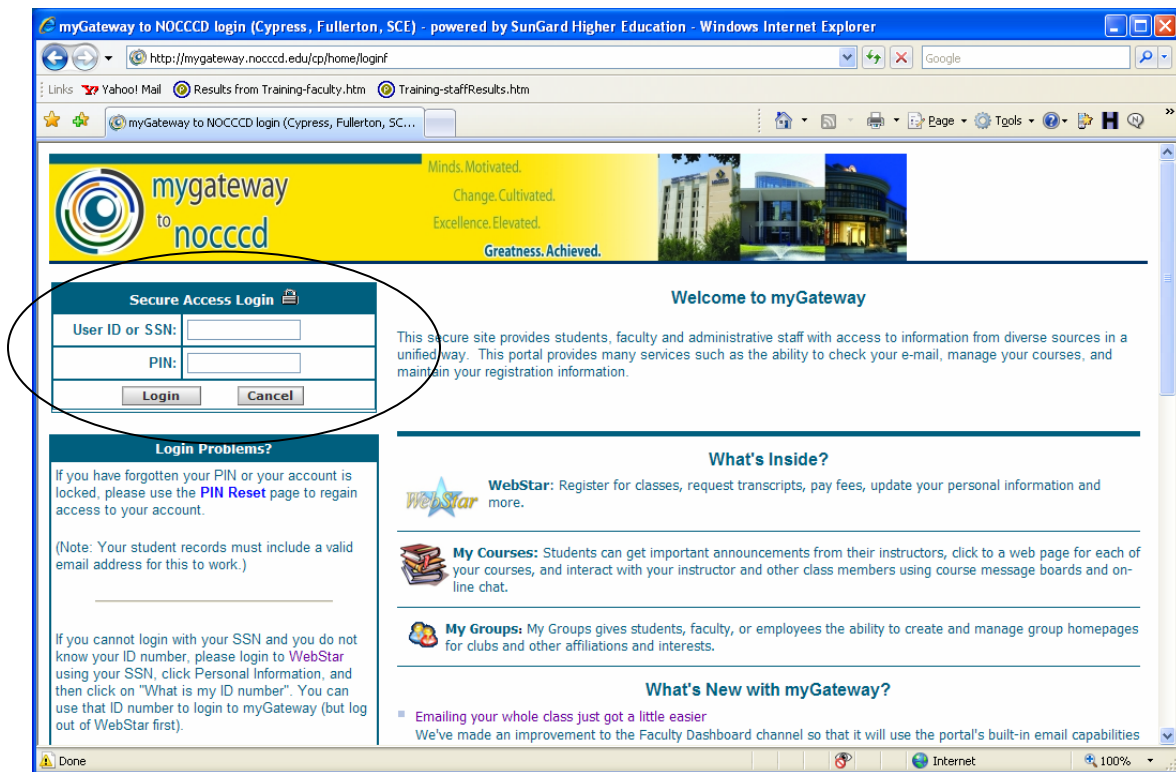


Adding and Configuring the Finance Channels in myGateway 3/6/08

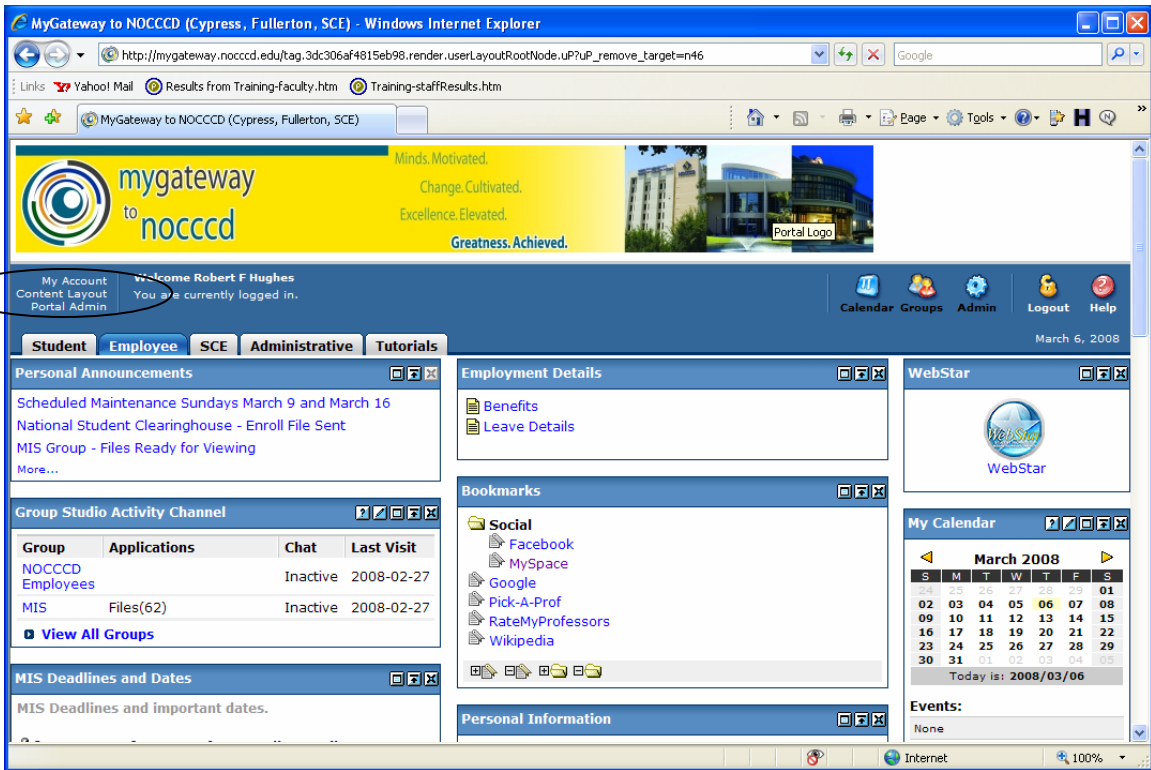
There are 3 new channels for myGateway now available for staff members who monitor and maintain budgets and financial transactions. These channels are called *Finance Channel*, *Financial Advisor*, and *Approval Alerts*. In order to use them, you will need to add them to your myGateway layout.

A: Adding the Finance Channels to your myGateway Layout

