
Step 4c: Find vendor by **Last Name.** Type in any portion of the vendor name with a **percent sign (%)** to populate all applicable vendors to choose from. This field is case sensitive. Click **Go** to query list of vendors.



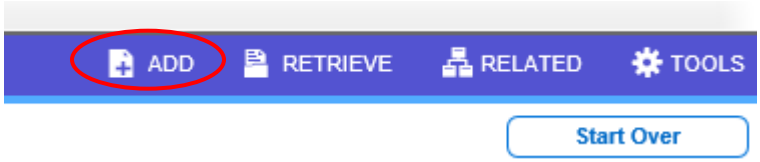
Step 4d: Select vendor by hovering over and highlighting the vendor name. **Double click** on the GO# to select or click the **Select** button in the lower right corner of the screen. **Always choose the ID with the G0**.



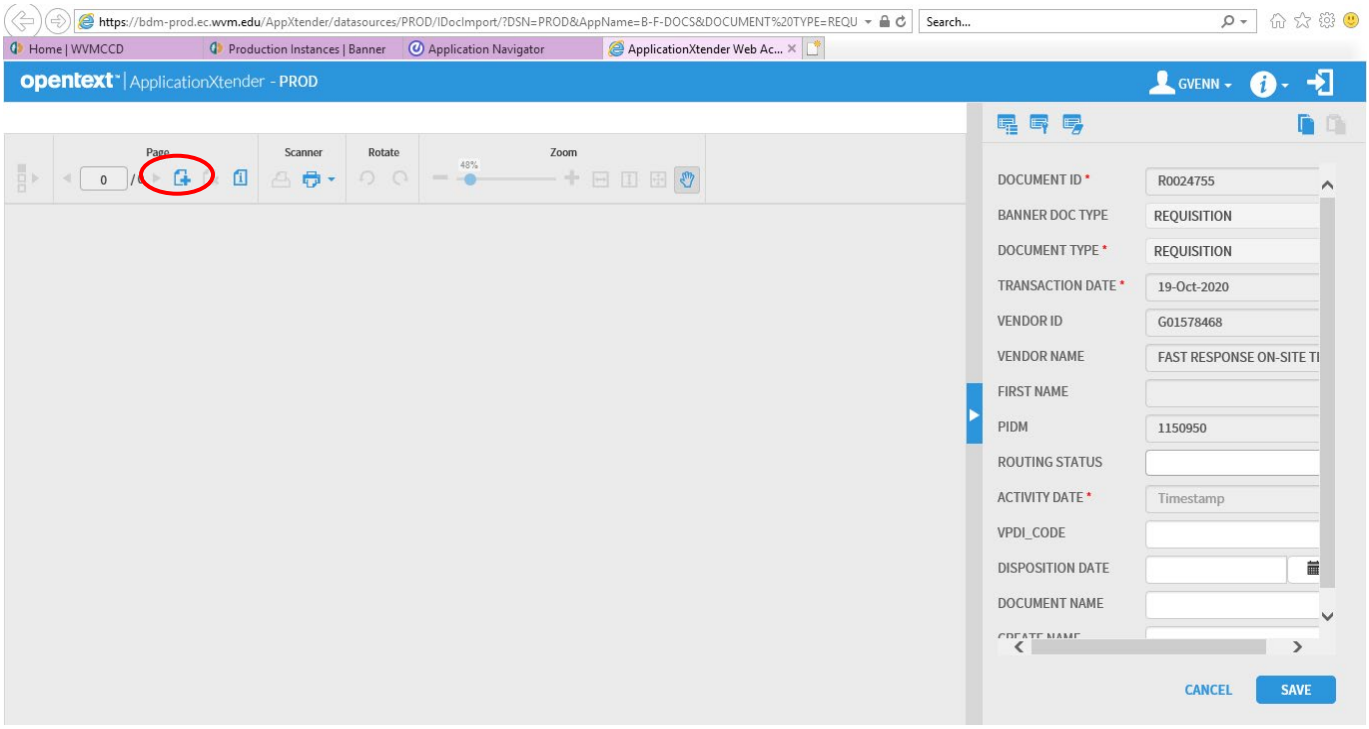
Step 4e: Click inside the **Vendor** box and hit Tab, which will populate vendor name and address.



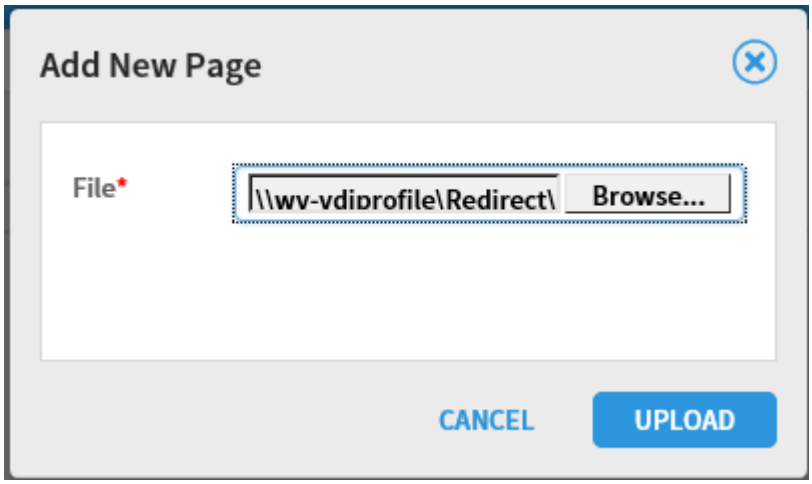
Step 5a: Load document in Banner to support requisition, by clicking on the **ADD** button on the top right of the page.

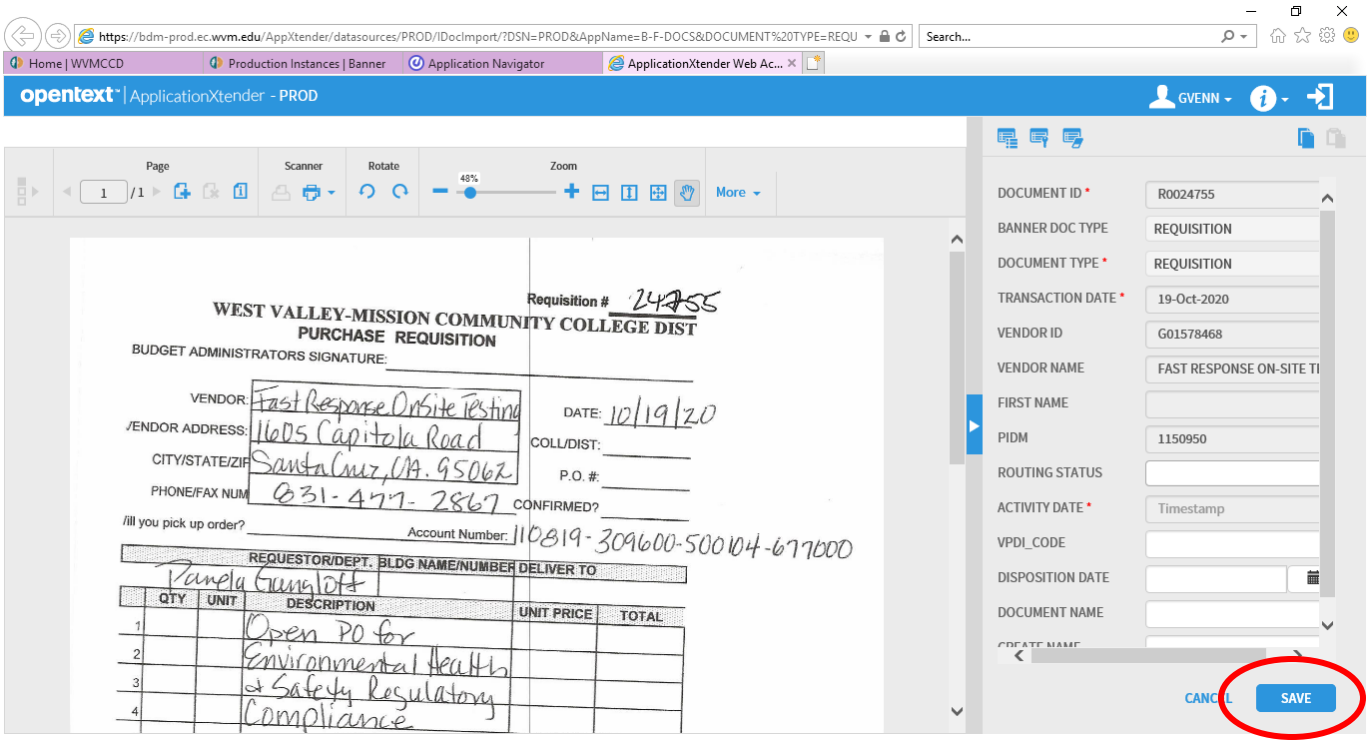


Step 5b: Select **Add Page** to load document.

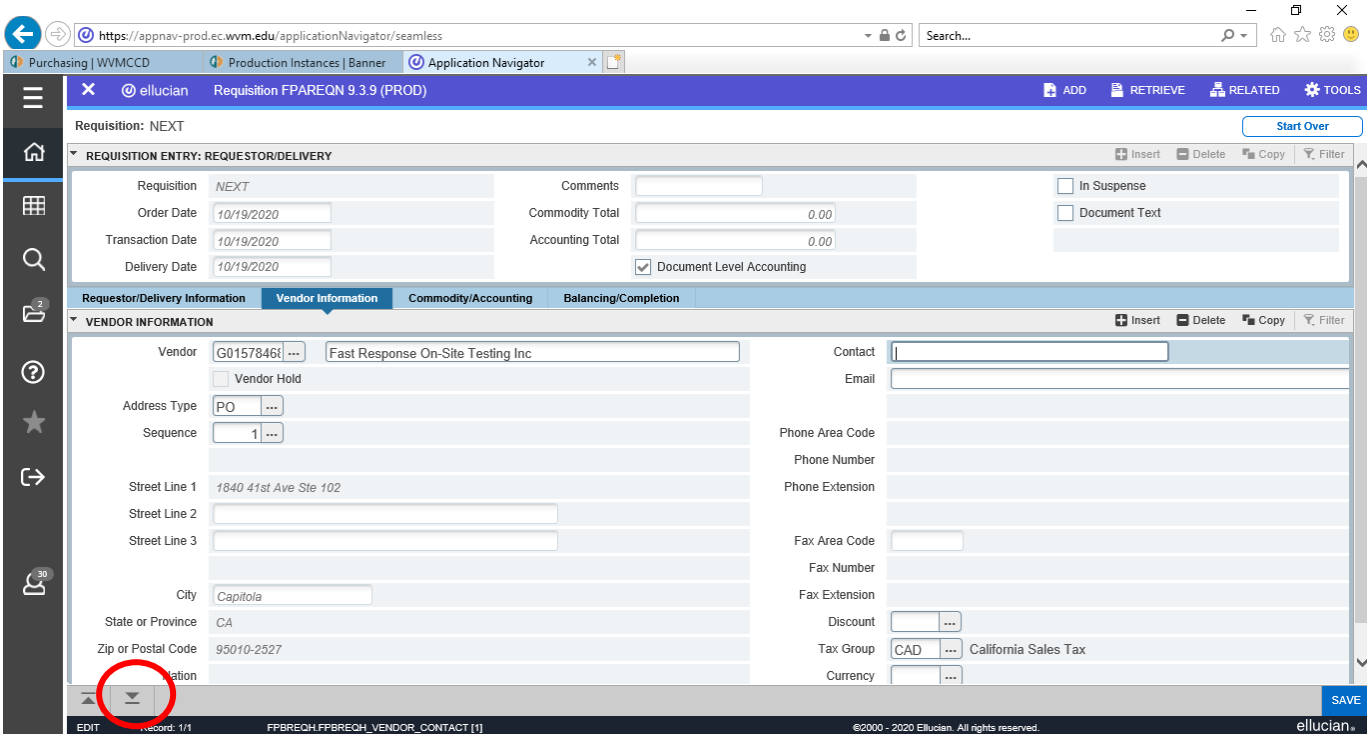


Step 5c: Select the file to upload, view document, select **Save**, and exit BDM.



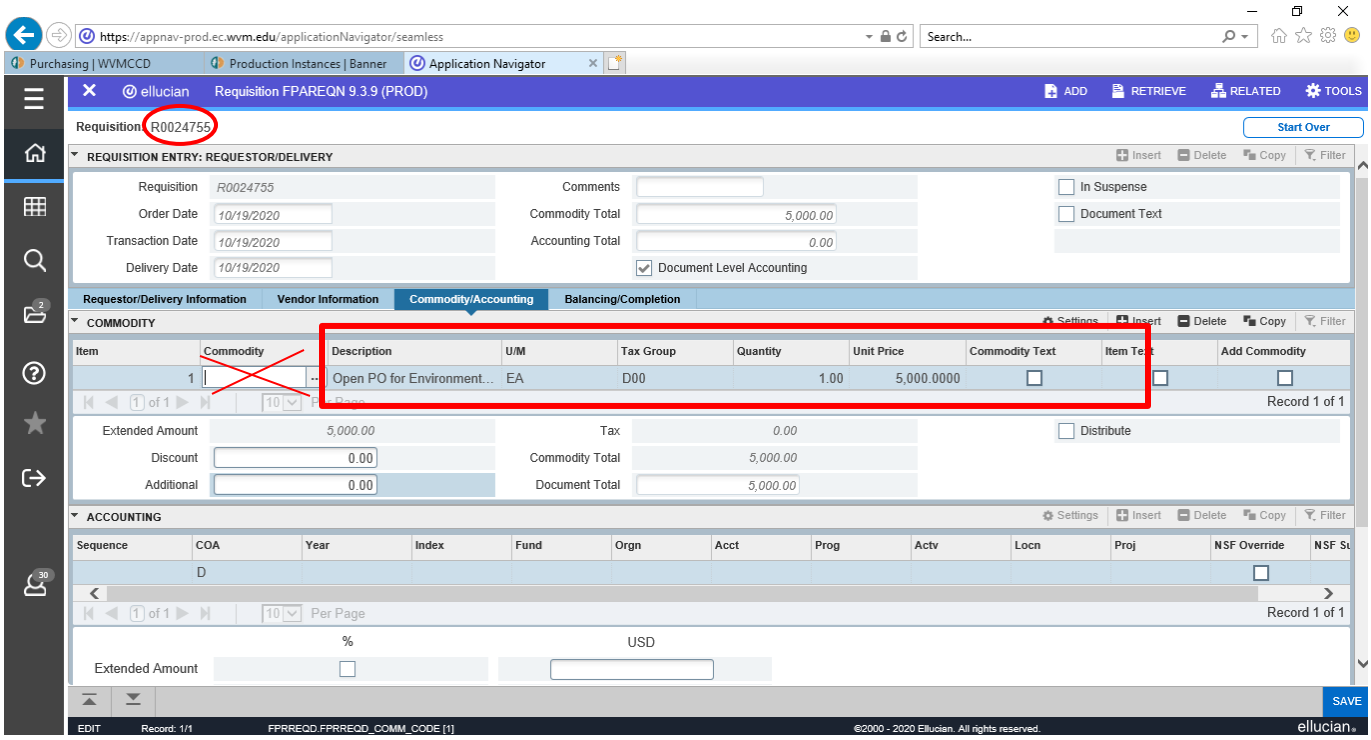


Step 6: Click the **Next Section or Alt+ Page Down** button in the lower left corner of the screen.

