

mygateway

Finance Channels on the Portal

The screenshot shows a web browser window titled "myNOC.CCD Login - powered by SunGard Higher Education - Microsoft Internet Explorer". The browser's address bar shows the URL "http://ncccd.edu/portal/". The page features a yellow header with the "mygateway" logo and the tagline "Minds. Motivated. Change. Cultivated. Experience. Elevated. Greatness. Achieved.".

Below the header, there is a "Secure Access Login" section with fields for "User Name:" and "Password:", and "Login" and "Cancel" buttons. A link for "Having problems logging in? Click here." is provided below the login fields.

To the right of the login section, a "Welcome to My SunGard University." message is displayed, followed by a brief description of the portal's purpose. Below this, a "What's Inside?" section lists several features:

- E-mail: Send and receive e-mail, and create your own personal address book.
- Calendar: View and manage your personal calendar and class schedule.
- Groups: Create, manage and join groups to meet face-to-face, Web 2.0, and more.

The page also includes a "How do I get a user name and password?" section with a "CLICK HERE" link, and a "Make this my homepage" section with a "CLICK HERE" link. At the bottom of the page, there is a copyright notice: "Copyright © 2008 SunGard Higher Education. All rights reserved." and a logo for "NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT".

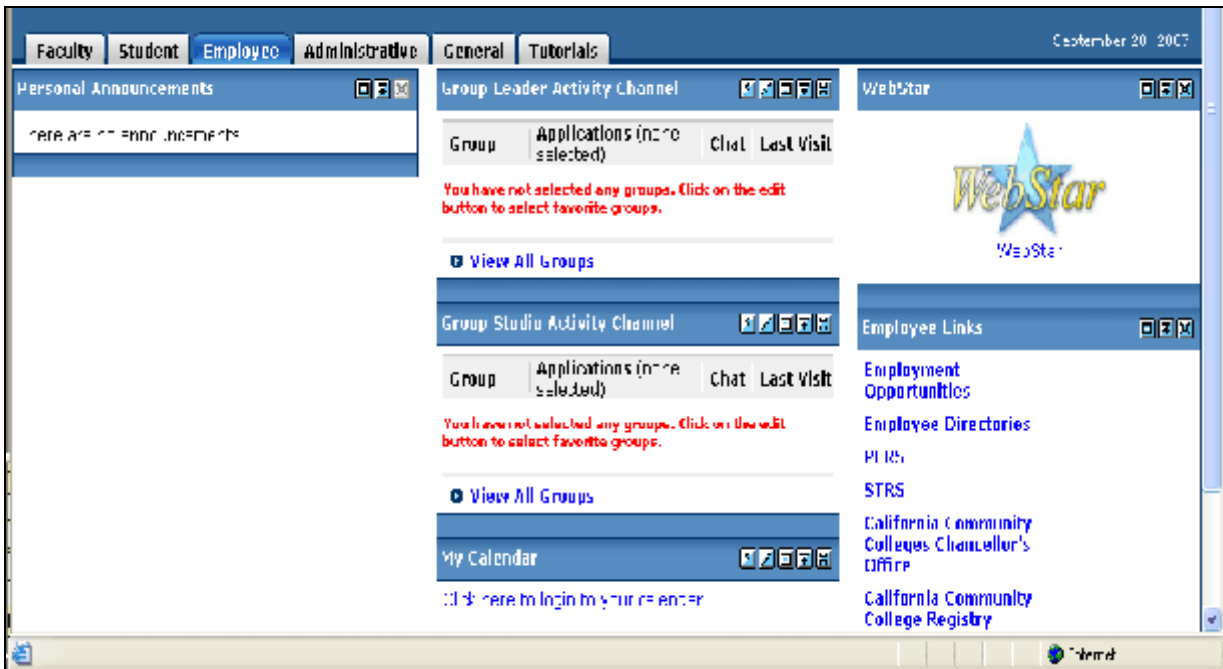
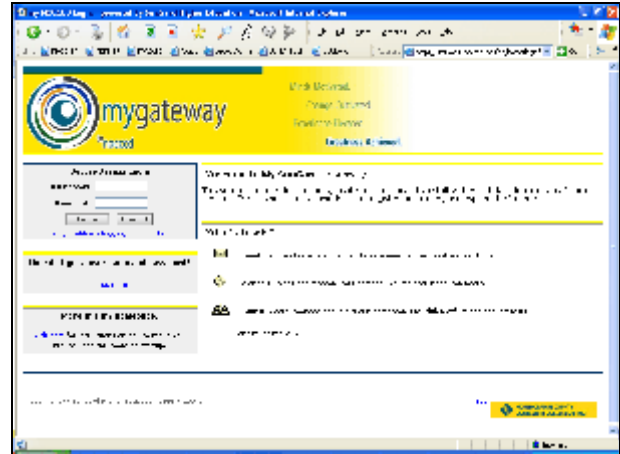
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Signing In To Mygateway

Website: <http://mygateway.nocccd.edu>

- Sign in to mygateway portal using your **Banner ID number** (beginning with the @). The password is your **webstar pin number**.
- The default Webstar pin number is your birthday: MMDDYY
- If you do not know your Banner number, there are a few things you can do to find it out:
 - If you have an identification badge, the number is usually on there.
 - If you log into Webstar and click on “What is my ID number.”
 - Your check stub has the Banner number on it as well as your time sheet.
 - You can always ask someone in your department with Banner access to look up your number.