Step 1: Log in to myGateway (<http://mygateway.nocccd.edu>). If you have forgotten your PIN, you can click on the PIN Reset link to regain access to your account.



Step 2: Once you have successfully logged in, click on the 'Content Layout' link just below the portal logo.



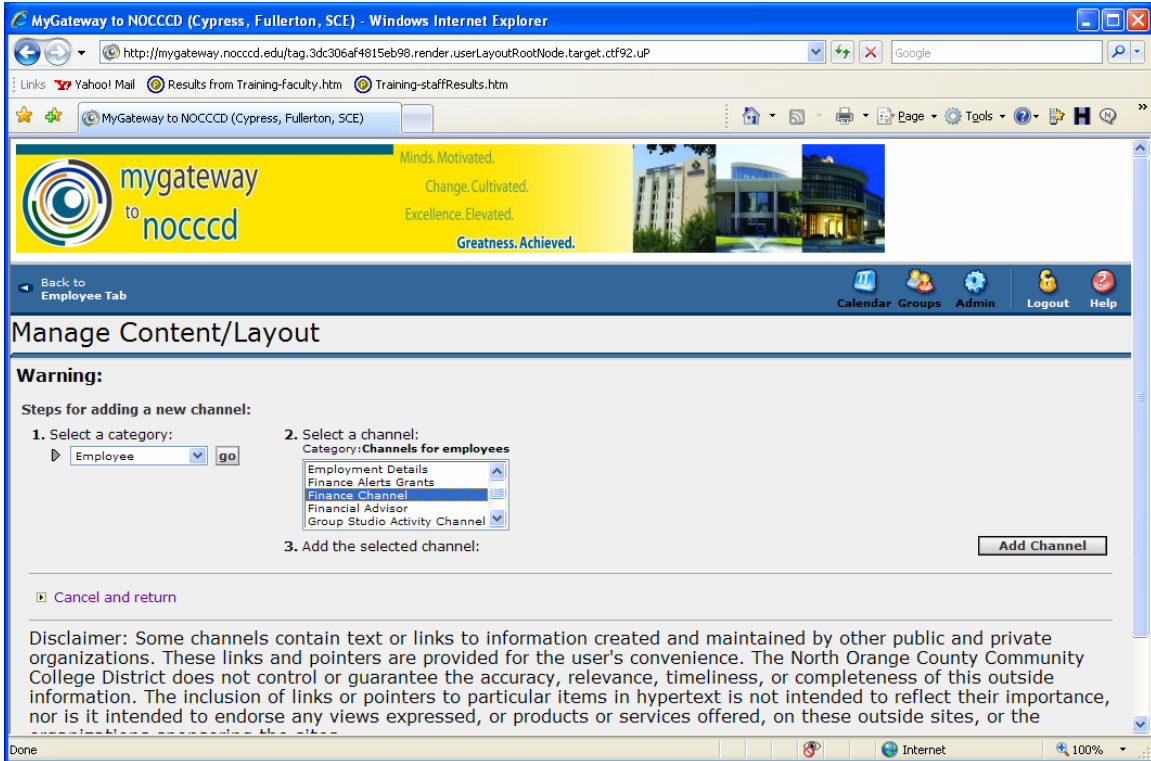
Step 3: Click on the 'tab' where you wish to place the Finance channels. In the example below, we have chosen to place the Finance channels on the 'Employee' tab.



