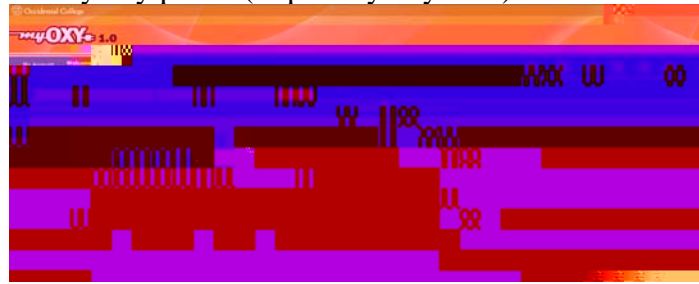
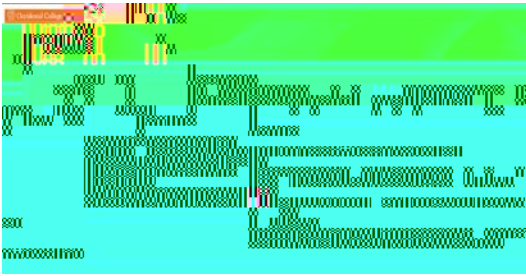


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Finance Tab

The Finance tab contains the Financial Advisor channel, the Self Service Links channel, and the Finance information channel and is found in the myOxy portal (<https://my.oxy.edu/>).



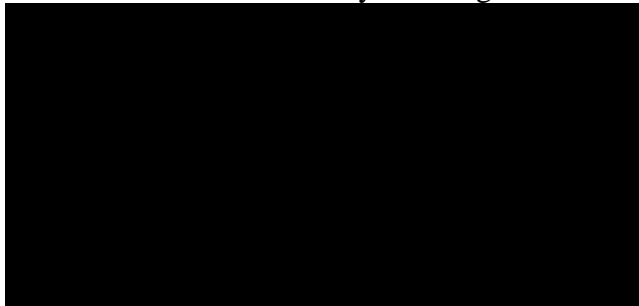
Finance Information Channel

The finance information channel in the Finance tab has a link to the Budget office website. The Budget office website contains the user guide for the finance tab, the program code listing by department (which can help a department user find their program code for a budget transfer), and other related information.




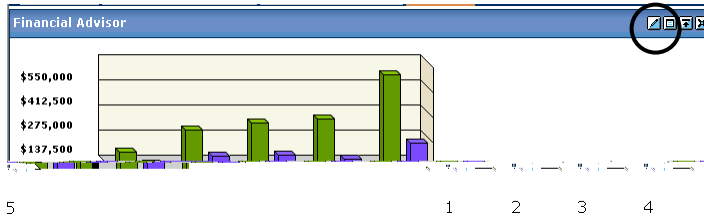
Financial Advisor Channel

The financial advisor channel in the Finance tab uses a bar graph to show the budget versus expenses for up to five fund/organization code combinations. Below the bar graph, an associated table shows the details for the fund/organization code combinations including adjusted budget, Year-to-Date activity, available balance, percentage of the budget that has been spent, and the percentage of the budget that is still available to spend. Each fund/organization code combination has an associated number in the Legend column which is a navigational link to the Budget Status by Account query. By clicking on this link, it will automatically default the values for Fiscal Year, Chart of Accounts, Fund code, and Organization code for the query. The user is responsible for setting up the financial advisor channel with the appropriate fund/organization code combinations. If a user has more than five fund/organization code combinations to monitor, the financial advisor channel can be subscribed to multiple times to reflect all of the necessary fund/organization code combinations.



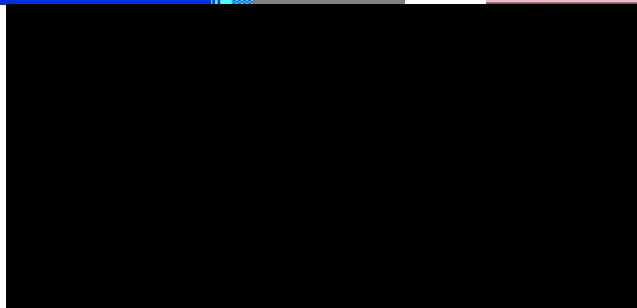
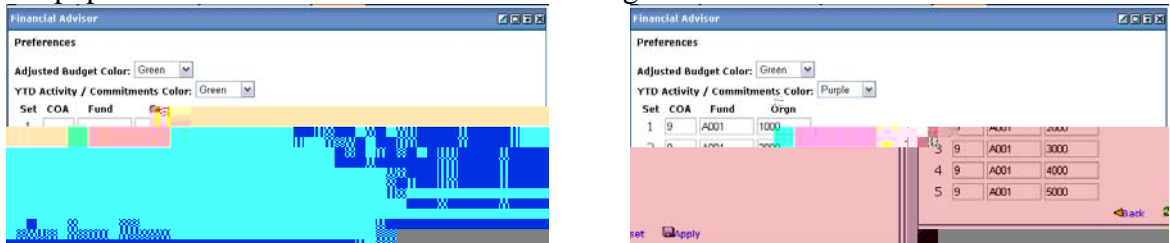
Setting up the Financial Advisor Channel