Tabs and Channels

After you sign in you will be taken to the “home page.” On the home page, you see that you have multiple “pages” or **tabs**. The tabs you have will depend on how you’re coded in Banner. Notice that each page (or tab) is organized in columns with different “**channels**” in each column.

Tabs

The first tab listed is your “landing page” - or the tab that will be displayed when you first sign into mygateway. You can select a different tab to be the “landing page” or default tab. You can also change the order of the tabs.



Channels

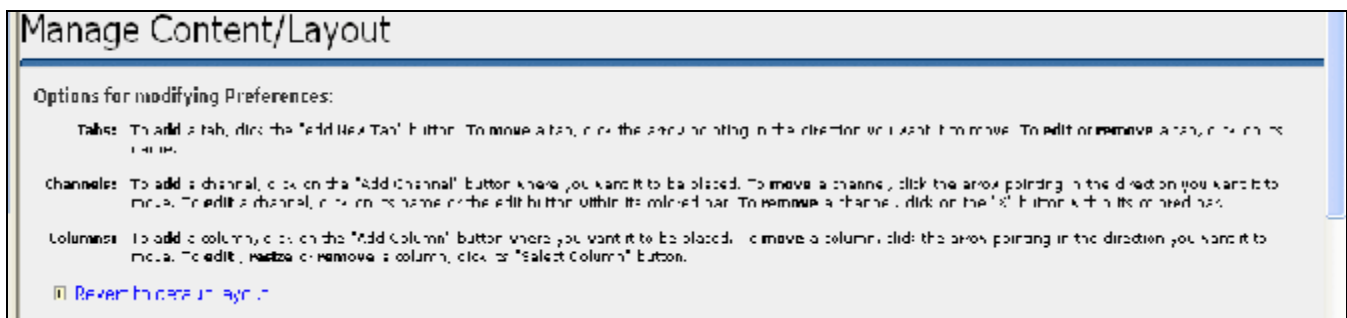
A **channel** is a box with specific information. You can customize your pages to display the channels you want, where they are placed, etc.

- Some Channels are FIXED, meaning you cannot remove them, such as the PERSONAL Announcements. Notice how the “X” is greyed out?
- Other Channels can be removed or added as you wish.

Content Layout

Using Content Layout, you can not only add and remove channels, but add tabs, add and remove columns, change the location of channels, etc. You can customize it to work for you!

- Click on the CONTENT LAYOUT in the upper left corner. This takes you to “Manage Content/Layout”.
- Notice the information at the top of the screen. It tells you your options for modifying tabs, channels, and columns.