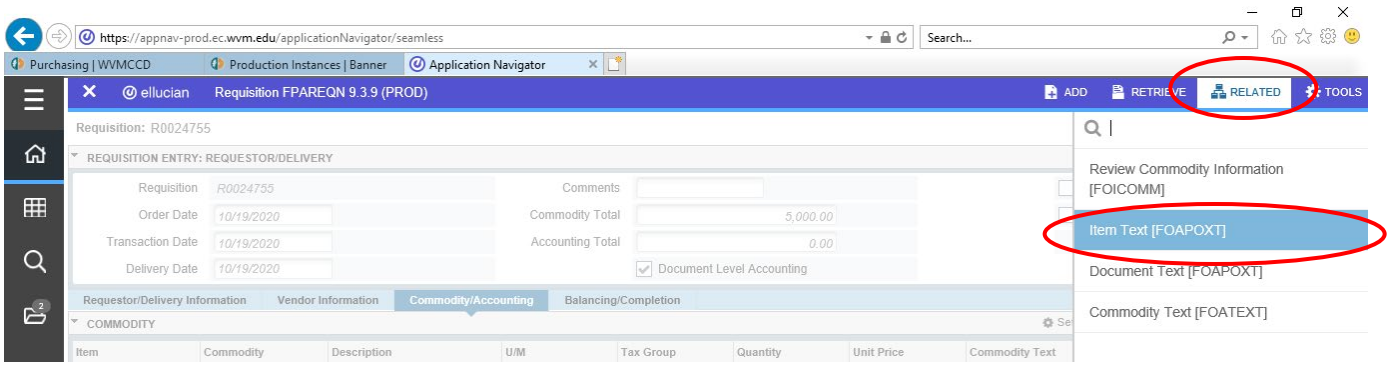


Step 7a: The requisition number should automatically populate at the top left of the page. Make sure to make note of the number.

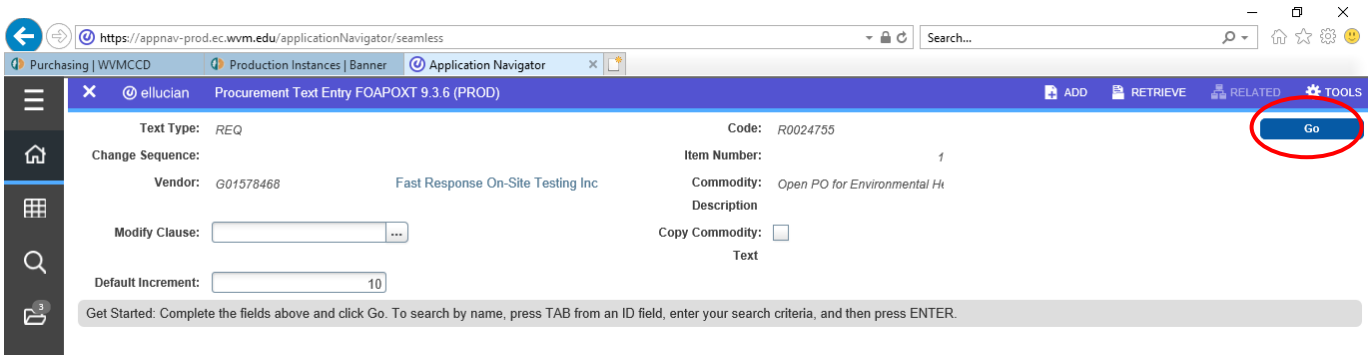
- When working in the **Commodity** and **Accounting fields** make sure to tab through all screens. This will help with Banner calculating.
- **Never** use the **Commodity box**. Tab past the Commodity box to enter in the **Description**. Enter the description of the goods being purchased in the **Description** field.
- Tab and enter the unit of measure in the **U/M** field.
- Tab and enter in **Tax Group**, **CAD or D00**. CAD is automatically populated. All physical items need to have tax even if the vendor does not collect it.
- Tab and enter the quantity in the **Quantity** field.
- Tab and enter the price in the **Unit Price** field.
- Tab all the way through until you end up back at the line item.



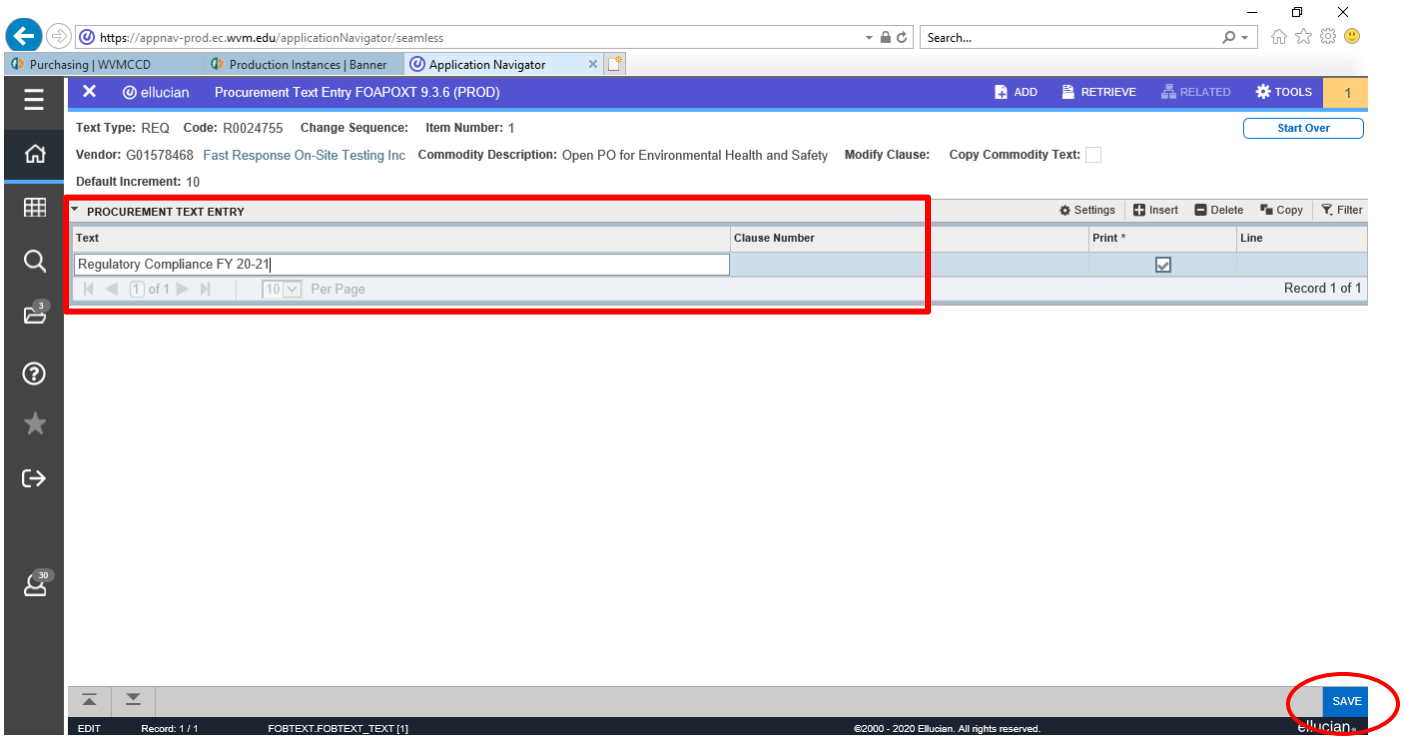
Step 7b: Add additional description by entering information in the **Item Text**. From the **Related** tab in the upper right corner of the screen, select **Item Text**.



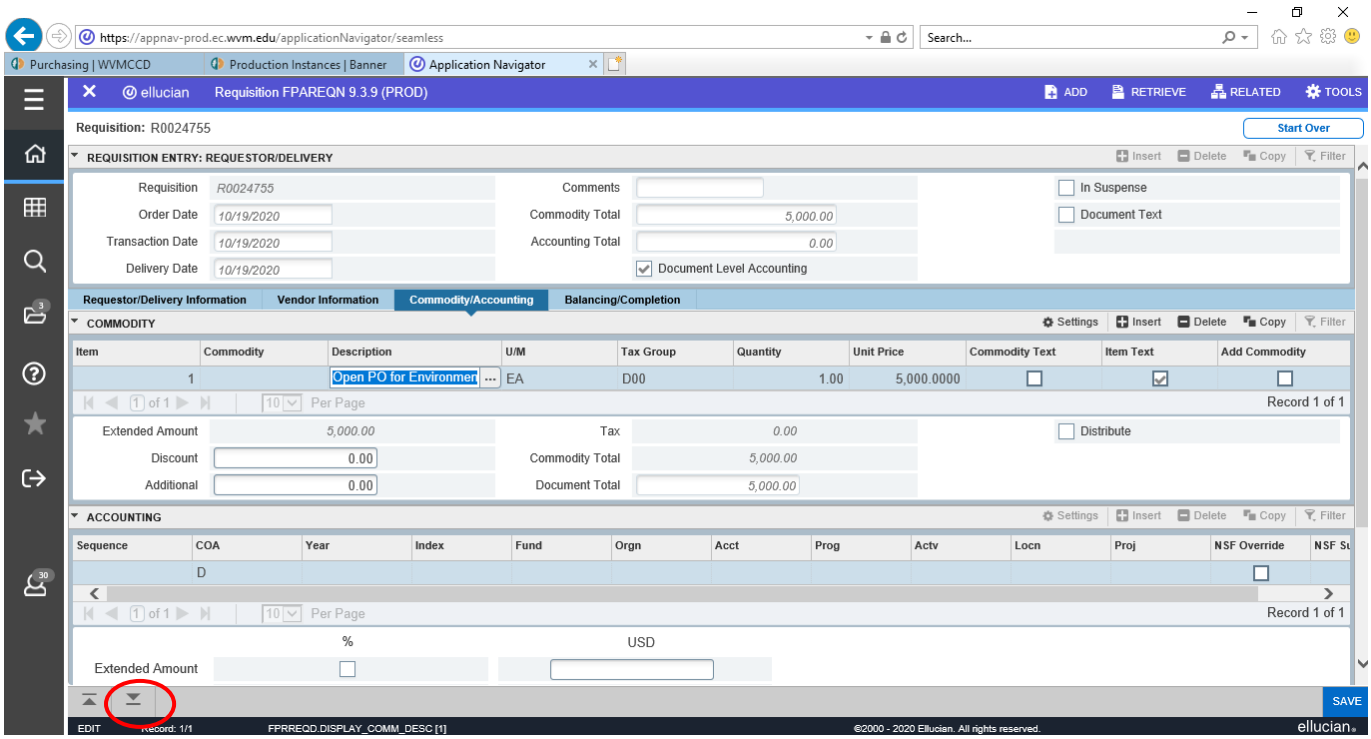
Step 7c: Click on **Go** in the upper right corner to active text screen.



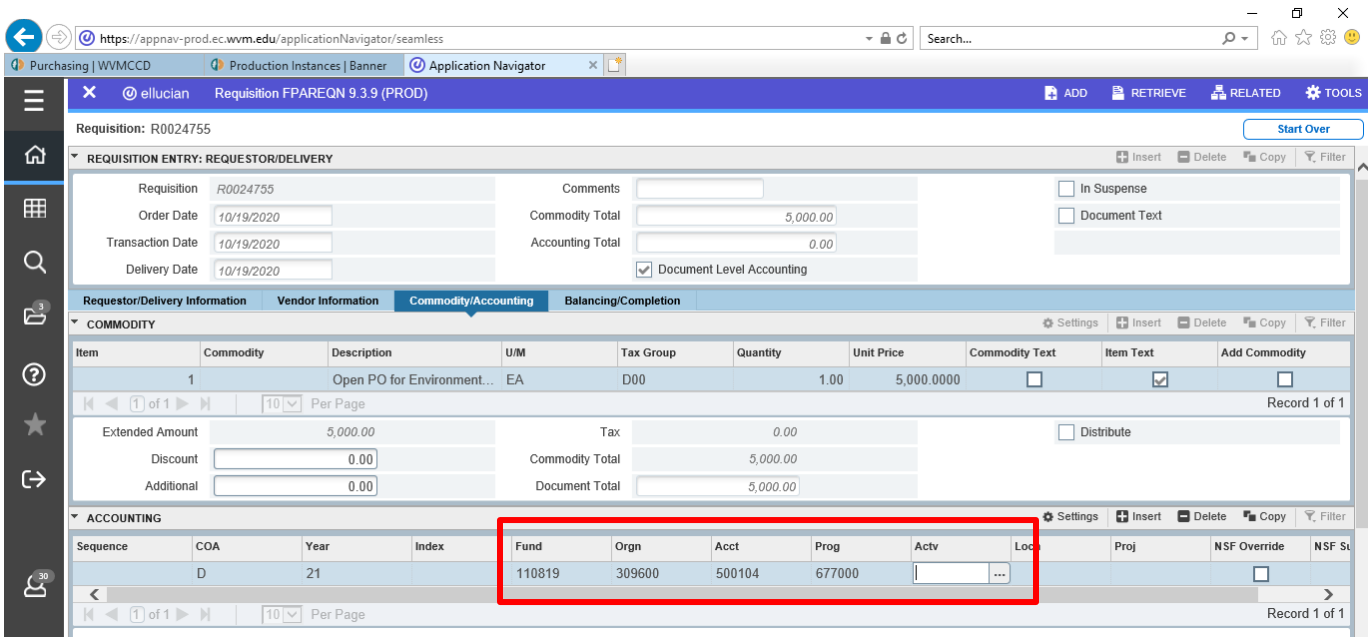
Step 7d: Type additional description in the **Text** field and click **Save** in the bottom right corner of the screen and exit.