1. Click on the Edit Financial Advisor channel settings button  at the top of the financial advisor channel

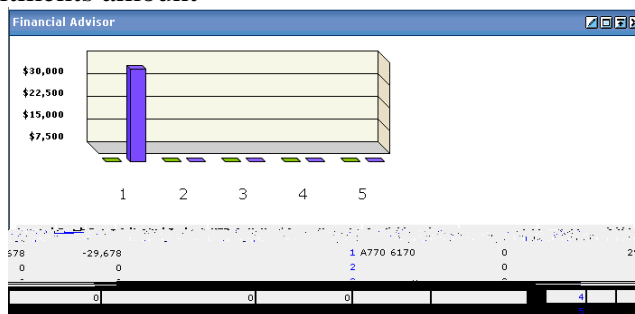


2. At the Financial Advisor Preferences screen

- a. Update the following:
 - i. Select the Adjusted Budget Color from the drop-down menu
 - ii. Select the YTD Activity / Commitments Color from the drop-down menu
 - iii. Enter the Chart of Accounts (COA) code for the fund/organization code combination (Note: Oxy only has one chart of accounts code: 9)
 - iv. Enter the Fund code for the fund/organization code combination
 - v. Enter the Organization (Orgn) code for the fund/organization code combination
- b. Once all fund/organization code combinations have been entered, click the Apply link
 - i. Note: the Reset link will automatically clear all settings
- c. Click the Back link to return to the financial advisor channel which will now be populated with the data for all of the fund/organization codes entered

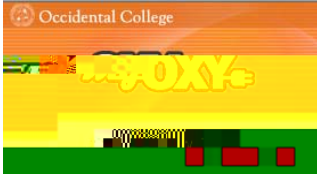


Note: Since non-operating funds do not have budgets the only data that will be displayed in the financial advisor channel for a non-operating fund is YTD Activity / Commitments. To calculate the available balance for the fund, take the beginning balance (obtained from the Business office) and subtract the YTD Activity / Commitments amount

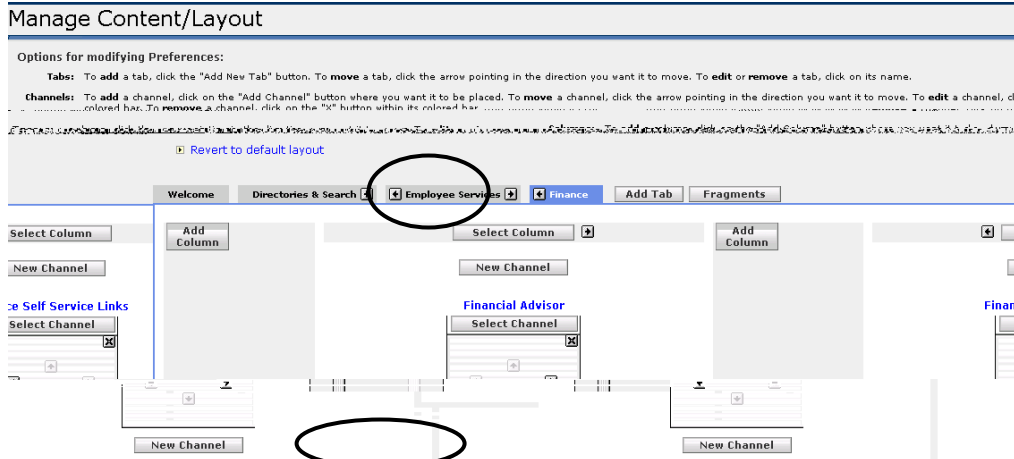


Subscribing to Multiple Financial Advisor Channels

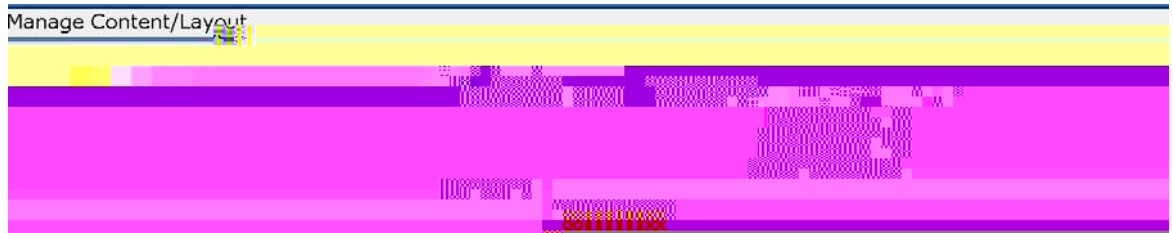
1. From the Finance tab, click on the Content Layout link at the top left of the screen



2. On the Manage Content/Layout screen, click the Finance tab and then under the Financial Advisor channel, click the New Channel button



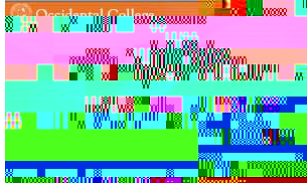
3. Select the following to add another Financial Advisor channel
 - a. Select a Category: using the drop-down menu, select Auto-Published and click the go button
 - b. Select a channel: click on Financial Advisor to select the channel and then click the Add Channel button