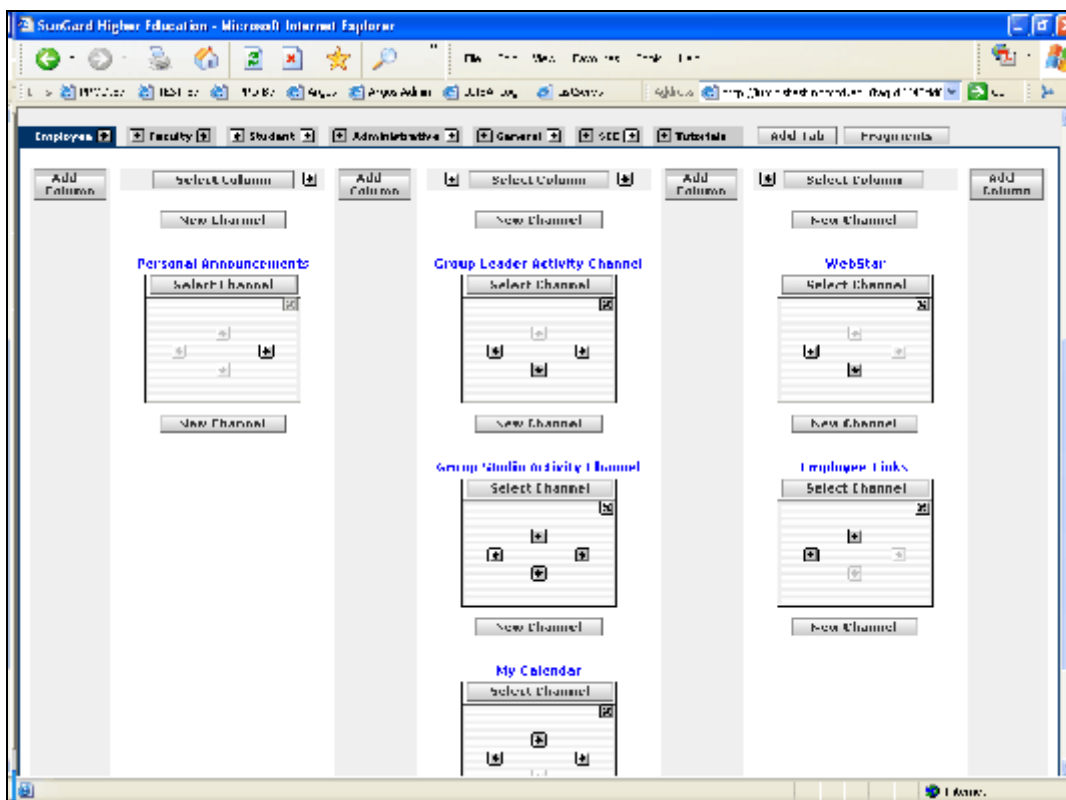
Customizing Tabs

- If you want to rearrange the order of the tabs, go into Content Layout and click on the little arrows moving the tab either to the left or right. Each time you click on an arrow it will move the tab one position.

- If you want a specific tab to be the default tab, first click on the tab and then click on “Make this the default “Active Tab””.
- You can *add* tabs if you desire. Normally, you’d most likely add your finance channels to the Employee tab. But you can, if you wish, add a tab for just your finance channels.

Customizing Columns/Channels

- Below the tabs I can see the content layout of whatever tab is highlighted. It shows me the columns and channels.
- Generally, you will not want more than 3 columns. Having more than 3 will result in the columns being “squished” together on the screen.
- Moving a column is just like moving a tab. To move a column, just click on the arrow to move it right or left one position.
- Within the columns you can see the channel layout.



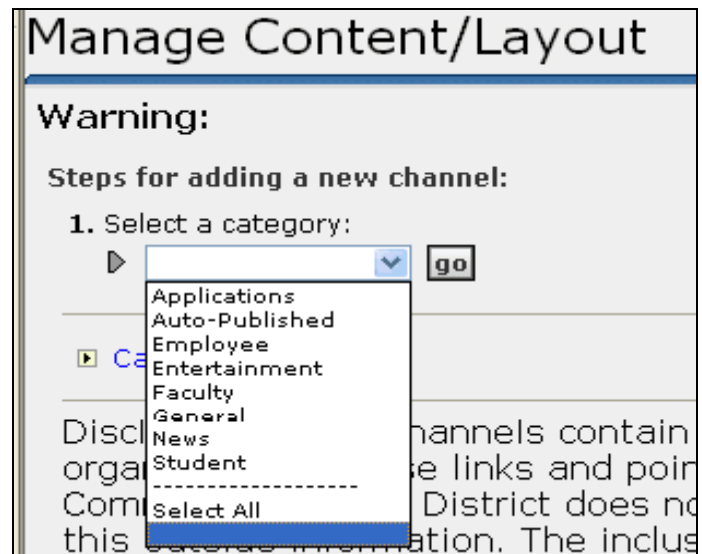
Removing a Channel

To remove a channel, just click on the “X” in the upper right hand corner of the channel. This will remove the channel permanently from that page. You can do this either directly on the channel itself, or from the content layout page.

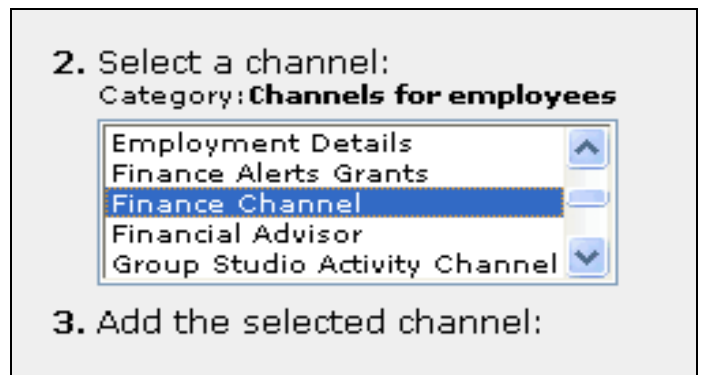
Adding a Channel

To add a channel you have to be in the content layout.

- Click on “Content Layout” in the upper left corner (under the mygateway logo).
- Click on the tab that you wish to add a channel to. It will be “highlighted” after you click on it.
- Click on the “NEW CHANNEL” button where you want your new channel to be placed.



- **SELECT CATEGORY:** If you are not sure what category to select, you can select all to see an alphabetical listing of all available channels. *(The finance channels are located in the **employee** category.)*
- Click on GO.
- The channels available under the employee category will display. There are three (3) finance channels: **Approval Alerts, Finance Channel and Financial Advisor.**
- Select one of the finance channels.
- Click on Add Channel.
- Repeat this for the other two finance channels.
- Once done, click on BACK TO xxx TAB... not the back button!