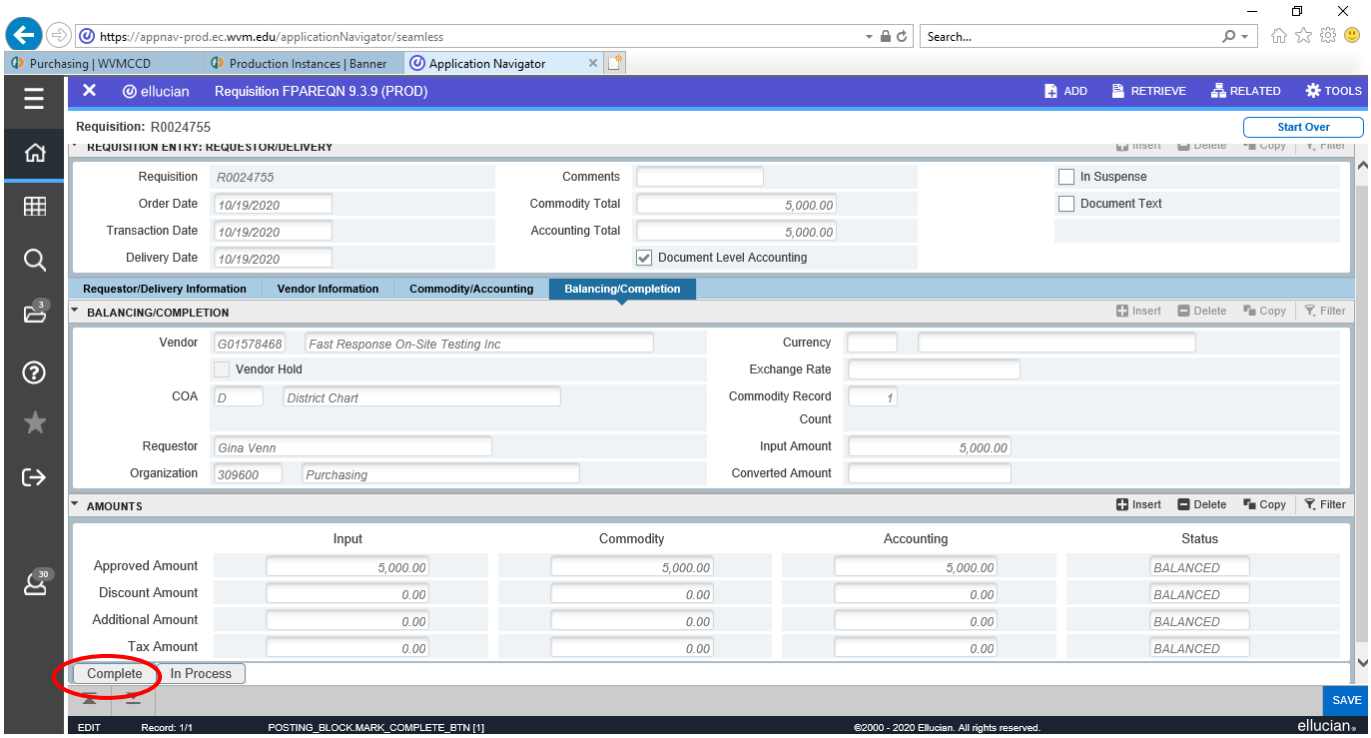
Step 8: To add additional items, arrow down using keyboard.
Select the **Next Section or Alt+Page Down** button in lower left corner to proceed to next step.



Step 9: To enter account information in the **Accounting** fields (**Fund**, **Orgn**, **Acct**, and **Prog**) hit the **Tab** button to enter in the information. Then click on the **Next Section or Alt+Page Down** button to proceed to the next screen. If additional item text was added, the **Item Text** box is now checked.

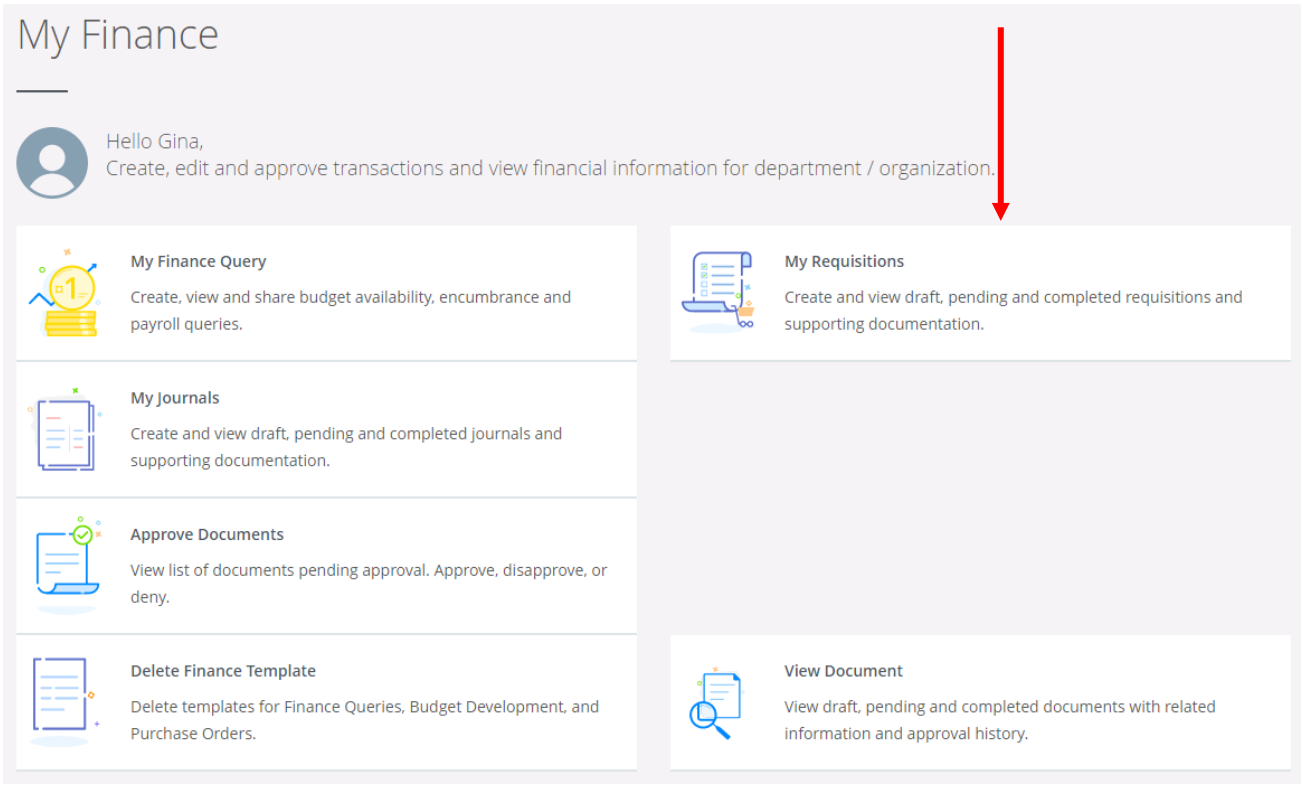


Step 10: Click on **Complete** to finalize the process. At this point, the requisition is routed to the approval queues.

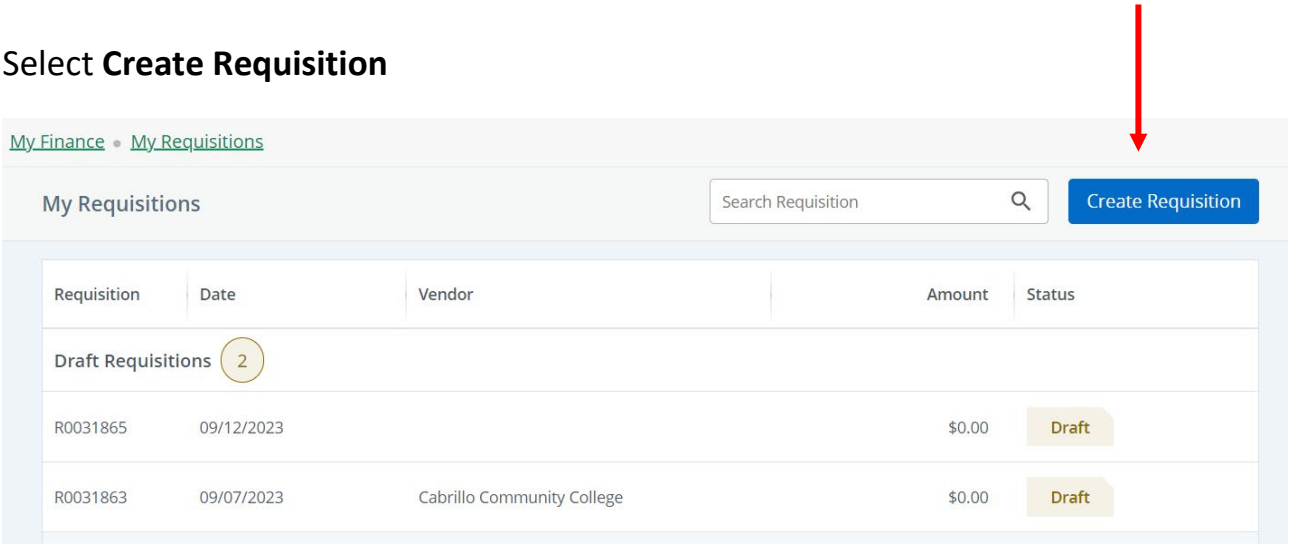


OPTIONAL – Initiate Requisitions – SSB9

Step 1: Log into SSB from the Main menu and select the **Finance** tab. Then select **My Requisition**.