- c. The newly created financial advisor channel will appear on the Manage Content/Layout screen



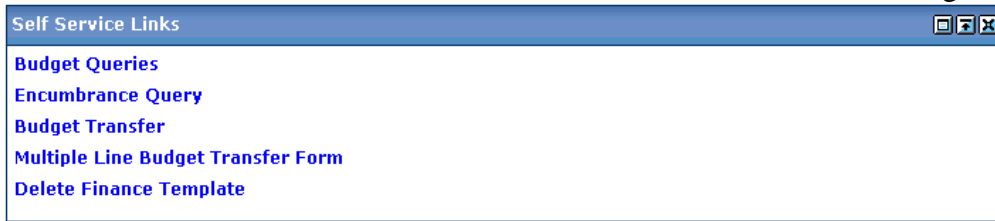
- d. Click the Back to Finance Tab link at the top left of the screen to return to the finance tab



4. The newly created financial advisor channel will appear on the finance tab (this channel will need to be setup with the appropriate

Budget Query by Account

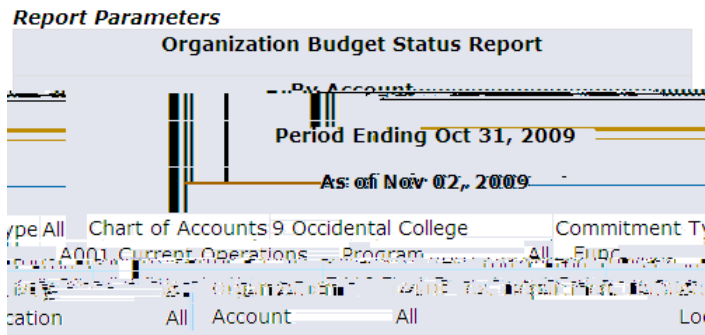
1. From the Finance tab, in the Self Service Links channel, click on the Budget Queries link



2. Select Budget Query by Account from the dr

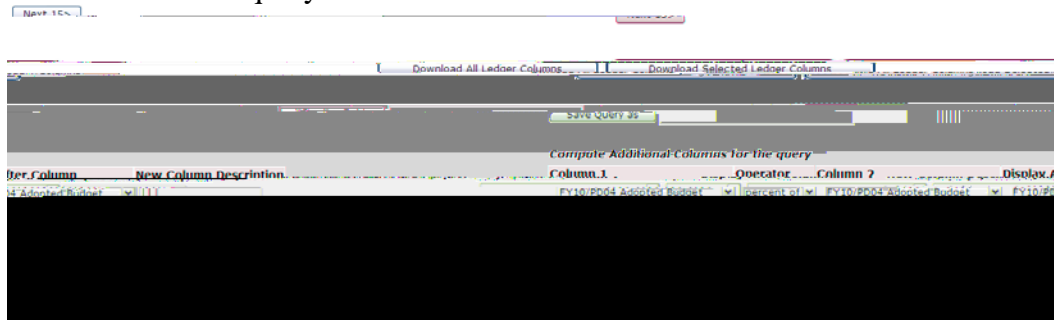
8. February – 08
 9. March – 09
 10. April – 10
 11. May – 11
 12. June – 12
- ii. When a fiscal period is selected, it will show all data from the start of the fiscal year through the last date of the month for that fiscal period. To see the entire fiscal year, select fiscal period 12
- c. Comparison Fiscal Year: this selection allows a user to compare one fiscal year to another
 - i. Select None if no comparison is needed
 - ii. Select the comparison fiscal year from the drop-down menu to add that year's comparison data to the query

Notes: for a comparison query to work, the comparison fiscal year and the comparison fiscal period must be selected.
 - d. Comparison Fiscal Period: this selection is used in tandem with the comparison fiscal year selection
 - i. Select None if no comparison is needed
 - ii. Select the comparison fiscal period from the drop-down menu
 - e.

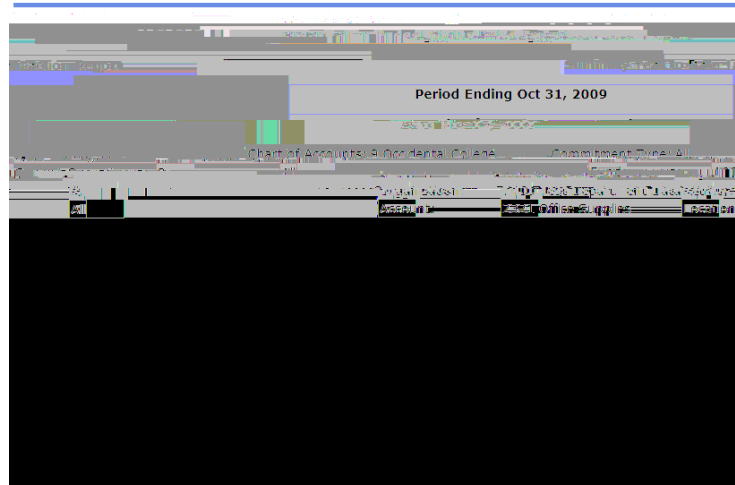


- b. The Query Results section contains detailed query information
 - i. Account & Account Title: these fields contain the account code and the account code title
 - ii. Adopted Budget: the original budget load
 - iii. Budget Adjustments: all budget adjustments
 - iv. Adjusted Budget: the difference between the original budget load and any budget adjustments
 - v. Year to Date: all year to date activity (expenses, etc)