Brief Summary of Finance Channels

Below is a brief summary of the Finance Channels:

- **Financial Advisor:** You can easily 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 drill down for more details.
- **Finance Channel:** You can create simple requisitions, create new queries, retrieve saved queries, and view the details and status of various documents.
- **Approval Alerts:** This channel will show an approver the number of documents that are waiting for their approval. The approver can easily drill down to see document and accounting

details, and either approve or disapprove the document.

The Financial Advisor Channel

Once the Financial Advisor channel has been added, you will need to tell it what Fund/Org combinations you wish to monitor. You can monitor up to 5 Fund/Org combinations. Once edited, it will display a bar chart with the budgeted and actual totals for the year.

Editing the Channel

- To edit the Financial Advisor, click on the first icon (a little pencil) in the upper right corner of the channel.
- It is here that you can set your preferences. Add up to 5 Chart of Accounts (COA), the Fund and Orgs. You can even select the colors of the bars.
- Click on Apply.
- Click on Back. This will take you back to the Financial Advisor channel showing the Fund/Orgs you just added.

Financial Advisor

Preferences

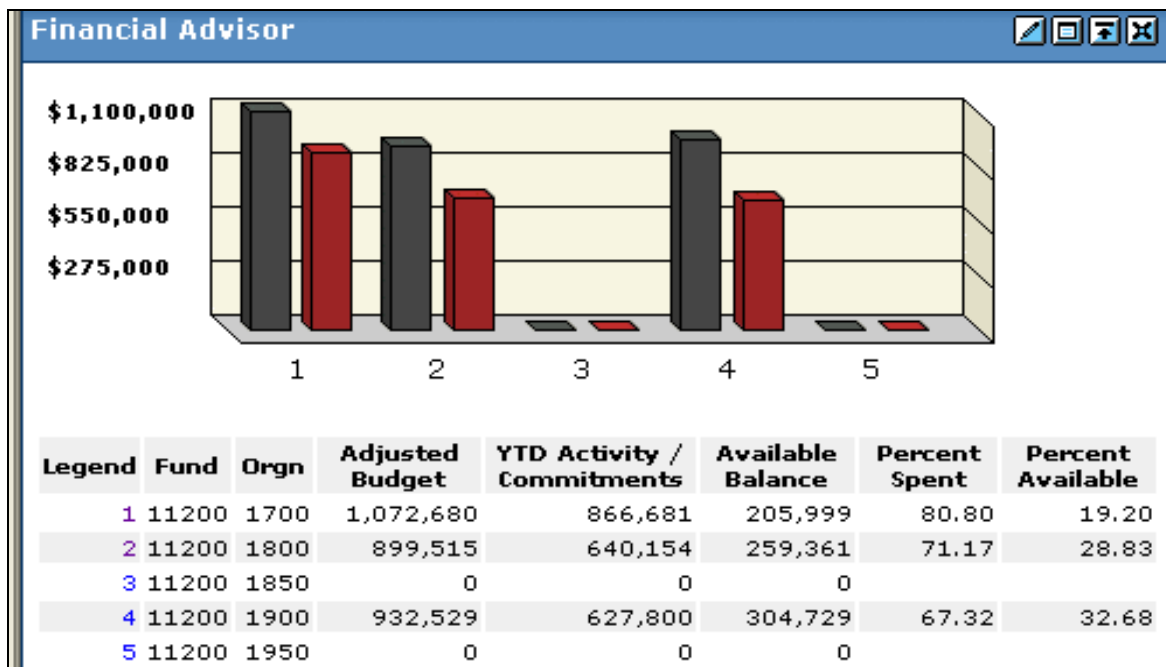
Adjusted Budget Color: Black v

YTD Activity / Commitments Color: Red v

Set	COA	Fund	Orgn
1	<input type="text" value="1"/>	<input type="text" value="11200"/>	<input type="text" value="1700"/>
2	<input type="text" value="1"/>	<input type="text" value="11200"/>	<input type="text" value="1800"/>
3	<input type="text" value="1"/>	<input type="text" value="11200"/>	<input type="text" value="1850"/>
4	<input type="text" value="1"/>	<input type="text" value="11200"/>	<input type="text" value="1900"/>
5	<input type="text" value="1"/>	<input type="text" value="11200"/>	<input type="text" value="1950"/>

← Back
 ↻ Reset
 📄 Apply

Your Financial Advisor Channel should look something like this:



At a glance, you can see your organization's Adjusted Budget, the Activity and Commitments, and the Available Balance. This is the same information that you would find on the Banner screen FGIBDST or FGIBSUM.

Getting More Information

This is all good information, but maybe you need *detailed* information. Notice that the legend # is blue. It is actually a link! Using this link you can drill down into your organization's budget. You can see various accounts, and if needed, you can drill down farther to see RQs, POs, Journal Vouchers and even Invoices!

When you click on the "1" you are taken to a screen that looks like:

- The Chart of Accounts defaults to "1"
- If you want to compare this Fiscal Year to another Fiscal Year, you can do that.

