Adding and Configuring the Finance Channels in myGateway
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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.

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