6. Click the Perform Computation button to add the computation column to the query results



- d. Within the query results, click on the amount links within the query to display additional information for that selection
 - i. The detail screen will show the activity for that account
 - ii. The Document List section contains all of the transactions for the account selected
 1. Click on the document code link to bring up the specific document for that transaction
 - a. Rule Class Code: this field indicates the type of transaction (Note: a list of commonly used rule class codes (transaction types) can be found at the end of the user guide)
 - iii. The Download button will download the document list into Excel



6. Click the Another Query button to run another budget query or the Back to Finance Tab link to return to the finance tab

Comparison Query Example

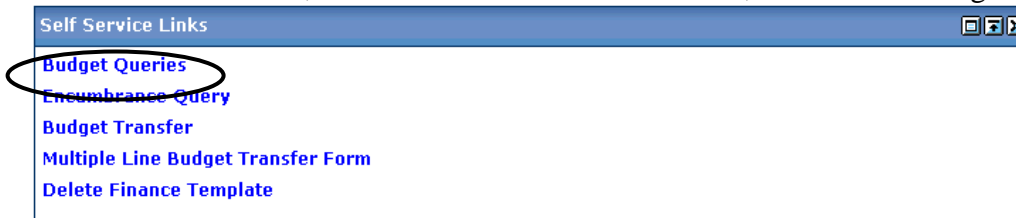
Below is an example of a comparison query. The comparison query places the columns for both fiscal years next to each other for comparison purposes. All of the same features apply for comparison queries as with non-comparison queries

Non-Operating Query Example

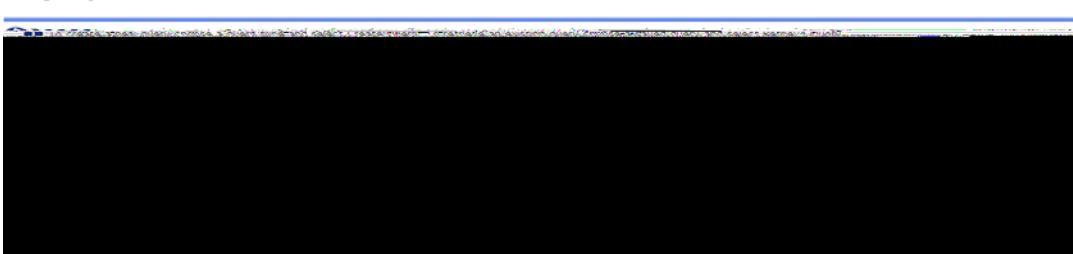
Below is an example of a non-operating fund budget query. Since non-operating funds do not have budgets the only data that would potentially be displayed in the query is the year to date activity, encumbrances, and available balance. The available balance will be reflected as a negative number since there is not budget for the fund. To calculate the available balance for the fund, take the beginning balance (obtained from the Business office) and subtract the year to date activity as well as the encumbrances amounts. All of the same features are available for non-operating fund budget queries

Budget Quick Query

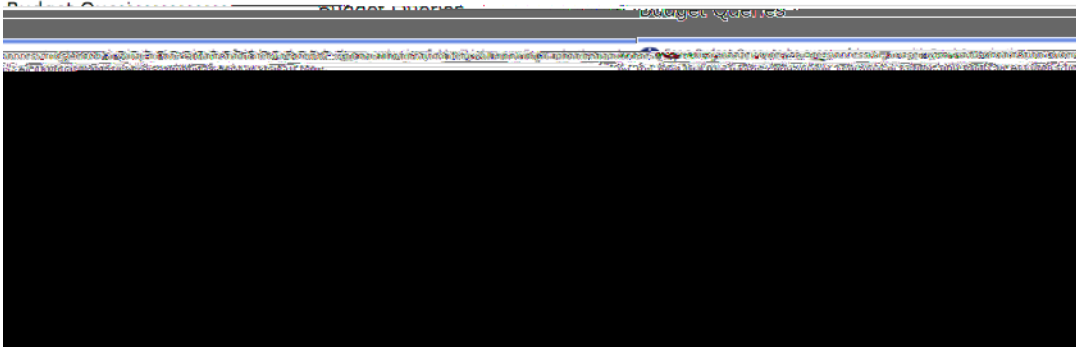
- From the Finance tab, in the Self Service Links channel, click on the Budget Queries link



- Select Budget Quick Query from the drop-down menu and click the Create Query button



- Select the query parameters



- a. Fiscal Year: use the drop-down menu to select the fiscal year (the current fiscal year will automatically default)
- b. Chart of Accounts: this will automatically default with Oxy's only chart of accounts code – 9
- c. Fund: enter the fund code
- d. Organization: enter the organization code or enter % to bring up all organization codes for that fund
- e. Account, Program, and Activity: these codes are not necessary to run the query and can be left blank, however, they can be entered to refine the query results
- f. Commitment Type: use the drop-down menu to select All
- g. Include Revenue Accounts: this checkbox is not automatically selected, however, if the query should contain revenue accounts, check this box
- h. Save Query as: this field is for saving the parameters entered for the query to be used again in the future. If this field is left blank, the parameters will not be saved. If this field is populated with a query name, the parameters will be saved when the Submit Query button is clicked. The query can then be retrieved in the future by selecting the query name from the Retrieve Existing Query drop-down menu and clicking the Retrieve Query button