- The Fund and Organization is filled in for you.
- If you leave the Account blank, you will get information about all accounts.
- If you enter an account number, you will get information about that account specifically.
- Notice that the Fiscal Period defaults to a blank field. You will want to change the Fiscal Period to "12" to see all information for this fiscal year.

Fiscal year:	2003	Fiscal period:	
Comparison Fiscal year:	2003	Comparison Fiscal period:	12
Commitment Type:	All		
Chart of Accounts	1		
Fund	11200	Activity	
Organization	1830	Location	
		Fund Type	
Account		Account Type	
Program			
<input type="checkbox"/> Include Revenue Accounts			
Save Query as: <input type="text"/>			
<input type="checkbox"/> Shared			
<input type="button" value="Submit Query"/>			

- Do not click on "Include Revenue Accounts."
- If desired, you can save the query parameters, name the query, so that you can easily run it again and again. This is a particularly nice feature for those people that may track several different org's. To save a query, just type in a name for the query.

If you do not place a check mark in "Shared" the query is saved to you personally. If you check mark "Shared" anyone will be able to access the saved query.

- Click on Submit Query.

The query runs and brings back the following results:

The screenshot shows a web browser window titled "MyGateway to NOCCCD (Cypress, Fullerton, SCE) - Microsoft Internet Explorer". The address bar shows a URL starting with "http://mygateway.nocccd.edu/...". The page header includes "mygateway to nocccd" and navigation links for "Calendar", "Groups", "Admin", "Logout", and "Help". The main content is a table with columns for account type, title, adjusted budget, YTD activity, and available balance. The table includes rows for various accounts such as "State Unemployment Insurance", "Workers' Compensation", "Retiree Benefits", "Other Benefits", "Software", "Book, Magazines, & Periodicals", "Non-Instructional Supplies, Material", "Computer-Related Supplies", and "Contracted Services (Computer-Relat". A "Screen Total" row and a "Report Total (of all records)" row are also present.

Account Type	Title	Adjusted Budget	YTD Activity	Available Balance
0500	State Unemployment Insurance	1,727,000	1,357,791	369,209
0500	Workers' Compensation	5,127,000	4,127,791	1,000,000
0500	Retiree Benefits	3,447,000	4,700,000	(1,253,000)
0500	Other Benefits	11,439,000	11,438,791	200,000
41000	Software	2,755,000	2,450,000	305,000
42000	Book, Magazines, & Periodicals	200,000	75,000	125,000
44110	Non-Instructional Supplies, Material	2,350,000	(2,350,000)	0
44500	Computer-Related Supplies	4,000,000	2,383,791	1,616,209
51000	Contracted Services (Computer-Relat	122,250,000	90,040,411	32,209,589
Screen Total		300,710,000	447,025,491	26,024,609
Running Total		581,271,000	447,025,491	134,245,509
Report Total (of all records)		1,072,530,000	805,429,671	267,100,329

- You will see a list of accounts, adjusted budget, YTD as well as the available balance.
- This information is the same as what you would see on FGIBDST or FGIBDSR.

The screenshot shows the Oracle Developer Forms interface for a query titled "Driver Labor Budget Status FGIBDST 7.2 (F700)". The interface includes a toolbar, a query execution area, and a table of results. The table has columns for Account Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The results show data for various accounts, including "State Unemployment Insur", "Workers' Compensation", "Other Benefits", "Software", "Books, Magazines, & Period", "Non-Instructional Supplies", "Computer-Related Supplies", "Contracted Services (Comp", "Dues & Membership", and "Equipment Repairs". A "Net Total" row is also present.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
05000	L State Unemployment Insur	1,727,000	1,357,791	0	369,209
05000	L Workers' Compensation	5,127,000	4,127,791	0	1,000,000
05000	E Other Benefits	3,447,000	4,700,000	1,253,000	2,194,000
05000	E Other Benefits	11,439,000	11,438,791	0	2,000,000
41000	F Software	2,755,000	2,450,000	0	305,000
42000	E Books, Magazines, & Period	200,000	75,000	0	125,000
44110	E Non-Instructional Supplies	2,350,000	2,350,000	2,350,000	0
44500	E Computer-Related Supplies	4,000,000	2,383,791	1,616,209	2,383,791
51000	F Contracted Services (Comp	122,250,000	90,040,411	0	32,209,589
52000	L Dues & Membership	200,000	75,000	0	125,000
52000	F Equipment Repairs	4,150,000	174,000	0	3,976,000
	Net Total:	1,072,680,000	805,429,671	3,969,209	267,100,329

Again, this is all good information. But you want more information than what is provided. Click on the YTD information for the account you want to see detailed information for (in mygateway). This will show you a detailed list of items (journal, vouchers and invoices) against the account. If you need more information about one of them, just click on the link.