Step 4: Click a 'New Channel' button in the location on the layout where you want the new channel to appear. In this example we will place the new channel at the top of the second column (see above).

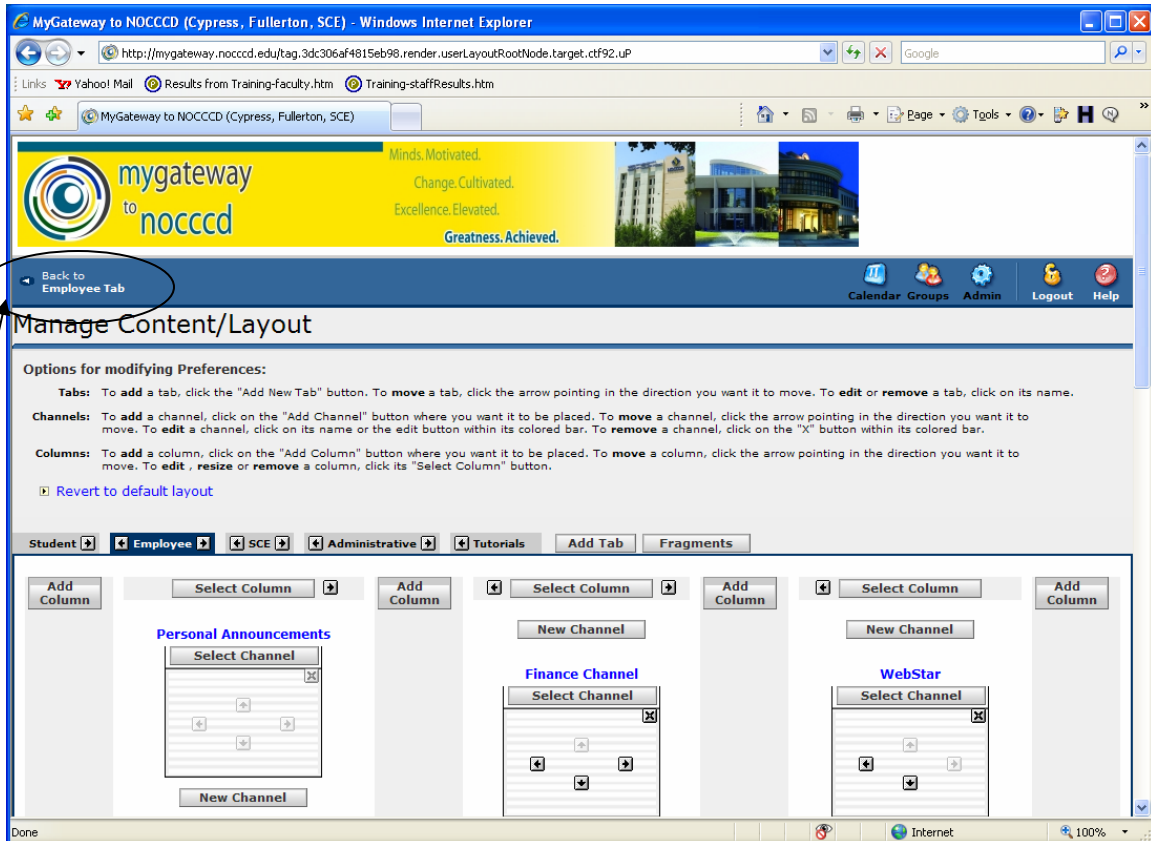


Step 5: Select "Employee" from the category drop-down box, then click 'Go'.