Retrieve Existing Query

None saved Query

Retrieve Query

- i. Click the Submit Query button to run the query
4. The query results will automatically display
- a. The Report Parameters section contains the parameters from the query

- i. The period ending date gives the last date of the fiscal period that was selected for the query
- ii. The as of date is the date the query was run

Report Parameters

Organization Budget Status Report

By Account

2009 As of Nov 02

Commitment Type All Chart of Accounts 9 Occidental Colleg

All	Location	All	Account
-----	----------	-----	---------

- b. The Query Results section contains summary query information
 - i. Account & Account Title: these fields contain the account code and the account code title
 - ii. Adjusted Budget: the difference between the original budget load and any budget adjustments

- iii. Year to Date: all year to date activity (expenses, etc)
- iv. Commitments: any open purchase orders
 - v. Available Balance: the balance available
- vi. Screen Total: total of all records on the screen
- vii. Running Total: total of all records on the screen plus any records previously viewed
- viii. Report Total (of all records): total of all records
 - ix. Next 15> Button: only 15 account lines will show on the screen at a time, to see the next 15 account lines, click the Next 15 button

Query Results

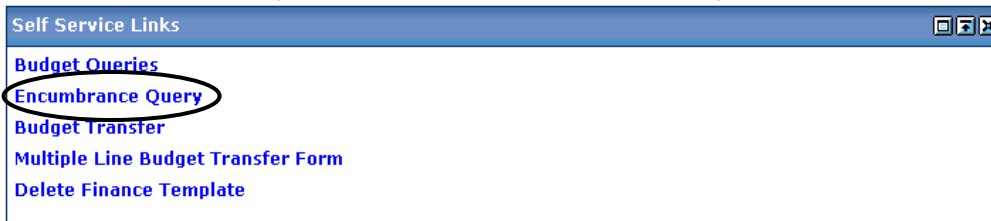
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
1813X	Tsfrs In For Other	(770.00)	(770.00)	0.00	0.00
3333	Other Supplier	81.18	81.18	0.00	0.00

5. Click the Another Query button to run another budget query or the Back to Finance Tab link to return to the finance tab

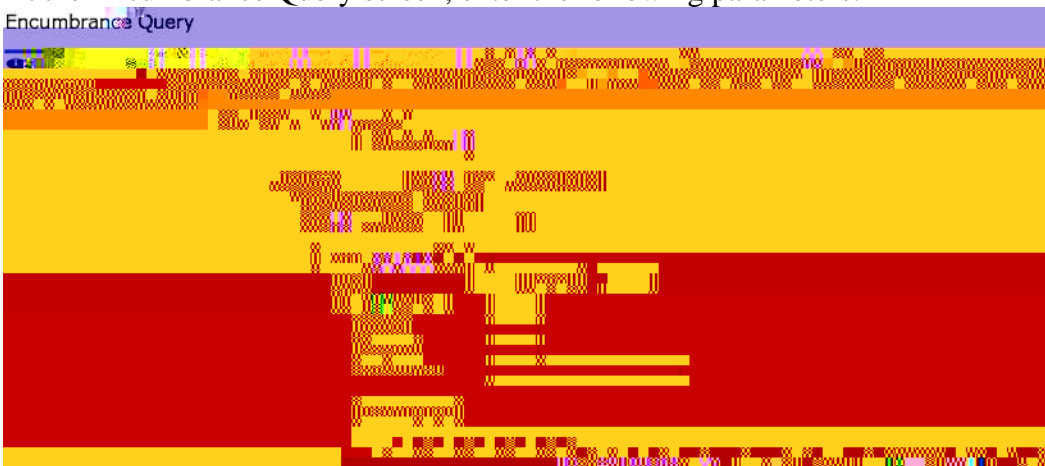
Encumbrance (Purchase Order) Query

The encumbrance query allows users to review information on purchases orders (both open and closed)for their designated fund/organization code combinations.