As of Apr 08, 2008					
Chart of Accounts:	1 North Orange County COO	Commitment Type:	All		
Func:	11200 Current Year	Program:	All		
Organization:	1700 Information Services Office	Activity:	All		
Account:	44110 Office/Travel/Supplies, Material	Location:	All		

Transaction Date	Activity Date	Document Code	Yearly/Transaction Description	Amount	Rule Class Code
Feb 11, 2008	Feb 13, 2008	10020403	Transfer charges for new phone	(577.45)	TRAN
Oct 12, 2007	Oct 25, 2007	00020101	Transfer Post Charges (10 Lines)	(4,535.00)	TRAN
Apr 04, 2008	Apr 07, 2008	0259821	Office Depot	95.50	INEI
Mar 21, 2008	Mar 21, 2008	1054468	Office Depot	104.26	INEI
Mar 17, 2008	Mar 17, 2008	0250757	Yosemite Waters	37.40	INEI
Feb 27, 2008	Feb 27, 2008	0254454	Cryst Electronics	21.09	INEI
Feb 27, 2008	Feb 27, 2008	0254471	Office Depot	104.26	INEI
Feb 27, 2008	Feb 27, 2008	1054468	Office Depot	104.26	INEI
Feb 27, 2008	Feb 27, 2008	0254435	Yosemite Waters	47.20	INEI
Feb 26, 2008	Feb 26, 2008	0254445	Pulley, Malcolm W.	15.40	INEI
Jan 29, 2008	Jan 29, 2008	0250758	Cryst Electronics	18.26	INEI
Jan 29, 2008	Jan 29, 2008	0250753	Yosemite Waters	11.70	INEI
Jan 03, 2008	Jan 03, 2008	0240036	Cryst Electronics	34.90	INEI
Jan 03, 2008	Jan 03, 2008	0240026	Office Depot	203.50	INEI
Jan 18, 2008	Jan 18, 2008	1054467	Office Depot	25.77	INEI

When I clicked on the link for the Office Depot invoice (# 10254468), I see information about, and related to, that one particular invoice:

Select Document								
Detail Transaction Report								
Document Type:	Invoice	Commitment Type:	All					
Document Code:	10254468	Description:	Office Depu.					
Transaction Date:	1/18/2008							

Accounting Information								
Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
1	11200	1700	44110	6780			104.26	INEI

Save Query as:

Shared

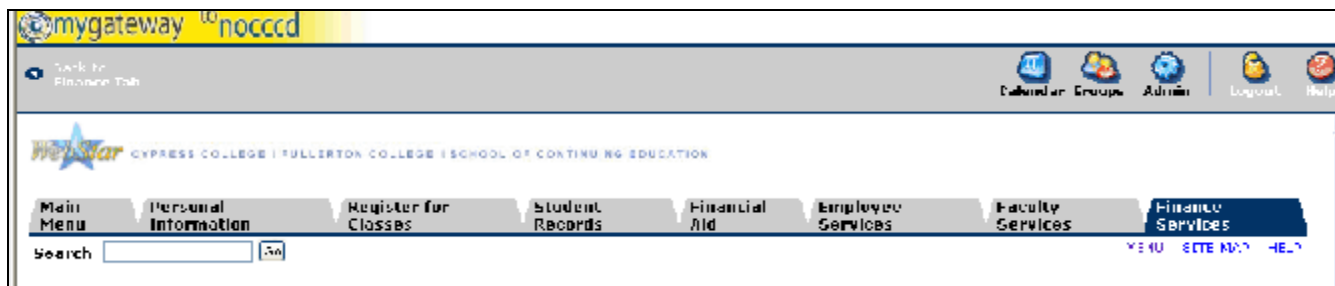
Another Query:

Related Documents			
Transaction Date	Document Type	Document Code	Status Indicator
Ju 02 2007	Requisition	0036545	Approved
Mar 11, 2008	Check/Dish/Remittance	10297415	
Ju 02 2007	Purchase Order	0049545	Approved

HINT: Be aware of the scroll bar! When you see space below the button in the scroll bar, there is more information than appears on the screen... scroll down!

When you scroll down, there are links to the actual invoice, the RQ and the PO for that item! Click on any of the links to see more information! Click on the RQ number to be taken to the RQ! An advantage to viewing an RQ via mygateway is that you will see everything on one screen: dates, items, cost, text, the PO it was turned into as well as any invoices created against it! When viewing the same information in Banner, you will need to Next Block through several screens and in some cases, use multiple forms!

Finance Services



Please notice that when you click on the number (1-5) on the Financial Advisor Channel, you are actually going into Webstar's Finance Services tab. This is also known as "Finance Self-Serve."

You can of course, fill in and submit the query. However, there are other options available to you.

- If you look at the bottom of the screen, there is a list of options.
- If you click on the tab named "Finance Services" you will see the same options. All of the things you can do in mygateway finance channels are listed in the options.



Budget Queries

When you run a query, you are given the option of saving the parameters. If you have saved a query, this is where you will go to retrieve it.

Requisitions

You can easily enter a *simple* Purchase Requisition from the portal. Even though it seems easier to enter a RQ this way, there are a few things that you need to be aware of:

- You cannot save or leave an RQ or leave it "In Process". Once the document is started, it must

be completed or all information will be lost.