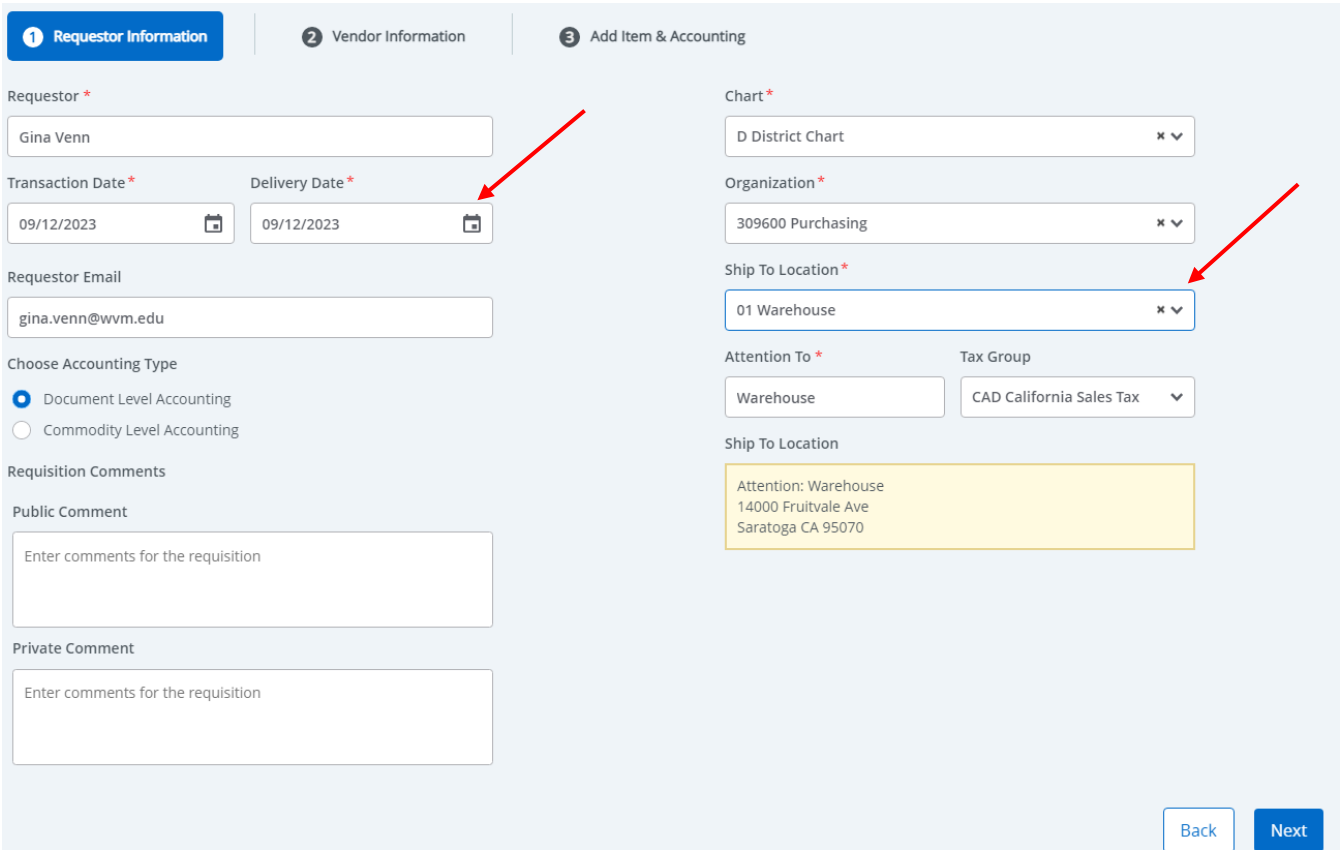
Select **Create Requisition**



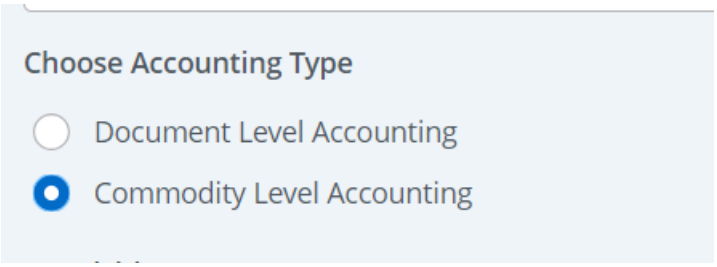
Step 2: **Requestor Information**

Complete the following fields

a. **Delivery Date**
b. **Ship to Location**



If having multiple FOAP's you want to select **Commodity Level Accounting**

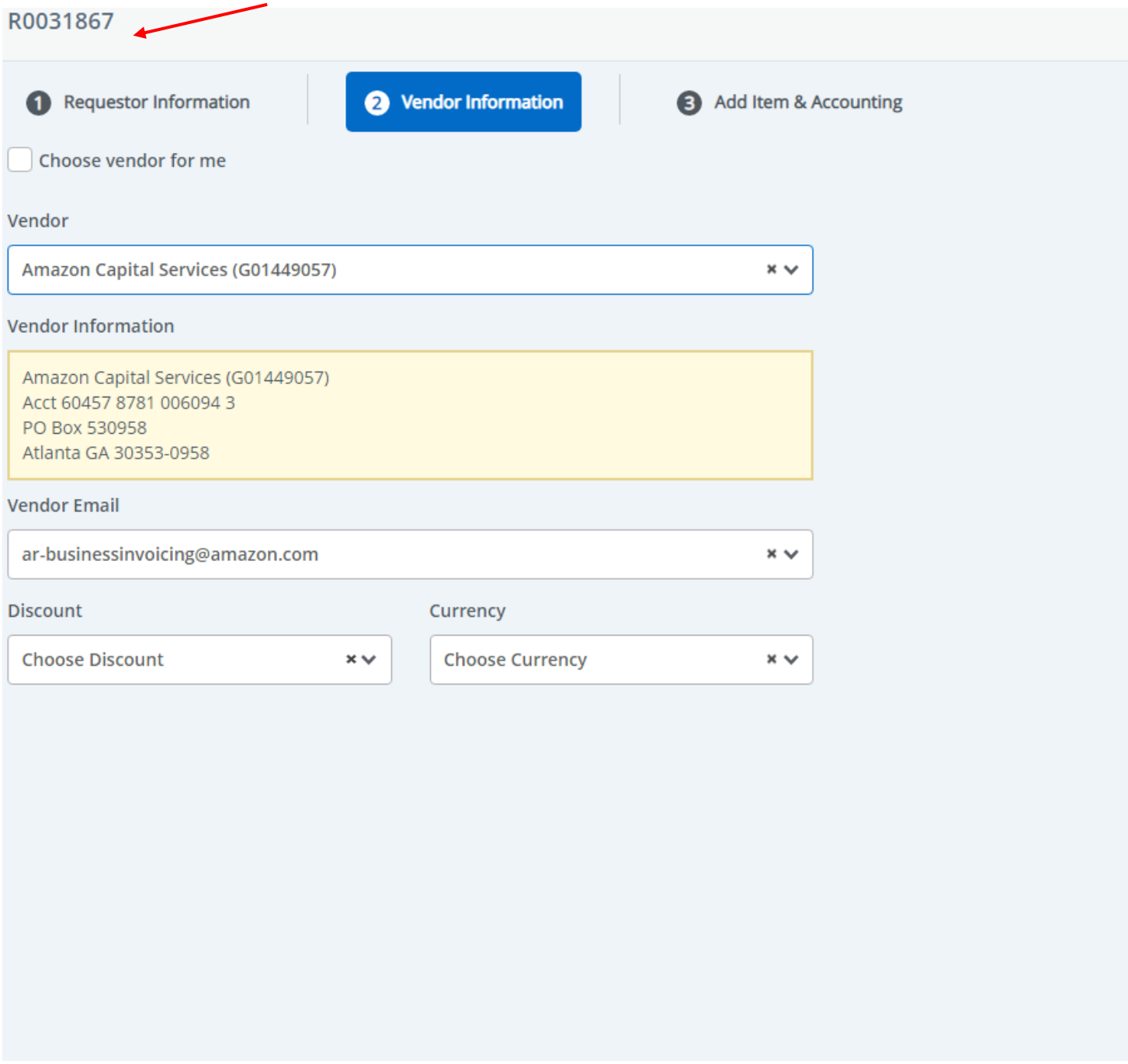


Select **Next**

Step 3: **Vendor Information**

a. Choose a vendor (Contact Purchasing if the vendor does not exist.)
b. Enter the email address for the vendor if it doesn't populate
c. Make note of the requisition number

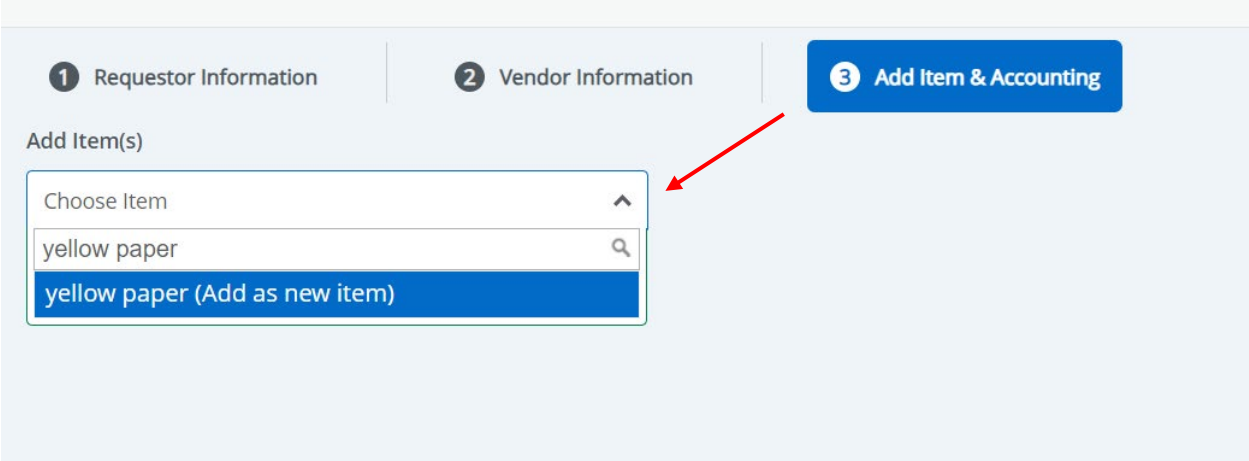
Select **Next**



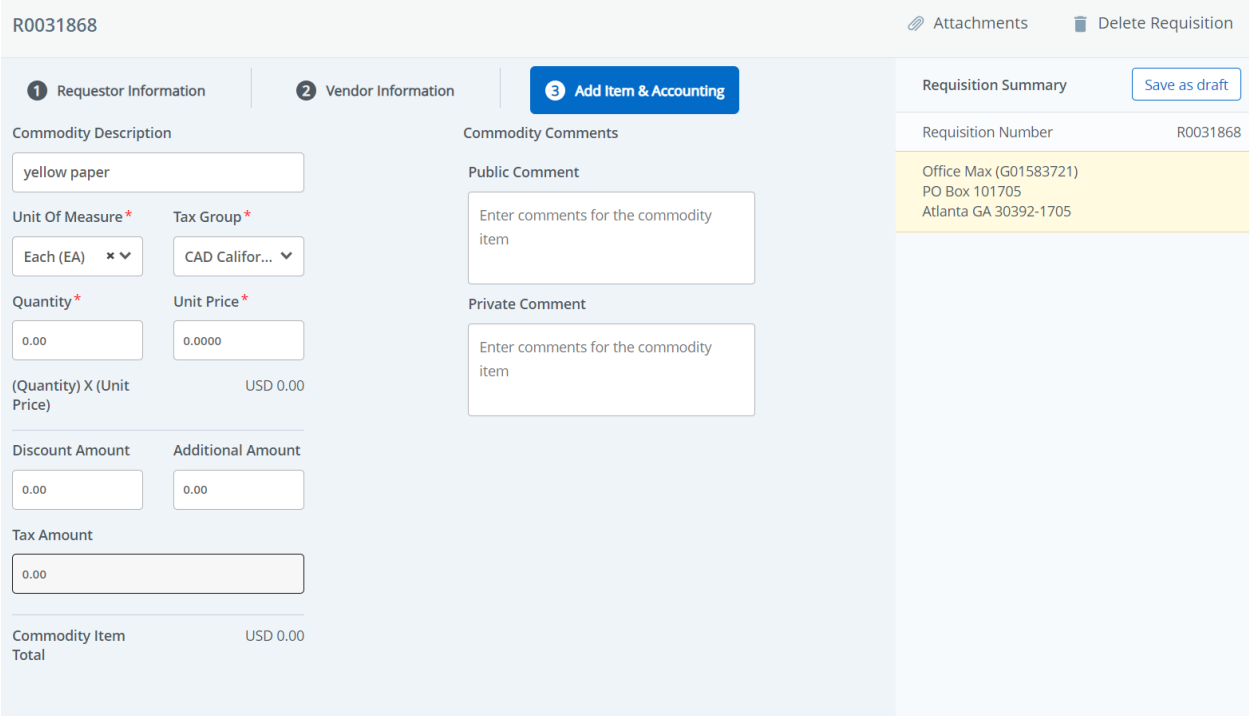
Step 4: **Add Item & Accounting**

Complete the following fields:

a. **Choose item**
    i. Type item you would like to purchase. Hit “Enter” key on keyboard to move to the next screen.



Next screen:



Complete the following:

a. **Unit of Measure**
b. **Tax Group**
    i. CAD - California State Tax

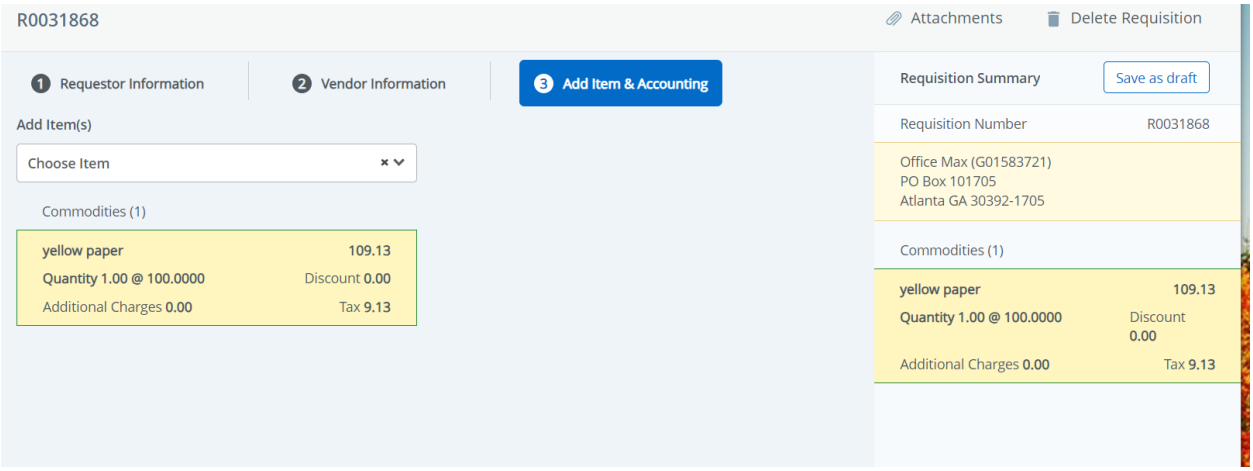
ii. D00 – District No Tax

c. **Quantity**
d. **Unit Price**

Add comments if needed. SAVE.

Repeat for each line item to be added.

After adding all needed line items, select **Add Accounting**.



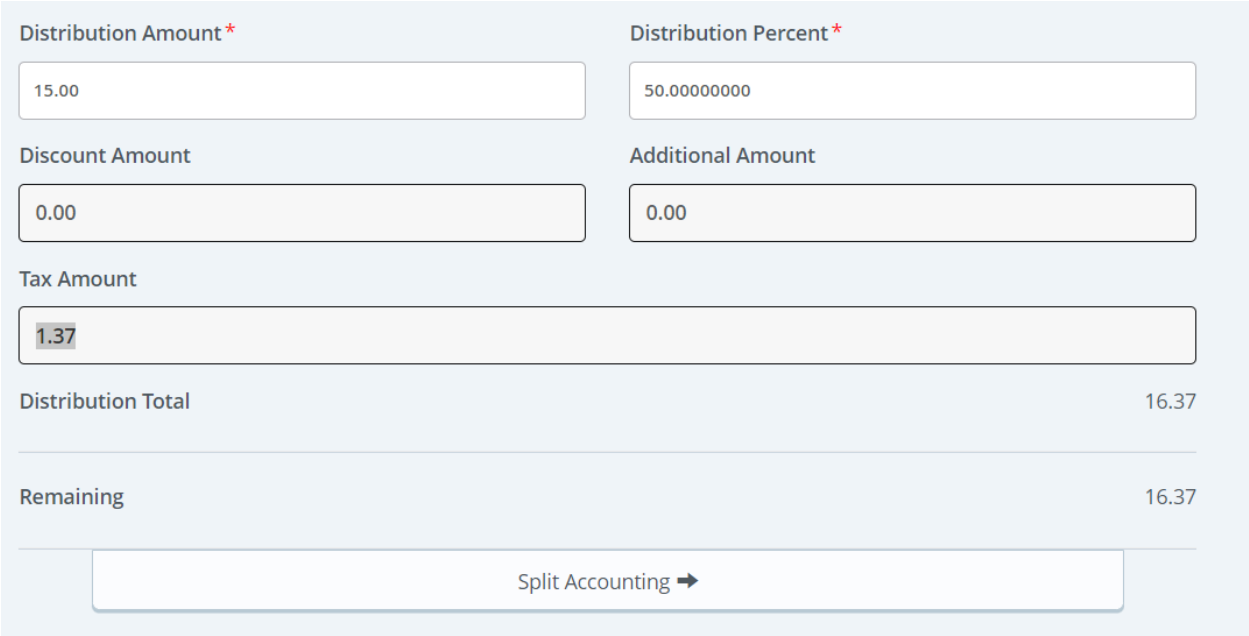
Step 5: **Add Item & Accounting**

Complete the following fields:

a. **Fund**
b. **Organization**
c. **Account**
d. **Program**

If using multiple account numbers you can change the **Distribution Amount** or **Distribution Percent.**