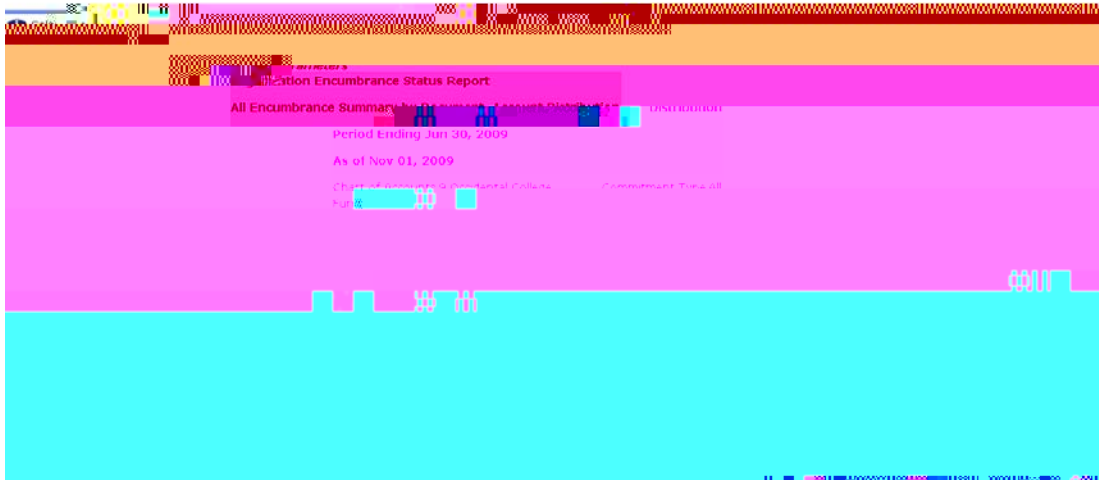
1. From the Finance tab, in the Self Service Links channel, click on the Encumbrance Query link



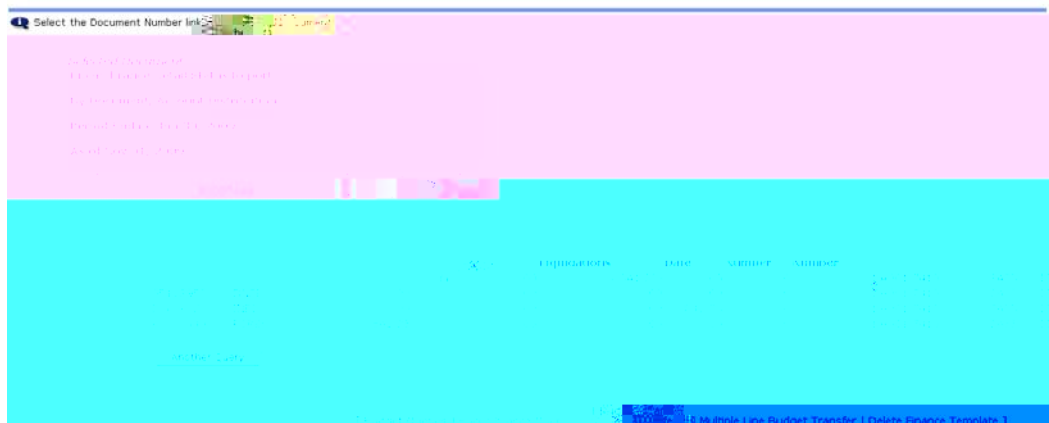
2. At the Encumbrance Query screen, enter the following parameters:



- a. Fiscal Year: use the drop-down menu to select the fiscal year (the current fiscal year will automatically default)
- b. Fiscal Period: use the drop-down menu to select the fiscal period
 - i. The fiscal period relates to each month of the fiscal year:
 1. July – 01
 2. August – 02
 3. September – 03



- a. The Report Parameters section: this section contains the parameters from the query
 - i. The period ending date gives the last date of the fiscal period
 - ii. The as of date is the date the query was run
 - b. The Query Results section: this section contains detailed information for each purchase order including account code, document code (purchase order number), description (purchase order vendor), original commitments (original amount of the purchase order), encumbrance adjustments (adjustments to the purchase order, including cancellation of the purchase order), encumbrance liquidations (any part of the purchase order that was liquidated, including payment), year to date (the total amount paid on the purchase order to date), current commitments (the amount that is outstanding on the purchase order), % used (the percentage of the purchase order that has been liquidated)
4. Click on the document code link to display additional information on the purchase order
- a. The document detail screen will show the activity on the purchase order including payment, cancellations, etc. Click on the document code link to bring up the specific document for that transaction on the purchase order
 - i. Rule Class Code: this field indicates the type of transaction that took place on the purchase order
 1. PORD – purchase order
 2. PCRD – purchase order cancellation
 3. INEI – Accounts Payable invoice
 4. DNEI – Accounts Payable check paid to the vendor (the document code is the check number)





Note: Sequence X refers to the line number of the transfer

§ Budget Transfer Code Lookup:

Below the budget transfer form is the code lookup section which allows the user to lookup account codes, activity codes, fund codes, organization codes, and program codes to use in transfers

1. Select the following:
 - a. Type: use the drop-down menu to select the type of code to lookup
 - b. Code Criteria: enter the code to lookup or leave blank if unknown
 - i. If only a portion of the code is known, place a wildcard (%) for the unknown portion in the field
 - c. Title Criteria: enter the code title to lookup or leave blank if unknown
 - i. If only a portion of the code title is known, place a wildcard (%) for the unknown portion in the field
 - d. Maximum rows to return: use the drop-down menu to select the number of records the query should return
2. Click the Execute Query button – the code lookup results will appear at the top of the transfer screen