Step 6: Select 'Finance Channel', then click the 'Add Channel' button to add the *Finance Channel* to your layout. Repeat steps 4 – 6 to add the channels for *Financial Advisor* and *Approval Alerts*.

Step 7: Click 'Back to Employee Tab' (in the blue bar below the logo) to return to the myGateway page which should now display your new channels.



B. Configuring the Financial Advisor Channel

Once you have added the Financial Advisor Channel to your layout, you have to tell it which Fund/Org combinations you wish to monitor. You can monitor up to 5 different Fund/Org combinations, which will display in a bar chart the budgeted vs actual figures for the year.

Step 1: Click on the 'Pencil' icon in the upper left corner of the Financial Advisor Channel.

The screenshot shows the MyGateway to NOCCCD web application. The 'Financial Advisor' channel is highlighted with a red circle, and a red arrow points to the 'Pencil' icon in its upper left corner. The interface includes a navigation menu, a 'Finance Channel' with links like 'Create a Requisition', and a 'Financial Advisor' section with a bar chart and a data table.

Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1			0.00	0.00	0.00		
2			0.00	0.00	0.00		
3			0.00	0.00	0.00		
4			0.00	0.00	0.00		
5			0.00	0.00	0.00		

Step 2: Enter the Chart of Accounts (COA), Fund, and Organization (Orgn) codes that you wish to monitor. You can also change the colors of the bars. Click 'Apply' when you are finished.

MyGateway to NOCCCD (Cypress, Fullerton, SCE) - Windows Internet Explorer

http://mygateway.nocccd.edu/tag.3dc306af4815eb98.render.userLayoutRootNode.target.n145.uP

MyGateway to NOCCCD (Cypress, Fullerton, SCE)

Minds. Motivated.
Change. Cultivated.
Excellence. Elevated.
Greatness. Achieved.

Welcome Robert F Hughes
You are currently logged in.

Calendar Groups Admin Logout Help

March 6, 2008

Student Employee SCE Administrative Tutorials

Personal Announcements

Scheduled Maintenance Sundays March 9 and March 16
National Student Clearinghouse - Enroll File Sent
MIS Group - Files Ready for Viewing
More...

Finance Channel

Create a Requisition
Check Available Balance
View Document

WebStar

Group Studio Activity Channel

Group	Applications	Chat	Last Visit
NOCCCD Employees		Inactive	2008-02-27
MIS	Files(62)	Inactive	2008-02-27

View All Groups

MIS Deadlines and Dates

MIS Deadlines and important dates.

- [03-05-2008] NSLC 2 of 5 - Enrollment File DUE (200720)
Financial Aid - Please Run SFRTMST. This is the 2nd of 5 files to be sent throughout the Term.
- [03-31-2008] State Franchise Tax Board 1099 - DUE
This 1099 file needs to be sent via e-file for previous Annual

Financial Advisor

Preferences

Adjusted Budget Color: Blue

YTD Activity / Commitments Color: Yellow

Set	COA	Fund	Orgn
1	1	11200	1700
2	1	11100	1875
3	1	11100	1700
4			
5			

Back Reset Apply

My Calendar

March 2008

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

Today is: 2008/03/06

Events:
None

Invitations:
None

Step 3: Click 'Back' to see your results.

The screenshot shows the MyGateway to NOCCCD web application. The interface includes a header with the NOCCCD logo and tagline, a navigation bar with tabs for Student, Employee, SCE, Administrative, and Tutorials, and a main content area with several panels. The Financial Advisor panel features a bar chart and a table with the following data:

Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	11200	1700	1,072,680	777,118	295,562	72.45	27.55
2	11100	1875	81,938	16,513	65,425	20.15	79.85
3	11100	1700	133,493	114,358	19,135	85.67	14.33
4			0	0	0		
5			0	0	0		

Following is a brief summary of each new channel:

Financial Advisor – monitor budget vs activity/commitments on up to 5 fund/org combinations in a bar chart. Clicking on the 'legend' brings you to a budget query screen where you can bring up the details

Finance Channel – create a requisition; create a new query or retrieve a saved query by FOAPAL, Org, Grant, Fund Type or Account Type; display the details and status of a specific document (RQ, PO, Journal Entry)

Approval Alerts – shows you the number of documents that are awaiting your approval in the queue; you can drill down to the entire document details on a single page and either approve or disapprove the document with just a few mouse clicks