- You can not use Commodity Level Accounting.
- You can only enter up to 5 items. If you need to enter more than 5 items, you will need to create the RQ in Banner using FPAREQN.
- You can only have up to 5 different budget numbers.

The screenshot shows a Request for Quote (RQ) form with the following fields and values:

- Transaction Date: 10 / OCT / 2008
- Delivery Date: 10 / OCT / 2008
- Vendor ID: 00000887
- Address Type: BL, Address Sequence: 1
- Vendor Contact: Jimmy Beckman, A/P
- Requestor Name: Erin M Riddle
- Requestor E-mail: eriddle@procc.edu
- Phone Area: 7-4, Phone: 803-370, Ext:
- FAX Area: 7-4, FAX Number: 803-375, FAX Ext:
- Chart of Accounts: 1, Organization:
- Currency Code: None, Discount Code: None, Tax Group: None
- Ship Code: 000001, Attention To: Erin M Riddle
- Comments:
- Document Text: (button)

Item	Commodity Code	Commodity Description	U/M	Tax Group	Quantity	Unit Price	Discount	Amount	Additional	Amount
1	390	paper	None	None	10	8.15				
2	3110	shredder	None	None	1	50.40				
3	3110	pens	None	None	10	5.17				
4			None	None						
5			None	None						

- You can look up vendors, org codes, account codes, etc., through the **Code Lookup** at the bottom of the screen. However, it does not fill the information in for you. You will need to either copy and paste, or type in the information into the correct field.
- Entering in **Item Text** has never been easier! Click on the item's number (1,2,3,4, or 5). You are taken to a screen where you can type the item text into a box. The best news: it will word wrap!
- **Document Text** is just as easy! Just click on the button labeled "Document Text" in the top portion of the RQ. You are again, taken to a box where you can enter in text. It will also word wrap!

The screenshot shows the Code Lookup interface with the following elements:

- Search criteria list: account, activity, address type, buyer, chart, commodity, currency, discount, func, index, location, organization, program, ship, tax group, unit of measure, vendor.
- Save as Template:
- Shared:
- Buttons: Validate, Complete
- Code Lookup:
- Chart of Accounts Code:
- Type: account (dropdown)
- Code Criteria:
- Title Criteria:
- Maximum rows to return: 10 (dropdown)
- Execute Query: (button)

- When you put in your items, the cost is not calculated until you click on the “Commodity Validate” button.
- The account numbers do not automatically fill in for you. In Banner the Chart, Orgn and Program are automatically filled in for you. In mygateway, you will need to fill in the entire budget string.

- When entering in the FOAPAL (budget string) you have the option of entering in actual dollars or entering in a percentage.

The screenshot shows the 'Commodity Validate' interface. At the top, there is a 'Commodity Validate' button. Below it is a section titled 'Calculated Commodity Amounts' with a table:

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1	191.00			14.80	205.80
2					
3					
4					
5					
Total	191.00	0.00	0.00	14.80	205.80

Below this table are radio buttons for 'Dollars' (selected) and 'Percents'. Underneath is a table for budget strings:

Seq#	Chart	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	1	11200	1700	4110	6780			100 1
2	1	11200	1700	4110	6780			100 4
3								
4								
5								

At the bottom of the form, there are buttons for 'Save as Template', 'Shared', 'Validate', and 'Complete'.

- Click on the one you want (dollars or percents).
- Enter in the budget number.
- In the accounting column you will need to enter in either the percentage of money being charged to that budget number, or the exact amount being charged to that budget number. You can see in the same above I have 2 budget numbers and have split the cost between the 2 budget numbers. I have given the exact cost to be applied to each budget number.
- Once everything is entered you will need to click on Validate (below “Save as Template”). This is validate that everything is in there correctly. If something is wrong, you will see error messages at the top explaining what is wrong.

Approve Documents

You can easily approve (or reject) RQs via mygateway.

If you have requisitions or journal vouchers to approve, it will be listed in the Approval Alerts channel.

- Click on “Next Approver” you will see a list of everything you are a next approver for (see below).

Approval Alerts	
Requisition:	18
Journal Document:	11
Total:	29
<hr/>	
Next Approver All Documents	

Next Approver	Type	\BF Charge Seq#	Eub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ			SCOTTER	872.55	DCC	RC063345	History	Approve	Disapprove
Y	REQ			BEVERLYBRINGTON	19,130.00	DCC	RC063485	History	Approve	Disapprove
Y	REQ			SPALLINE	5,741.00	DCC	RC063474	History	Approve	Disapprove
Y	REQ			MBARAK	72,456.02	DCC	RC063932	History	Approve	Disapprove
Y	REQ			TSANTANA	2,509.25	DCC	RC064170	History	Approve	Disapprove

- To see the RQ, all you have to do is click on the RQ number. This takes you to the RQ where you can see all items, all text, and all budget numbers - all on one page! All of this information is in Banner (FPIREQN), but you would need to go through several blocks to see all of the same information.
- Once you have looked at the RQ, you can click on the back button and either approve or disapprove it.
- You can also see **Approval History** by clicking on the History link.