Select **Split Accounting**

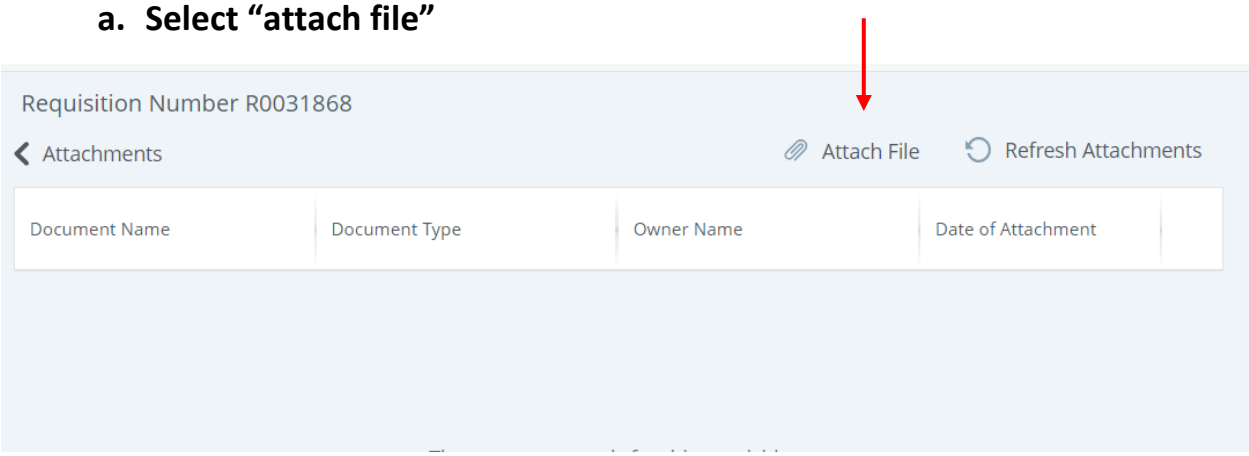


Enter in additional FOAP

Step 6: **Select Save**

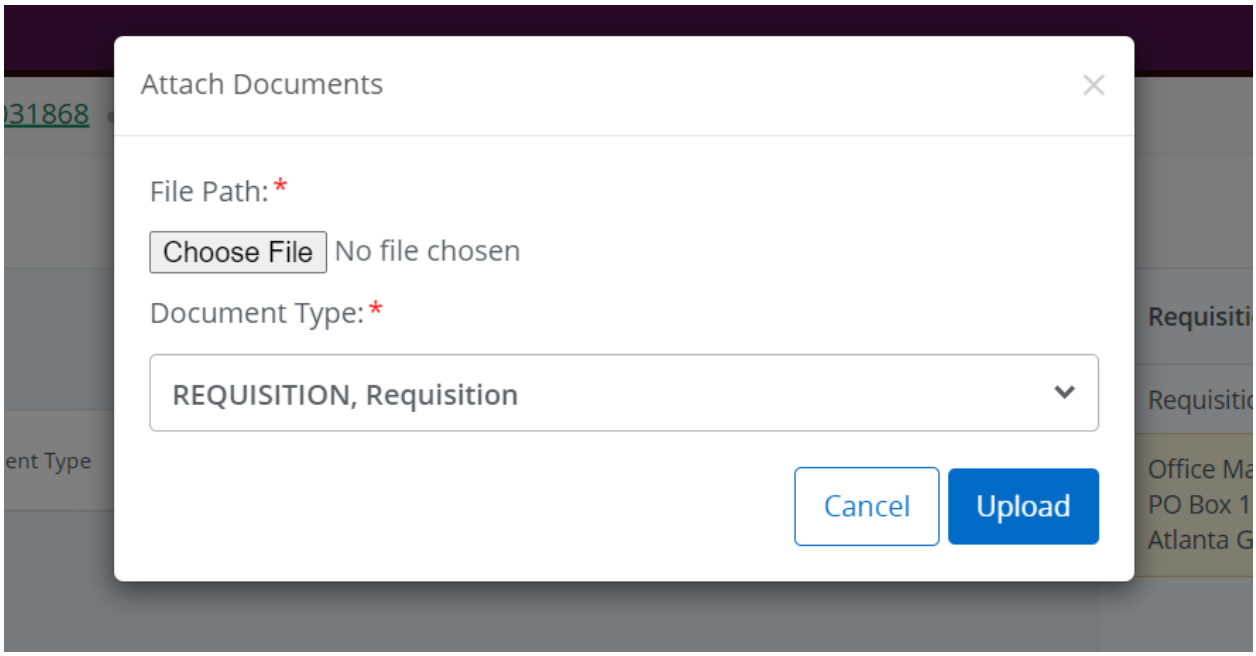
Step 7: **Add an attachment. Select "Attachments."**

a. **Select "attach file"**



The following box will appear.

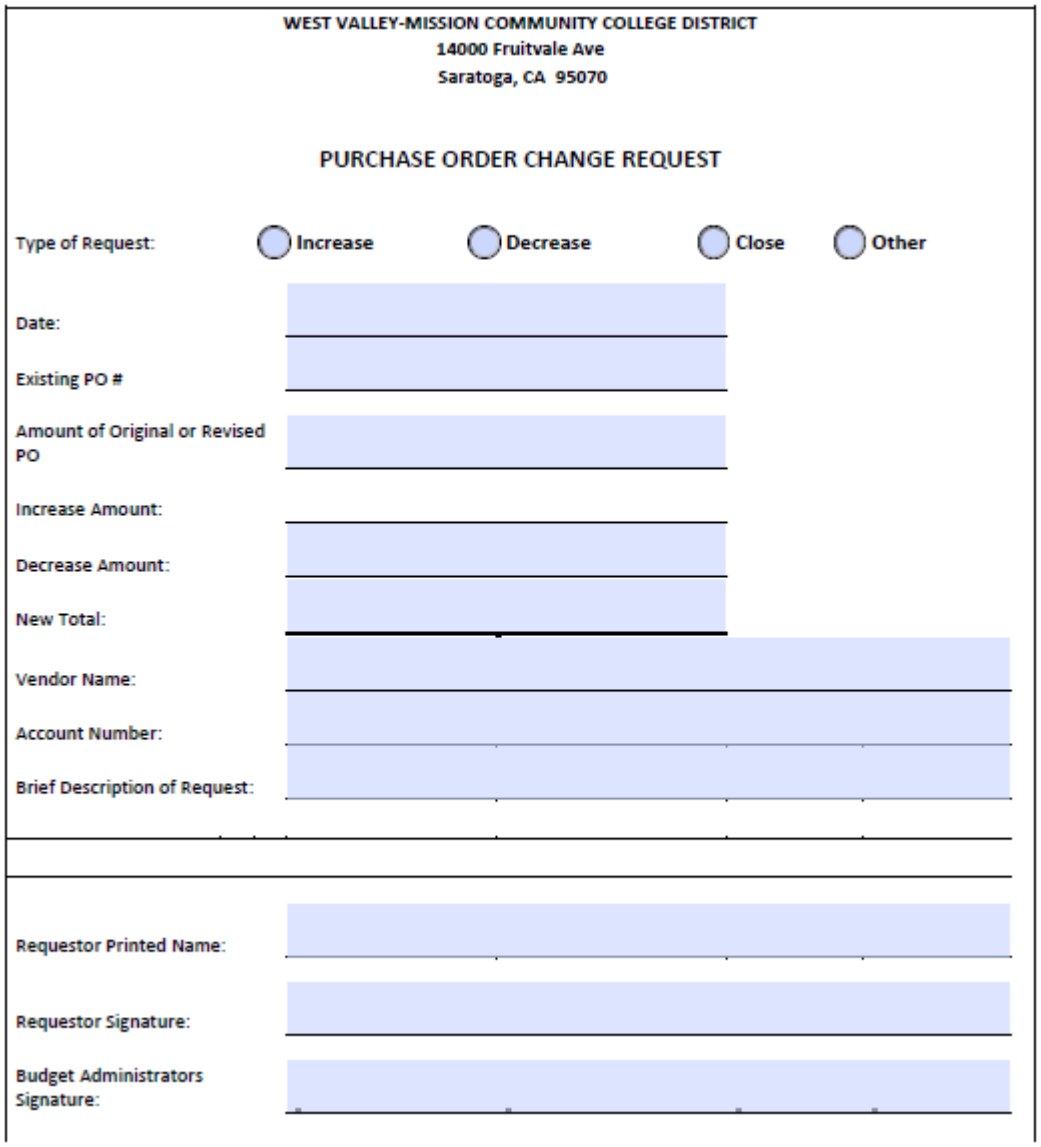
Select the appropriate document type from the drop-down menu. Choose file (must be PDF format). Select "upload."



Step 8**: Submit Requisition**

Change Orders

Step 1: Complete paper form, submit to budget administrator for approval, and submit to Purchasing for processing.



WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
14000 Fruitvale Ave
Saratoga, CA 95070

PURCHASE ORDER CHANGE REQUEST

Type of Request: ◯ Increase ◯ Decrease ◯ Close ◯ Other

Date:

Existing PO #

Amount of Original or Revised PO

Increase Amount:

Decrease Amount:

New Total:

Vendor Name:

Account Number:

Brief Description of Request:

Requestor Printed Name:

Requestor Signature:

Budget Administrators Signature:

Approving Requisitions Online

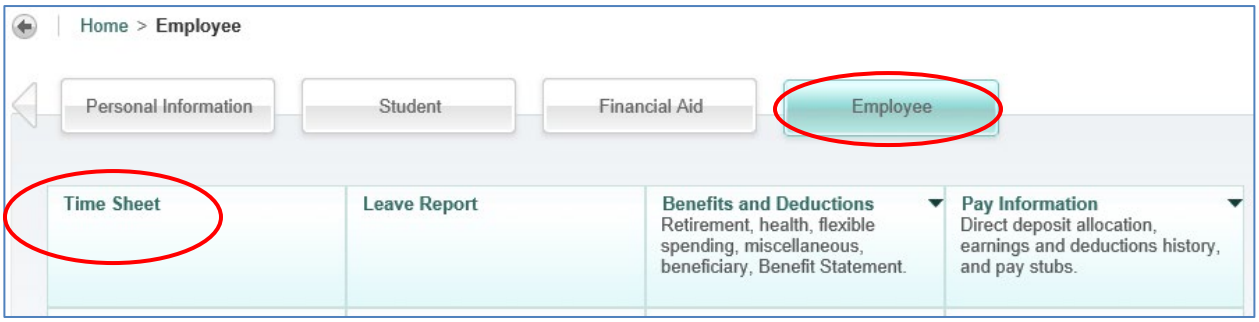
Refer to page 61 for instructions on how to approve documents.

Payroll Process

Web Time Entry Timesheet Submission and Approval Online

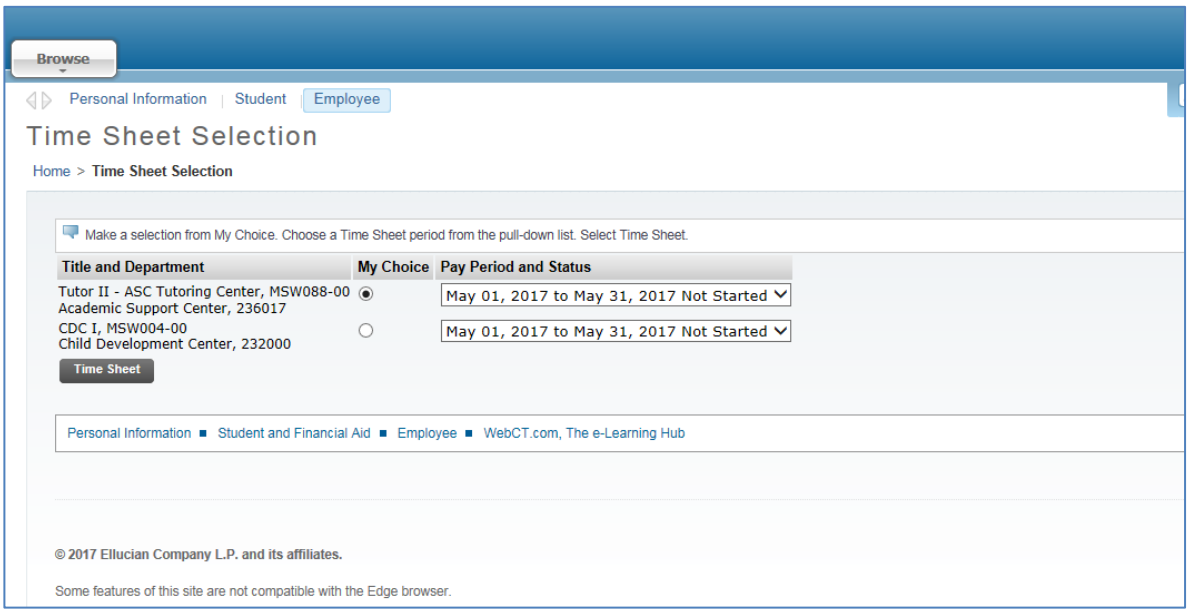
Step 1: Reference page 9 for login instructions for SSB.

Step 2a: Click on the **Employee** tab, then on the **Time Sheet** box.

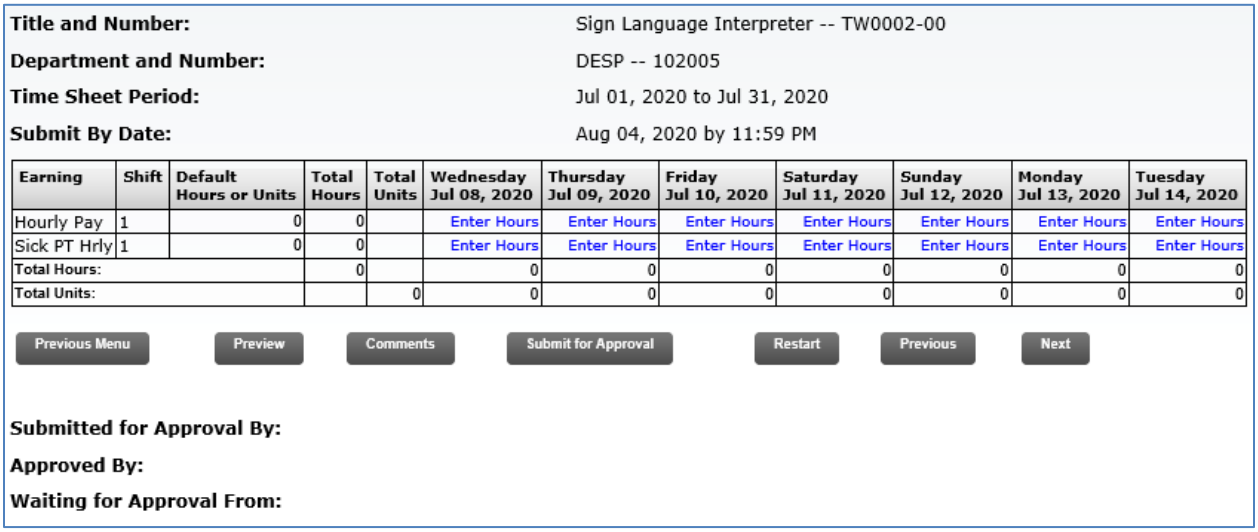


Step 2b: Select the Title, Department, and Pay Period to enter hours, and then click the **Time Sheet** Box.