Code Lookup

Chart of Accounts Code

Type

Code Criteria

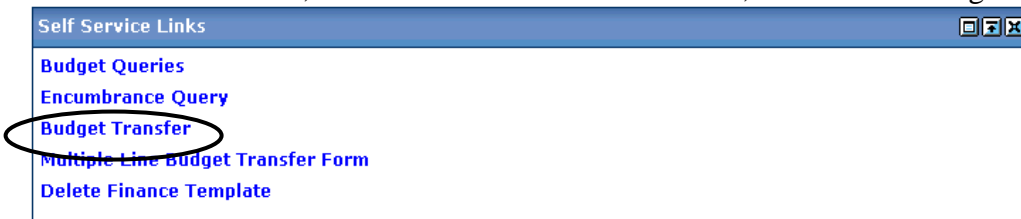
Title Criteria

Code lookup results

Chart 9

Account Code	Title
2310	Services
2310A	Services - Design

1. From the Finance tab, in the Self Service Links channel, click on the Budget Transfer link



2. At the Budget Transfer screen, enter the following information for the transfer:

Budget Transfer

Transaction Date

Journal Type

Transfer Amount

Document Amount 0.00

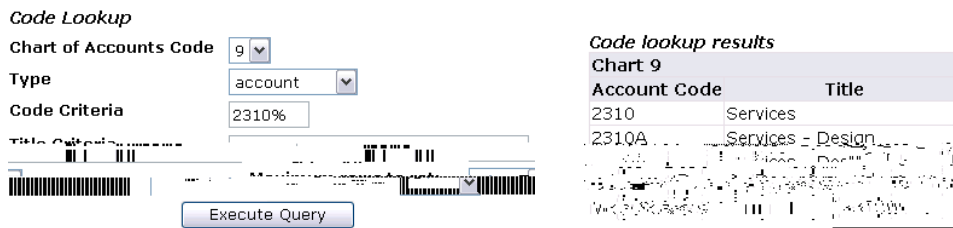
ity	D/C	Chart	Fund	Organization	Account	Program	Activ
-		9					
+							

- a. Transaction Date: the transaction date will automatically default to the current date but can be updated as needed
 - i. The transaction date should coincide with the budget period selected for the transfer
 - ii.

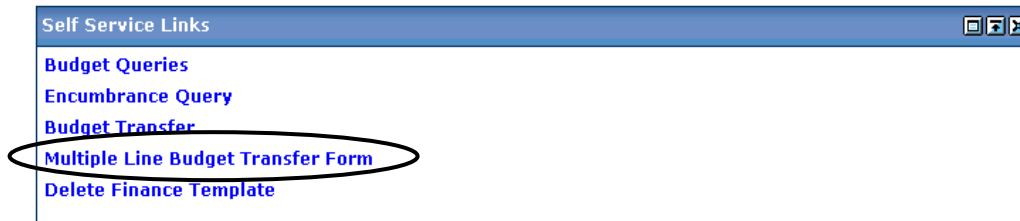
8. February – 08

§ Transfers cannot be made on non-operating funds (a non-operating fund is a fund that does not

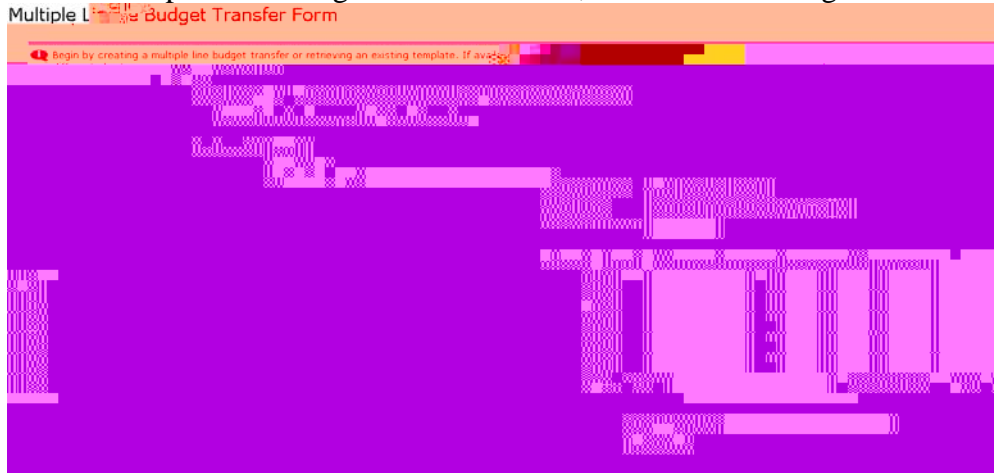
- i. If only a portion of the code is known, place a wildcard (%) for the unknown portion in the field
 - c. Title Criteria: enter the code title to lookup or leave blank if unknown
 - i. If only a portion of the code title is known, place a wildcard (%) for the unknown portion in the field
 - d. Maximum rows to return: use the drop-down menu to select the number of records the query should return
2. Click the Execute Query button – the code lookup results will appear at the top of the transfer screen



1. From the Finance tab, in the Self Service Links channel, click on the Multiple Line Budget Transfer Form link




2. At the Multiple Line Budget Transfer screen, enter the following information for the transfer:



- a. Transaction Date: the transaction date will automatically default to the current date but can be updated as needed
 - i. The transaction date should coincide with the budget period selected for the transfer
 - ii. If posting to a previous budget period, the transaction date must be the last date of the budget period
 - iii. At the fiscal yearend, the transaction date is what ensures that the transfer is posted to the correct fiscal year. All transfers made after June 30th that should apply to the previous fiscal year must have a transaction date of 06/30 and a budget period of 12
- b. Journal Type: the journal type automatically defaults to BD04 (Temporary Budget Adjustment)
- c. Document Amount: this amount is sum total of all amounts in the transfer request