What is really nice with the Approval History is you can see who *still* needs to approve the RQ or JV as well as who has *already* approved (or rejected) it.

- Not an Approver?** No problem! Click on view document. Then click on the **Finance Services** tab.
- Click on **Approve Documents**.

Approvals required			
Queue	Description	Level	Approver#
ACCT	AC ACCOUNTING	1	
			April Murray
			Joy Hwee
			Rod Garcia
SMHR	SM, HUMAN RESOURCES - COMPUTERS	2	
			Deborah R. Ludford

Approvals recorded			
Queue	Level	Date	User
SMHR	1	Apr 01, 2003	David L Howard
SMHR	2	Apr 01, 2003	Deborah R. Ludford
DENY	0	Apr 01, 2003	Rod Garcia
DENY	1	Apr 02, 2003	Sandra Carter
SMHR	1	Apr 02, 2003	David L Howard
SMHR	2	Apr 03, 2003	Deborah R. Ludford
DENY	0	Apr 03, 2003	Rod Garcia
DENY	1	Apr 03, 2003	Sandra Carter
SMHR	1	Apr 03, 2003	David L Howard
DENY	1	Apr 03, 2003	Sandra Carter

- Change the (Banner) user ID to the approver you want to look up, ex: RODGARCIA. Submit query. You will see all the documents that Rod Garcia needs to approve.
- If you need to see the approvals for a specific document, just click on View Document and enter in the document number. Click on Approval history to see who has yet to approve it as well as who has already approved it.

Budget Transfers

Budget Transfers and Journal Vouchers are so easy in mygateway! As with the Requisitions, there are some limitations.

- Journal Type: You can only do a Budget Transfer (**BDTR**). Only accounting staff have access to do BD01, BD02, and BD04 transfers.
- The Budget Transfer defaults to 2 lines. If you need more, you can click on “Multiple Line Budget Transfer” at the bottom of the screen.
- A **Multiple Line Budget Transfer** is limited to 5 lines.
- Everything is all on one page.

View Document

Using “View Document” you can easily display the details of various kinds of documents, including requisitions, stores requisitions, purchase orders, and journal vouchers.

- Choose the type of document you want to look up by clicking on the down arrow and selecting a choice.

- Enter in the document number and click on View Document.
- One advantage to viewing a document via the portal is that you can see everything on one screen. This is especially true of journal vouchers. JV's are not always easy to view once they have been approved.
- If you do not know the document number, you can click on the "Document Number" button to go into search mode.
- Here you can search by user ID, activity and transaction dates, approved (or not), and completed (or not).

* - at least one of these fields required

Journal Voucher Code Lookup

Document Number*

User ID* JNELSON

Activity Date* JANUARY 2008

Transaction Date* JANUARY 2008

Approved All

Completed All

Status Pending

Execute Query

Banner Screens

Of course all of the information we see in mygateway is also available in Banner. Below is a list of commonly used Banner screens and a brief description of what they are used for.

Banner Screen	Description
Requisitions and related forms	
FPAREQN	Screen to input a purchase requisition. You can also edit a requisition that has not been submitted for approvals.
FPIREQN	Screen we use to view any requisition, regardless of it's status (completed, not completed, approved, not approved, etc)
FTIIDEN	Screen where we can look up vendor Banner numbers by the vendor name.
FSAREQN	Screen to input a stores requisition. A stores requisition is items that we order from our District warehouse.
FOIDoch	This screen is where you can see everything that has happened to your document. You can see RQs, POs, invoices, checks, etc.
FPIPURR	An inquiry only version of the PO screen. If you need to see your PO, you can see it here.
Journal Vouchers and related forms	
FGAJVCQ	Screen used to transfer money or charges from one account to another.
FGIJSUM	Journal Voucher summary form. You <i>cannot</i> see the document text. You can only see journal vouchers that have <i>not</i> been approved yet.

FGIDOCR	Journal voucher summary form. Use this screen to view your approved journal vouchers. This screen does show the brief description.
Approval forms	
FOAUAPP	Finance Approver screen
FOAINP	Screen used to see who <i>still</i> needs to approve an RQ.
FOIAPPH	Screen used to see who has <i>already</i> approved an RQ.
Misc: Org and Account numbers, budget screens	
FTVORGN	List of all Organization codes
FTVACCT	List of all Account codes
FGIBDST	Inquiry only form, allows you to see budget status. Options to drill down into more detail.
FGITRND	When you drill down for more detail you are taken to this form. This form shows you all the detail.
FGIBAVL	This form shows you the TRUE balance of an account. It takes into account all RQs, POs, and JV that have been completed as well as those that have not been completed.

C:\MyFiles\Training\MyGateway Portal\MyGateway Finance Channels.wpd