Note: Student worker can only work 18 hours per week with no more than 8 hours per day.



Step 2c: Select the day to enter hours by clicking the **Enter Hours** cell in blue font in the **Hourly Pay** or **Student Worker Pay** row. Click next at the bottom to see more days.



Title and Number: Sign Language Interpreter -- TW0002-00

Department and Number: DESP -- 102005

Time Sheet Period: Jul 01, 2020 to Jul 31, 2020

Submit By Date: Aug 04, 2020 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Jul 08, 2020	Thursday Jul 09, 2020	Friday Jul 10, 2020	Saturday Jul 11, 2020	Sunday Jul 12, 2020	Monday Jul 13, 2020	Tuesday Jul 14, 2020
Hourly Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick PT Hrly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu | Preview | Comments | Submit for Approval | Restart | Previous | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Previous Menu: Returns user to the Position Selection screen.

Preview: Will display the entire pay period and will show the hours entered for each day. Select print from the preview menu for a hard copy of time entered

Comments: Comments must be added to the Time Sheet to clarify and explain if the Employee worked during holidays, weekends, campuses closed, and/or when work overtime. *If comments are not included, the hours will be pending and paid the next payroll cycle after clarification.*

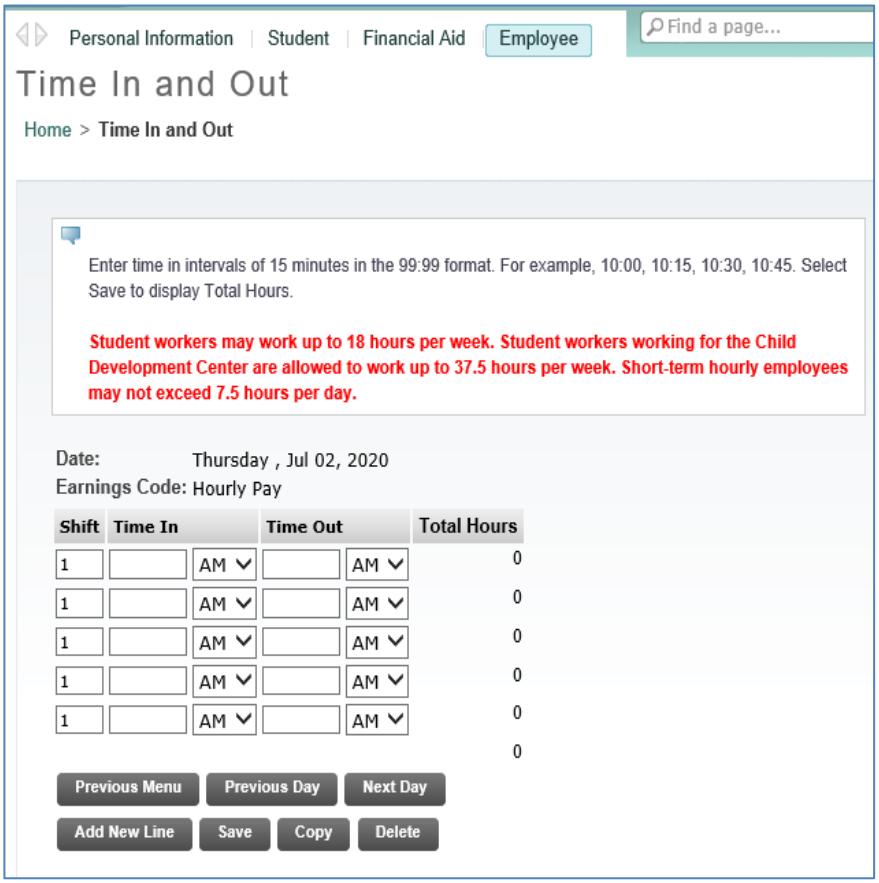
Submit for Approval: Forward Time Sheet to supervisor for approval.

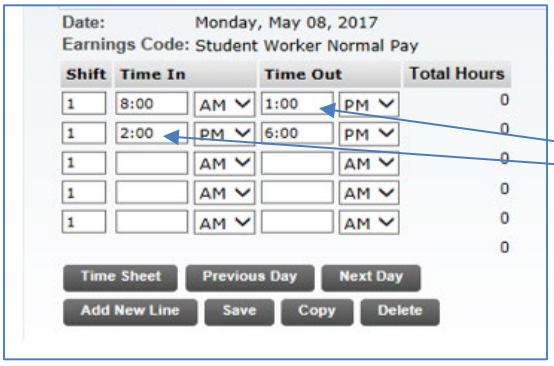
Restart: This button will clear out all hours previously entered. Use this option only if you have to re-enter all your hours.

Previous/Next: Each pay period is a one month period, but not all the days can fit on the width of one screen. Click on PREVIOUS or NEXT to toggle back and forth between each week.

Step 2d: If an employee was out sick, he/she can enter sick time in the **Enter Hours** cell in blue font in the **Sick PT Hrly** row. *Note: Review your sick leave balance prior to enter sick time.*

Step 2e: Enter the hours using the time intervals described in the image below (intervals of 15 minutes). If you want to enter more hours, click either **Next Day** or **Previous Day**. When finished entering hours, click **Save** and then **Previous Menu** box.



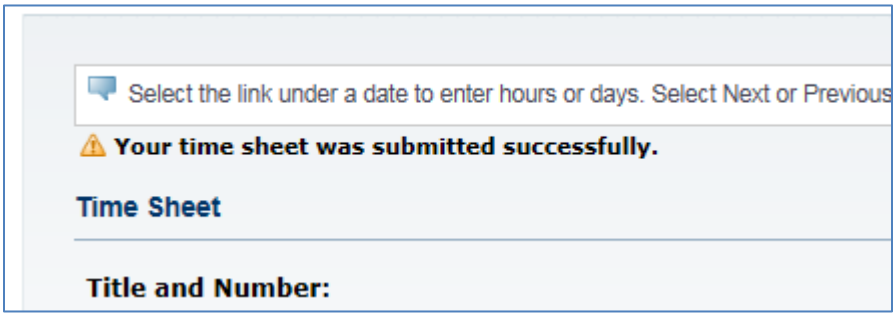


How to add **meal break**

1:00 PM – 2:00 PM

Step 2f: When hours have been entered for the entire month, click on **Submit for Approval**. The timesheet will be routed to your supervisor.

1. Once submitted message will automatically generate indicating the status of timesheet.



Highly recommend Employee notify supervisor (approver) that the Time Sheet is ready for review and approval.

Approving Timesheets Online

Supervisors and Managers (Approver) Responsibilities

An Approver is the individual who has the ability to update, change, return, or approve the Time Sheet submitted by his/her Employee. The Approver is responsible for ensuring that all of his/her Employees submit their time worked. Each Time Sheet should be reviewed in detail to ensure that the time submitted is correct. The Time Sheet needs to be approved (and if necessary corrections are made and communicated) by payroll deadlines.

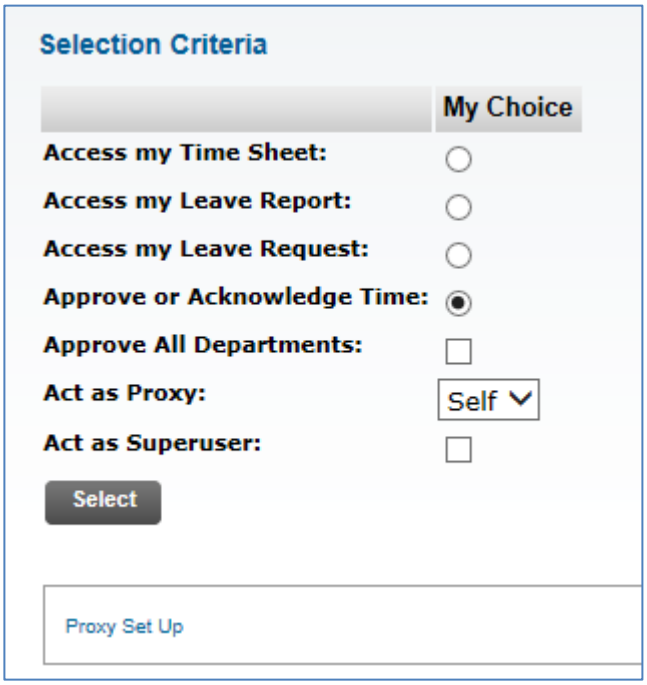
1. Designate at least one Proxy to perform responsibilities in an absence.
2. Provide hourly employees access to a computer so they can enter their time routinely.
3. Train hourly employee to utilize WTE in SSB.
4. Verify Employees have initiated their Time Sheets at the beginning of the Pay Period.
5. Verify that all Employees have submitted their Time Sheets for approval prior to the Employee WTE deadline on the Payroll Calendar. Notify Employees that they need to submit Time Sheet when they have not done so.
6. It is the responsibility of the Approver to verify the Employee has accurately entered the hours and days the work is performed.
7. Approve all Time Sheets prior to the Approver deadline.
8. Notify Proxy to review and approve Time Sheets on your behalf when you are not going to be available to perform this responsibility.

Assigning Proxy (Backup Approver) in SSB

Approvers are responsible for setting up their own Proxies within Banner Web Time Entry. Each Approver must have one or more Proxies who can approve Time Sheets in their absence. The Proxy should be able to verify that the Employee has worked the hours submitted and must be a Full-Time Employee at the same level or higher than the Approver.

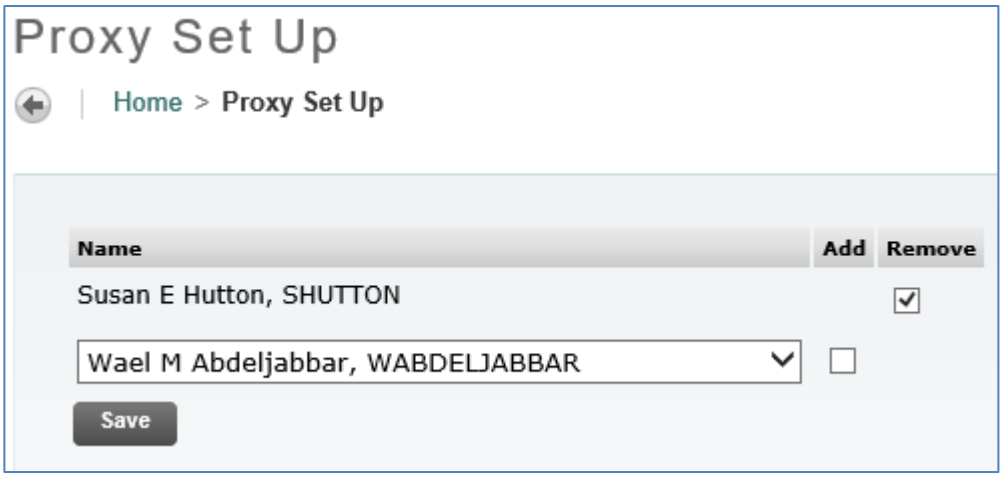
As a general rule, a Proxy's position should be at the same level or higher than the Approver.

Step 1: Click on **Proxy Set Up** in blue font to assign Proxy.



Step 2a: Use the drop down menu to choose the name of the person who will be your Proxy. Click the **Add** check box and click **Save**.

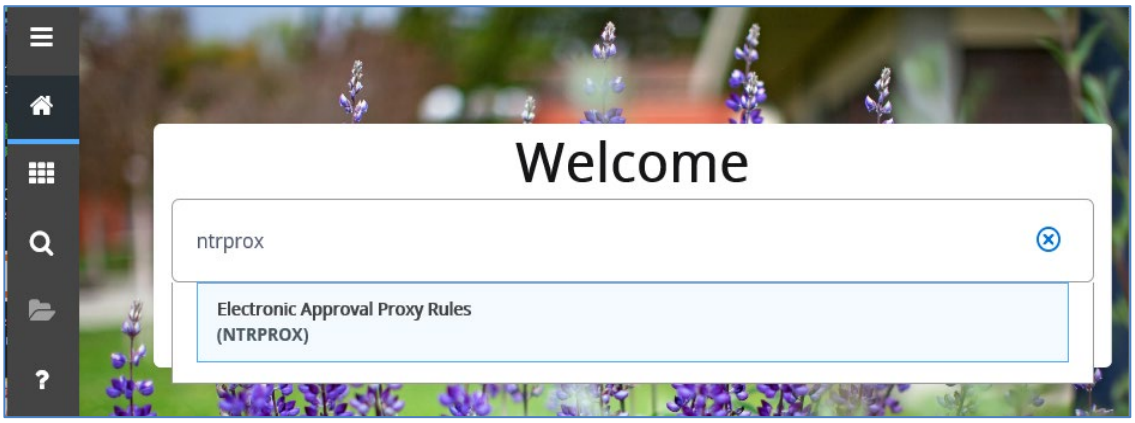
Step 2b: Repeat steps in #3 to add an additional Proxy, or click the **Remove** check box to remove an existing Proxy.



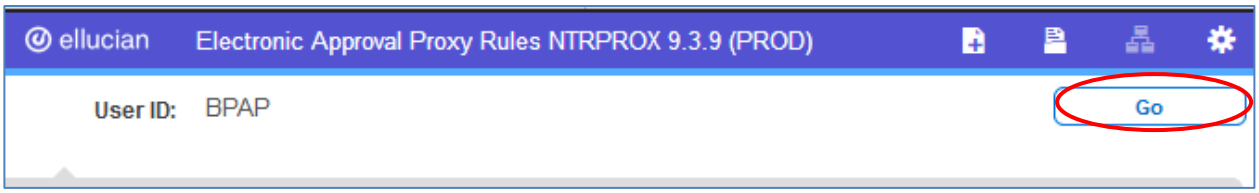
If the Proxy's name is not available in the drop down box, contact IS-Help Desk.

OPTIONAL – Assigning Proxy (Backup Approval) in INB

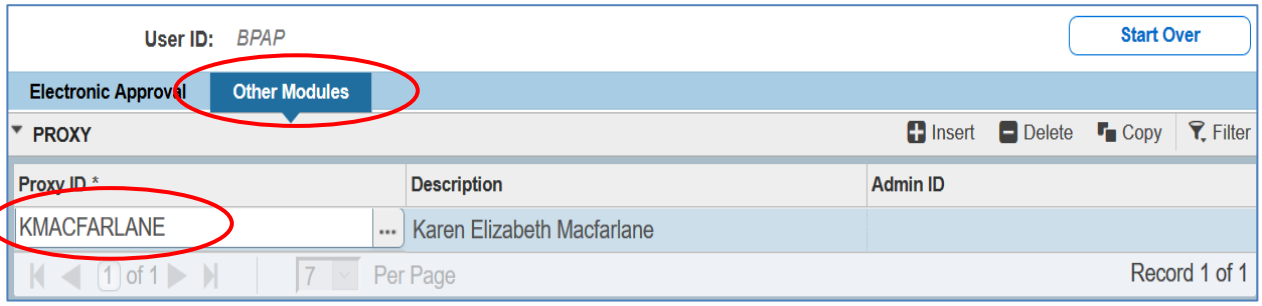
Step 1: Log into Banner and go to NTRPROX to assign Proxy.