- d. Lines #1 – 5: enter the FOAPAL information for the budget transfers
 - i. Chart: enter 9
 - ii. Fund: enter the fund code
 - iii. Organization: enter the organization code
 - iv. Account: enter the account code
 - v. Program: enter the program code associated with the organization code being used for the transfer
 - 1. A list of program codes by department can be found by clicking the Budget office link in the Finance Information channel on the Finance tab
 - vi. Activity: enter the activity code or leave blank if no activity code is needed
 - vii. Amount: the amount that needs to be transferred
 - viii. D/C (debit/credit indicator): use the drop-down menu to select either a +/-
 - 1. +: to transfer budget to a FOAPAL (increase budget)
 - 2. -: to transfer budget from a FOAPAL (decrease budget)
- e. Description: enter an appropriate description for the transaction
 - i. The description should begin with: Xfr budget per First Name Initial Last Name (Example: Xfr budget per J. Vance)
- f. Budget Period: use the drop-down menu to select the appropriate budget period for the transfer
 - i. The budget period relates to each month of the fiscal year:
 - 1. July – 01
 - 2. August – 02
 - 3. September – 03
 - 4. October – 04
 - 5. November – 05
 - 6. December – 06
 - 7. January – 07
 - 8. February – 08
 - 9. March – 09
 - 10. April – 10
 - 11. May – 11
 - 12. June – 12
 - ii. The budget period should coincide with the transaction date selected for the transfer
 - iii. If posting to a previous budget period, the transaction date should be the last date of the budget period
 - iv. At the fiscal yearend, the transaction date is what ensures that the transfer is posted to the correct fiscal year. All transfers made after June 30th that should apply to the previous fiscal year should have a transaction date of 06/30 and a budget period of 12
- g. Save as Template: this field is for saving the transfer data entered for the transfer to be used again in the future. If this field is left blank, the transfer data will not be saved. If this field is populated with a transfer name, the transfer data will be saved when the Complete button is clicked. The template can then be retrieved in the future by selecting the transfer name from the Use Template drop-down menu and clicking the Retrieve button

Use template 

- h. Click the Complete button to submit the transfer

3. The message below will appear when the transfer has been submitted successfully

 Document T0000168 completed and forwarded to the approval process

Notes: -T***** is the system generated document number and should be noted for the

departmental records as departments are responsible for keeping documentation related

Finance Helpful Hints

- § Fiscal Year: the fiscal year begins on July 1 and ends on June 30 of the next year
 - Current Fiscal Year: 2010 (July 1, 2009 – June 30, 2010)
- § Budget/Fiscal Period: each month within the fiscal year has an associated budget/fiscal period
 - July – Budget/Fiscal Period 01
 - August – Budget/Fiscal Period 02
 - September – Budget/Fiscal Period 03
 - October – Budget/Fiscal Period 04
 - November – Budget/Fiscal Period 05
 - December – Budget/Fiscal Period 06
 - January – Budget/Fiscal Period 07
 - February – Budget/Fiscal Period 08
 - March – Budget/Fiscal Period 09
 - April – Budget/Fiscal Period 10
 - May – Budget/Fiscal Period 11
 - June – Budget/Fiscal Period 12
- § FOAPAL: Occidental's financial software uses a unique accounting string with an acronym of FOAPAL. The FOAPAL is broken into the codes below. The fund and organization code identifies the department, the account code identifies the type of expense, the activity code is requested by a department to further distinguish specific transactions, and the program code is used in creating the financial statements.
 - Fund Code
 - Organization Code
 - Account Code
 - Program Code
 - Activity Code
 - Location Code (not currently in use)
- § Operating Funds: these funds have budgets associated with them
- § Non-Operating Funds: these funds do not have budget associated with them but instead use fund balance. These funds are typically any fund other than A001, A004, A005, A008, A015, A010, A013, A017, A041, A042, A043, A044, A045, or A046.
- § Rule Codes: below is a list of the most commonly used rule codes which designates the type of transaction
 - ASCC/ASCR/ASCS/ASDE/ASLN/ASWT – Alumni Office Gift Transaction
 - BD01 – Budget Office: Permanent Adopted Budget
 - BD02 – Budget Office: Permanent Budget Adjustment
 - BD04 – Budget Office: Temporary Budget Adjustment
 - CHG1 – Student Account Office Transaction
 - CNEI/CNNC/CNNI – Cancelled Accounts Payable Check Transaction
 - DNEI/DNNC/DNNI – Accounts Payable Check Transaction
 - FT01 – Journal Entry (interfund transfer)
 - All transactions beginning with H – Payroll Transactions
 - ICEI/ICNC/ICNI – Cancelled Accounts Payable Invoice Transaction
 - INEI/INNC/INNI – Accounts Payable Invoice Transaction
 - MIS1 – Cashier Office Transaction
 - PCRD – Cancelled Purchase Order Transaction
 - PORD – Purchase Order
 - TAXL – Accounts Payable Tax Transaction