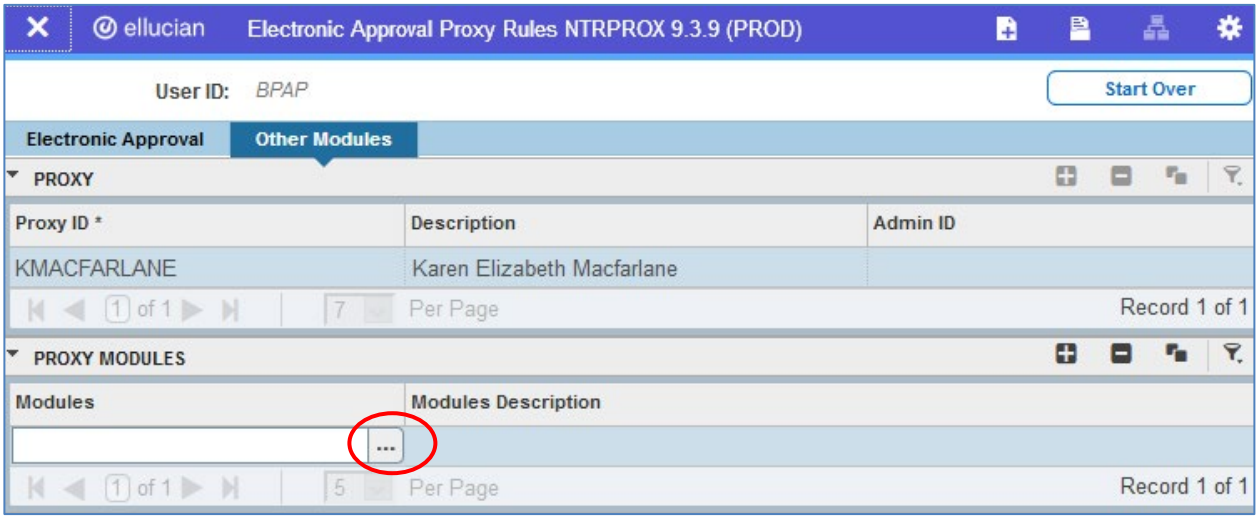
Step 2a: Your own User ID will be indicated. Click Go.



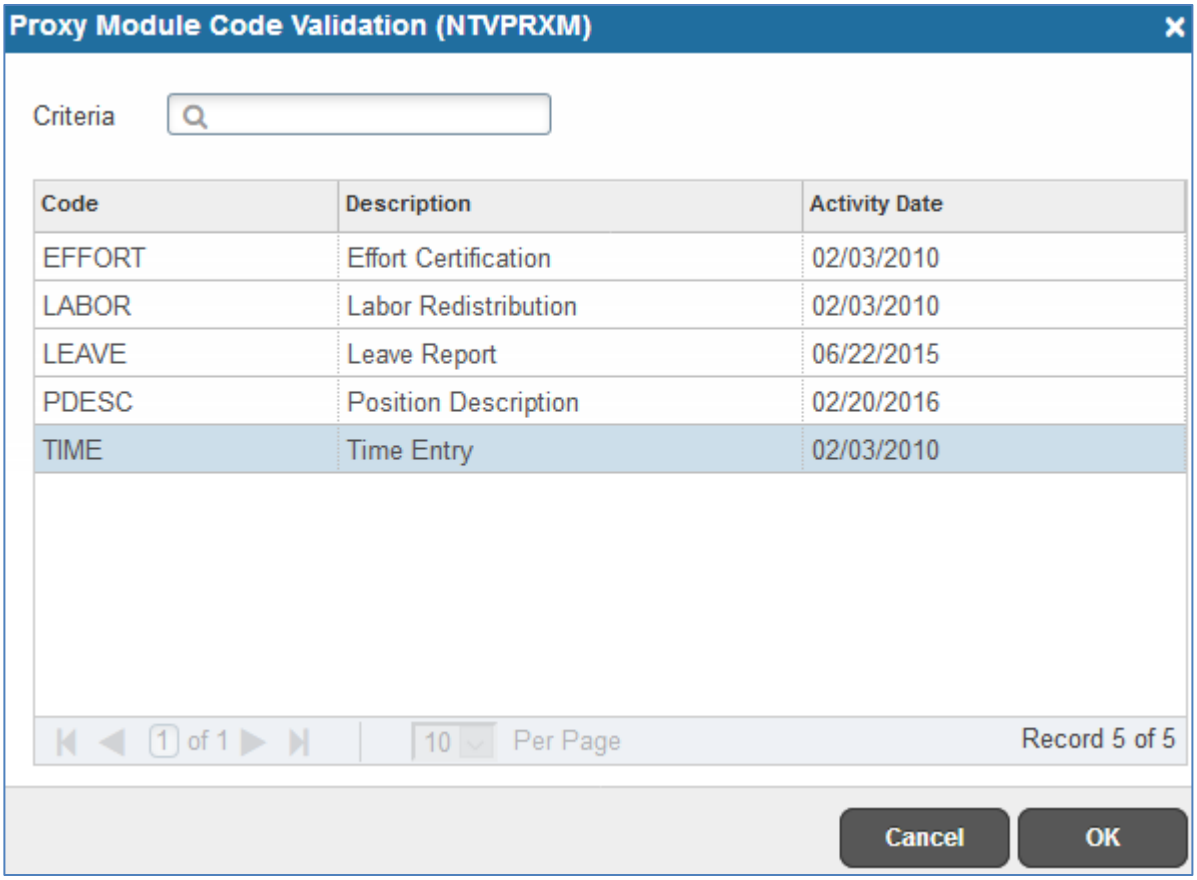
Step 2b: Select Other Modules window to set up proxies. Enter the ID of the individual whom you want to set up as your proxy (First name initial and last name). Then, press the Tab key Tab ↹ on your keyboard, the full name of your proxy will be displayed.



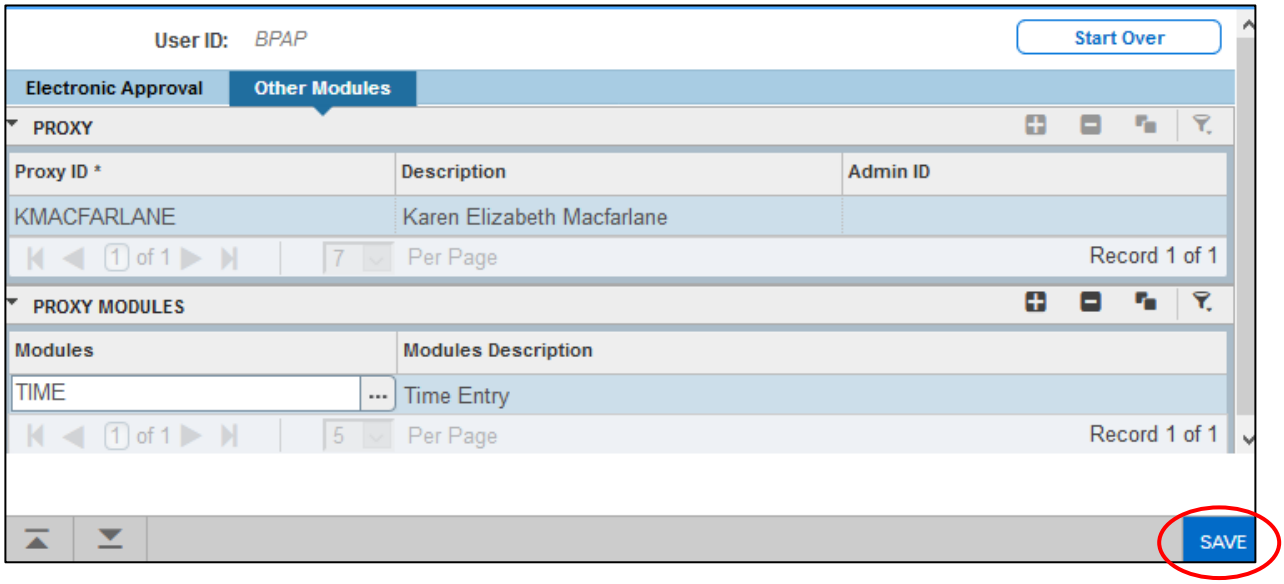
Step 2c: Go to Proxy Modules section and click on the three dots to access the Proxy Module Code Validation list.



Step 2d: Select TIME (Time Entry) from the list. Click OK

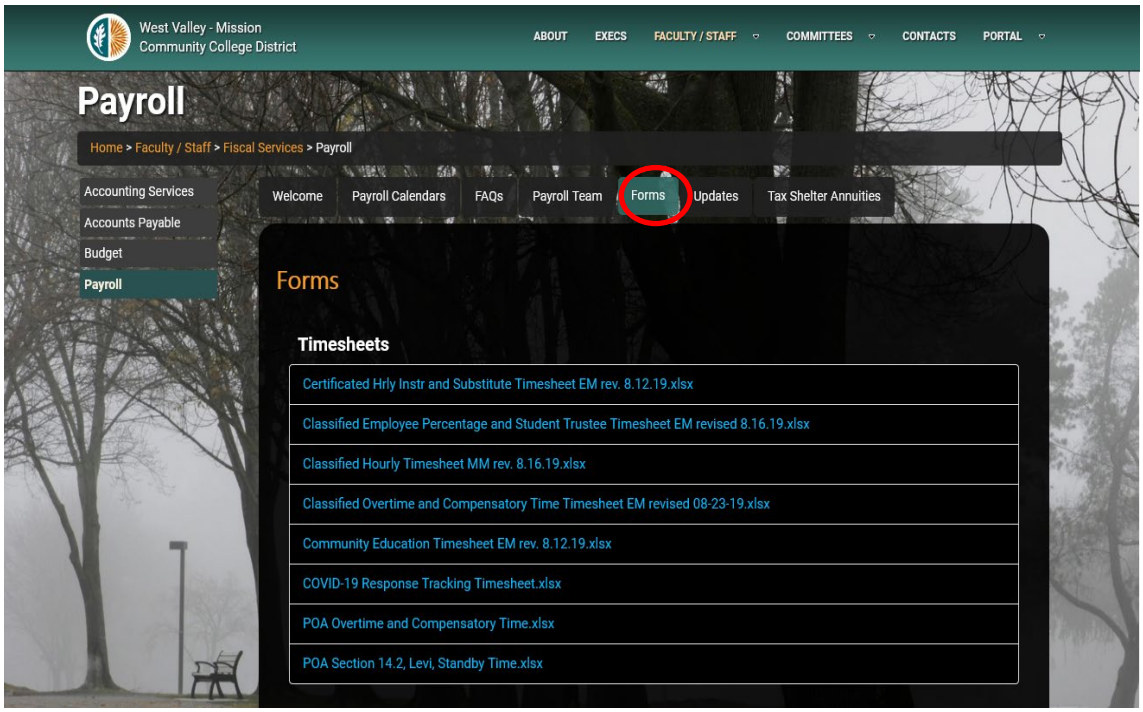


Step 2e: Save record and exit screen by clicking on Start Over.



Timesheets for end-of-month payroll

Step 1: Retrieve timesheet located on the District's Payroll website below.



DO NOT SAVE THE TIMESHEET TO YOUR DESKTOP, THEY'RE PERIODICALLY UPDATED

Step 2: Completing timesheets

Signatures:

- All signatures are required for processing a payment
- Signatures must be an original or DocuSign
- If you are both the Supervisor and Budget Administrator, sign both lines
- Missing signatures causes delay in processing

FOAP:

- The FOAP must be present and valid for the timesheet to be considered complete
- Payroll will not make changes to the FOAP unless directed to do so
- Missing FOAP causes delay in processing

Break Periods:

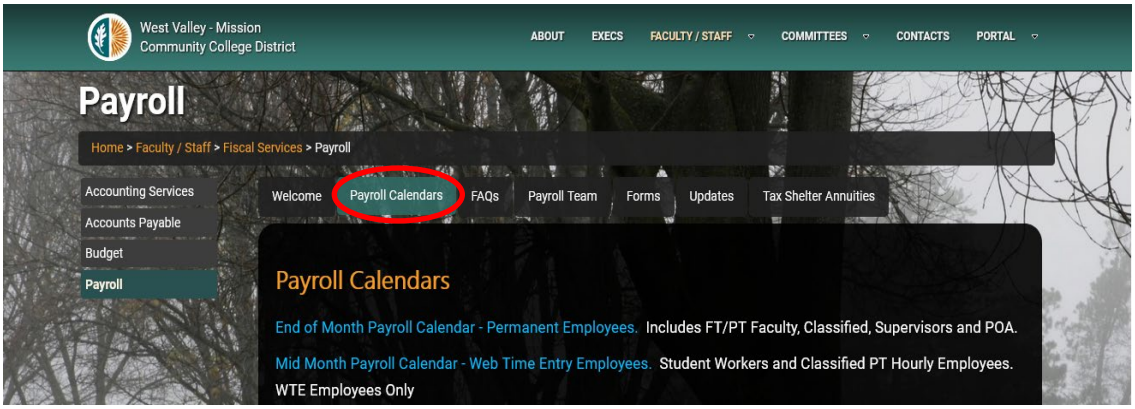
- Ensure staff is taking breaks in accordance with CA Labor Law
    - A 30 minute break must be taken after working 5 hours, *if* they will be working more than 6 hours
    - If their shift is no more than 6 hours, the required 30 minute break can be waived with Supervisor approval
    - These Labor Law rules do not apply to hourly counselors or police

Comments Box:

- If the employee worked on a holiday, the Supervisor approval must be noted in the comments box
- If normal working hours vary, please note this in the comments box
- Failing to do this causes delay in processing

Timesheet Deadline:

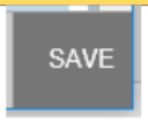
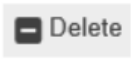
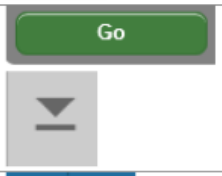
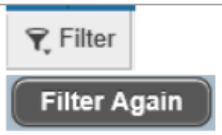
- Payroll Calendars are available on the District Website that highlight the Timesheet Deadline
- Submit your timesheet by 5 pm on the due date

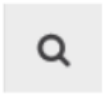


Tools and Job Aids

Banner 9 Navigation Guide

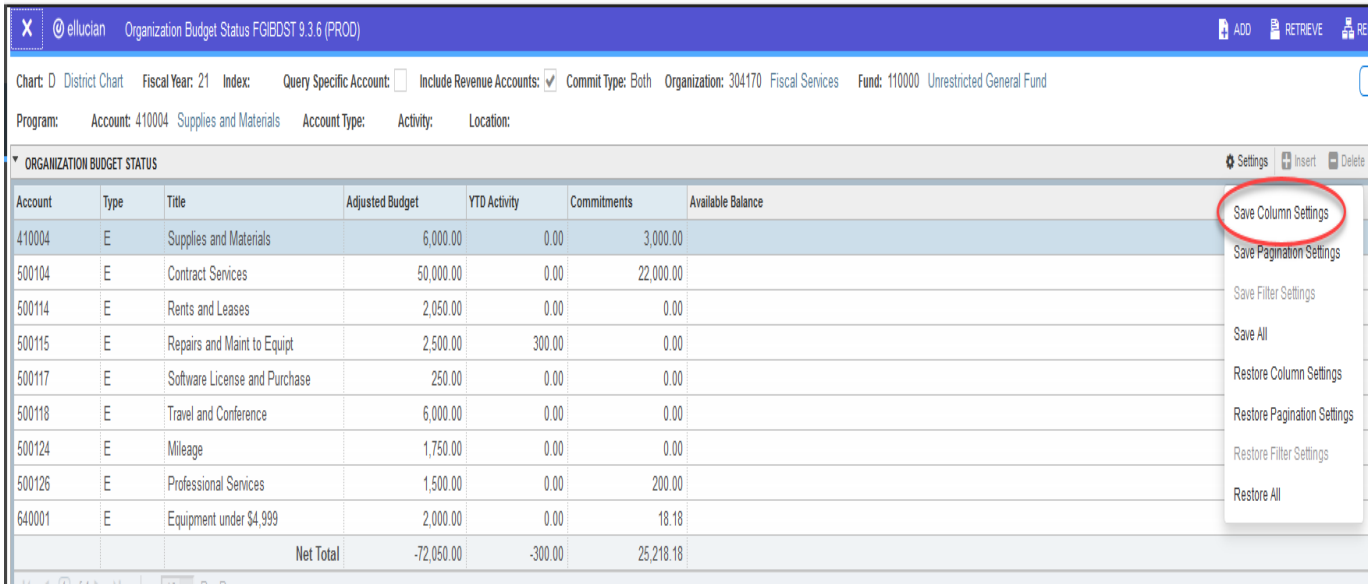
BANNER 8 VS. BANNER 9 NAVIGATION

Banner 8 Icon	Banner 8 Keyboard	Banner 8 Menu	Explanation	Banner 9 Icon	Banner 9 Keyboard
	Save (F10)	File, Save	Saves all changes made in a form since the last time you saved. Banner also refers to save as **Commit** in some messages.	 Lower right hand corner of screen	**Save** (F10)
	Rollback (Shift+F7)	File, Rollback	Clears all information and returns you to the Key Block of a form.		**Rollback/Refresh** (F5)
	Select (Shift+F3)	File, Select	Enters the highlighted value into the current field of the form you are working from. List of values uses **OK** as the select.		
	Insert Record (F6)	Record, Insert	Inserts a new blank record into a group of existing records.		**Insert Record** (F6)
	Remove Record (Shift+F6)	Record, Remove	Removes all information for the record. When you Save, the record will be deleted from the database.		**Remove Record** (SHIFT+F6)
	Previous Record (Up Arrow)	Record, Previous	Moves the cursor to the first enterable field in the previous record.		**Previous Record** (UP ARROW)
	Next Record (Down Arrow)	Record, Next	Moves the cursor to the next enterable field in the next record. If the cursor is at the last record, a new record is created.		**Next Record** (DOWN ARROW)
	Previous Block (Ctrl+Pg Up)	Block, Previous	Moves the cursor to the previous information block in a form.		**Previous Block/Section** (ALT+PG UP)
	Next Block (Ctrl+Pg Down)	Block, Next	Moves the cursor to the next information block in a form. If the next block is in another window of the form, that window will be opened.		**Next Block/Section** (ALT+PG DOWN)
	Enter Query (F7)	Query, Enter	Puts the form into query mode and lets you enter search criteria to see what information is already in the database.	 Opens new form to add fields for querying – more options.	**Enter Query/Filter** (F7)
	Execute (F8)	Query, Execute	In query mode, searches the database and displays any records that match the search criteria.		**Execute Query/Filter** (F8)

Banner 8 Icon	Banner 8 Keyboard	Banner 8 Menu	Explanation	Banner 9 Icon	Banner 9 Keyboard
	Cancel (Ctrl+Q)	Query, Cancel	Cancels a query and takes a form out of query mode.		**Cancel** (CTRL+Q)
	View/Send Message				
	Print (Shift+F8)	File, Print	Captures the active screen (only what you can see) and prints it to your local printer.	Actions/Print	**Print** (CTRL+P)
	Online Help (F1)	Help, Online Help	Displays the Help window for the current field		**Help** (CTRL+SHIFT+L)
	Exit (Ctrl+Q)	File, Exit	In a menu, the Exit command takes you out of Banner. In a form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.	Appears on the left side of the screen instead of the right.	**Exit** (CTRL + Q)
	F5	File, Direct Access	Activates a "Go To…" window, where users can navigate to another form without having to return to the main menu.		**Search** (CTRL+SHIFT+Y)
		Help, Extract Data	Extracts data to an excel spreadsheet.	Actions/Export	**Export** (SHIFT+F1)
	F9	List of values	Lookup Values		**List of values** (F9)
	F4	Record, Duplicate	Copy Record		**Copy Record** (F4)
	F3	Options, form	Drills down on some forms		**Drills Down on some forms** (F3)
		Options menu	Related Forms		**Related** (ALT+SHIFT+R)
			Toggle Menu	Brings up Banner Main Menu	**Toggle Menu** (CTRL+M)
			Toggle Open Applications	Forms previously opened in Banner	**Toggle Open Applications** (CTRL+Y)

Save Personal Setting for Banner forms

User can now adjust the settings in any Banner forms and be able to use the same settings when saved after logging-off. Settings such as column width, order the display of the columns, etc are kept by clicking “Settings”, “Save Column Settings”.



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
410004	E	Supplies and Materials	6,000.00	0.00	3,000.00	
500104	E	Contract Services	50,000.00	0.00	22,000.00	
500114	E	Rents and Leases	2,050.00	0.00	0.00	
500115	E	Repairs and Maint to Equipt	2,500.00	300.00	0.00	
500117	E	Software License and Purchase	250.00	0.00	0.00	
500118	E	Travel and Conference	6,000.00	0.00	0.00	
500124	E	Mileage	1,750.00	0.00	0.00	
500126	E	Professional Services	1,500.00	0.00	200.00	
640001	E	Equipment under $4,999	2,000.00	0.00	18.18	
		Net Total	-72,050.00	-300.00	25,218.18	

Fund Description

General Fund

Fund 110 – Unrestricted General Fund is used to account for resources available for the general purposes of District operations and support of its education program. This fund is used to account for revenues received from State apportionment, property taxes, student tuition, interest income, lottery receipts, non-resident tuition, and several miscellaneous sources.

Fund 12X, 130-135 Grants and Categorical Fund are the restricted general fund used to account for resources (grants and categorical) available for the operation and support of the educational programs that are specifically restricted by laws, regulations, donors, or other outside agencies as to their expenditure. These multi-year grants require multiple funds to track carryover and prior year money.

Fund 136 – Other Restricted Fund is the restricted general fund use to account for non-grant operation that are specifically restricted by laws, regulations, donors, or other outside agencies as to their expenditures.

Fund 138 – Health Services Fund is the restricted general fund used to account for the operation of the Student Health Centers on both campuses.

Fund 139 – Parking Fund is the restricted general fund used to account for the parking fees and revenues from citations. The fees are used for the parking security and other parking lot maintenance.

Debt Service Fund

Funds 212 – General Obligation Bonds Redemption Fund are designated funds to record principal and interest payments for the General Obligation Bonds.

Fund 291 – Retiree Health Benefits Fund is used to report the accumulation of resources for, and the payment of, general long-term debt. This fund was established for the payment of the District's future liability for benefits of District eligible retirees.

Fund 292 – Lease Revenue Bonds Debt Service Fund is designated to track the principal and interest payments for the Lease Revenue Bonds.

Fund 297 – 2011 Lease Revenue Bonds Debt Service Fund is designated to track the principal and interest payments for the 2011 Lease Revenue Bonds.

Special Revenue Fund

Fund 330 – Child Development Fund is designated to account for all revenues derived from the operation of child care and development services.

Capital Projects Fund

Fund 410 – Capital Projects Fund is established to track major facility projects, physical plant, special repairs and equipment acquisitions. The resources to fund these projects come from the State or local Redevelopment Agency (RDA) money.

Funds 430 – General Obligation Bonds Capital Projects Fund are designated for the deposit of proceeds from the sale of the bonds. The proceeds are used for the acquisition or construction and all expenditures related to the authorized voter approved projects.

Enterprise Fund

Fund 591 – Community Education / Workforce and Economic Development Fund is used for non-credit, fee supported community education programs and services. Typical fee-supported offerings consist of career focus classes, computer, health, fitness, and enrichment. It is also used to record the revenue and expenditures for contract education programs.

Fund 597 – Entrepreneurial Fund is used to account for an operation when it is the intent of the governing board to operate as a business and to account for its total operating costs.

Trust Fund

Funds 711 – Associated Students Trust Fund records student fees paid at the time of enrollment and revenues generated from student activities. The District serves as an agent for these funds and as such disburses the funds in accordance with instruction provided by the student government.

Fund 722 – Student Representative Fee Trust Fund – records monies collected to support student government representatives stating their positions and viewpoints before city, county, and district government as well as offices and agencies of the State government.

Funds 731 – Student Body Center Fee Trust Fund are used to records monies collected by the District to support the student body center facilities.

Funds 741 – Financial Aid Trust Fund are used to account for the monies received from federal and state agencies in support of the Federal/State Financial Aid Programs.

Fund 751 – Land Corp Endowment Fund are used to account for the monies received from the Land Corporation for scholarship programs.

Funds 752 – Scholarship Funds are used to account for the monies collected by the District for the West Valley-Mission scholarship programs.

Fund 791 – OPEB Trust Fund records activities for CalPERS Trust Fund. This fund is restricted to paying retiree benefits.

Fund 792 – Pension Stabilization Trust Fund records activities for investment activities through PARS. This fund is restricted to funding pension cost.

Contact Information

College Administrative Services Office

Mission College:

Queenie Chan, (408) 855-5231
Chris Bibat, (408) 855-5581

West Valley College:

Elizabeth Maciel, (408) 741-2148
Cher Vinson, (408) 741-2650

Finance Banner Security and Approval Queue Maintenance

Christina Booth, (408) 741-2085
Banner Fund and Organization security Access, Credit Card audits

District Finance - Budget and Accounting Services

Susan Hutton, (408) 741-2474
General Accounting, County Bank Reconciliation (General Fund), County Bank Reconciliation (Bonds), Initiate Wire Transfers, Nelnet Liaison, Bank Reconciliation (Payroll Account), Payroll Posting & Reconciliations,

Susan Victoria, (408) 741-4089
General Accounting Support, Student Accounts Receivable, Cash Transfers (Bonds), Fixed Asset, Cash Flow, Initiate Wire Transfers, Special Projects, Budget Support

Susie McDonnell, (408) 741-4088
Budget Position Control, Budget Transfers, Review Personnel Action Request, Budget Verification for Recruitment, Quarterly Financial and Budget Report, Financial Analysis

Sandy Dinh, (408) 741-2051
Categorical/Grants Oversight, Budget Support (Fixed Cost), Banked Overload Reconciliation, Budget Transfers, Financial Analysis

Chris Thomas, (408) 741-4087
Financial Aid Transmittal, Drawdowns, Student Refunds, Expense Transfer Uploads, Liaison with External Collection Agency

Jeanette Froelich (408) 741-4098
Student Accounts Receivable, Bank Liaison, Bank Reconciliation (Cash Clearing, Credit Card Clearing & Revolving Accounts), Salary Redistribution

Rima Rahnemoon, (408) 741-2576
Accounts Receivable (non-students), Bank deposits, Expense Transfer, Bank Reconciliation (Citations), Petty Cash Reconciliation, Student Club Accounts

District Finance - Accounts Payable

Lili Ebrahemi, (408) 741-2695

Accounts Payable (M-Z, Bonds, and Utilities), Check Requests, Special Payment Agreements, Employee Reimbursements

Muwen Tan, (408) 741-4086

Accounts Payable (A-L), Check Requests, Special Payment Agreements, Employee Reimbursements

Kay Van Kirk, (408) 741-2084

Coordinate Printing of 1099, District Credit Card Postings, Conference Attendance Reimbursement, Bank Reconciliation (AP, Student Club & Flexible Spending Accounts), Check Requests, Employee Reimbursements, Sales and Use Tax Returns, Accounts Payable Support and Backup

District Finance - Payroll Services

Cathleen Frecceri, (408) 741-2141

Payroll – Department Support and Supervision

Kevin Brundage, (408) 741-2083

Payroll - Garnishment, TSA, Taxes, Faculty and FT Classified, Payroll Stale Dated Checks

Betty Pap, (408) 741-2118

Payroll – Faculty and FT Classified A-L, CalPERS A-L

Karen Macfarlane, (408) 741-2090

Payroll - Student Workers and Classified PT Hourly Employees, CalPERS M-Z

Lindsey Alanis, (408) 741-2693

Payroll – Faculty and FT Classified M-Z, CalSTRS

General Services

(Vacant), (408) 741-2187

Purchasing inquiries, Risk Management, Contracts Administration

Kim Habian, (408) 741-4620

Purchasing inquiries

Monet Payton, (408) 741-2504

Purchasing inquiries

Gina Venn (408) 741-2549

Purchasing inquiries

Jayson Cabuag, (408) 741-2600

Warehouse Services