



CHANDLER-GILBERT COMMUNITY COLLEGE



## USERS' MANUAL

College Business Services

Version I

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## Icon Legend



This Icon Demarks the specific steps necessary to complete a given task.



This Icon demarks important information and concepts.






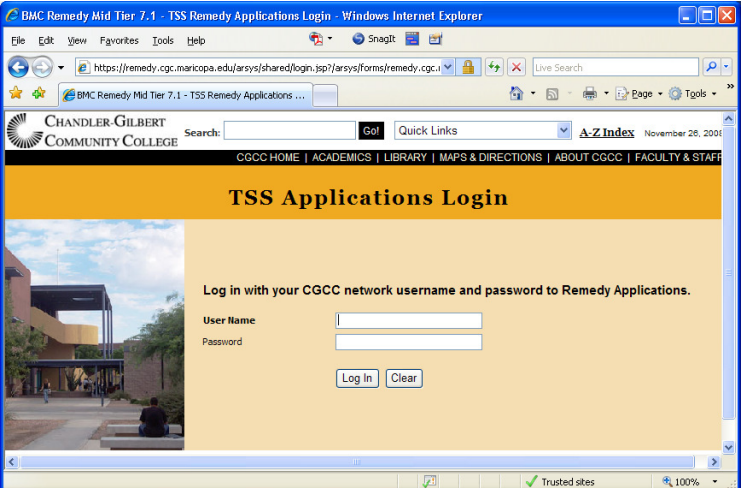
This Icon demarks side notes.

*My Business Services* was created in collaboration with the College Business Services Department and the Technical Support Services Department at Chandler-Gilbert Community College. Implementation - Spring 2009.

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## Getting Started

<b>System Requirements</b>	
	<p><i>My Business Services</i> requires the following:</p> <p><b>Platforms</b> Windows or Mac PC, Windows preferred</p> <p><b>Browsers</b> Preferred Internet Explorer Safari Compatible Fire fox Netscape Opera</p> <p><b>Offsite Use</b> VPN necessary when accessing outside of the CGCC network.</p>

<b>How to Login to <i>My Business Services</i></b>		
	<p>Navigate to <i>My Business Services</i> using a CGCC computer. No authentication is necessary. A VPN connection is required when users want to access <i>My Business Services</i> from a location other than CGCC.</p>	
	<ol style="list-style-type: none"> <li>1. Open Internet Explorer and navigate to the following URL: <a href="https://www.cgc.maricopa.edu/mybusinessservices">www.cgc.maricopa.edu/mybusinessservices</a></li> <li>2. If prompted, login with the same username and password that allows access to any computer on the CGCC campus.</li> </ol> <p>Although this image States this is a TSS Authentication page this is the login page for <i>My Business Services</i>.</p> 	<p><i>Save this login page as a favorite for easy access in the future.</i></p>

After logging into *My Business Services* the main navigation screen will appear. This is the main menu for the *My Business Services* application. Sub-menu options can be revealed by clicking on the menu on the left. Menu options and sub-options are below:

- **REQUEST** – This is the generic term for any tasks that can be asked of College Business Services through *My Business Services*.
  - **Budget** – This is a category name that is used to hold requests that have to do with changing funds in accounts.
    - **Transfer**
      - *Budget Transfer* – The successful completion of this request has the effect of transferring funds from one account to another or internal to the same account.
      - *Payroll Transfer* – The successful completion of this request has the effect of transferring payroll funds from one account to another or internal to the same account.
    - **Journal**
      - *Journal Transfer* – The successful completion of this request has the effect of transferring funds between different units.
      - *Reclassification of Expense* – The successful completion of this request has the effect of moving the expense created from previous procurement to a different account or object code line.
    - *Reallocate Funds* – The successful completion of this request has the effect of making a budget transfer permanent in the subsequent fiscal year.
  - **Accounts** – This is a category name for all requests that involve the maintenance of financial accounts
    - *New Financial Account* – The successful completion of this request has the effect of creating a new account in College Financial System (CFS) (please refer to CFS in the Glossary for more information)
    - *Open Object Code* – The successful completion of this request has the effect of making an object code available in a preexisting financial account (please refer to Object Code in the Glossary for more information)
  - **Procurement** – This is a category name for all requests that involve the various procurement processes
    - *Final Close PO* – The successful completion of this request has the effect of final closing a purchase order.
  - **Other** – This is a category name for all requests that are not currently accommodated in *My Business Services*.
    - *Other Requests* – The successful completion of this request has the effect of notifying the appropriate College Business Services Agent of an “other” request. Additional detail can be provided

- **VIEW** – This is a category name for the area in *My Business Services* where users can track their requests of College Business Services
  - *My Open Requests* – This view contains all submitted requests in process.
  - *My Recent Requests* – This view contains all requests submitted within the last 30 days and the respective request status.
  
- **Reports**
  - Transfer Report – This report provides information on all transfers within a specific account and date range.
  
- **LOGOUT** – Upon click this will break authentication with the *My Business Services* application.

<i>My Business Services</i> Main Screen		
<p>A. Requests Main Menu – Contains submenus that categorize request forms</p> <p>B. Form links – Clicking on these launches their respective forms.</p> <p>C. View Menu – Contains views for open requests and recent requests</p> <p>D. Reports Menu – contains customizable reports such as transfer reports</p>		<p><i>These menus can be expanded and/or collapsed as needed by clicking the ▼ to the left of each menu heading.</i></p>

## Making a Request

### How to Request a Budget Transfer

- There are two parts to this request:
  - The header information which contains the Purpose and Total Transfer \$ Amount.
  - The transfer lines which contain the Amount *To* and *From* Accounts.

If it is necessary to transfer funds between three or more accounts, more than one line will be necessary. For more information on what a budget transfer is please check the Glossary on page 34.



#### Opening the Budget Transfer Form

1. Click **Requests** to show the sub-menus.
2. Click the **Budget** sub-menu.
3. Click the **Transfer** sub-menu.
4. Click **Transfer Funds**.

#### Inputting Transfer Information

1. Type in the purpose of the transfer in the Purpose field

**Purpose**

2. Input the total amount of all lines of the transfer in the Total transfer Amount field

**Total Transfer Amount**

#### Inputting Transfer Line Information

1. For the account from which the funds are being transferred, input the fund, unit and charge center with a dash (-) separating each.

**Account**  
 From:

2. Press tab to navigate to the *From object code* field and input the desired object code.

**Object Code**

3. Press tab two times to tab through the *sub-object code* field unless a capital object code is selected.
4. If a capital code is needed (Capital codes start with 57XXX or 58XXX) input the desired sub-object code and press tab.
5. Press tab to navigate to the *To Account* field.

**To:**

6. For the account to which the funds are being transferred input the fund, unit and charge center with a dash (-) separating each.

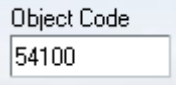
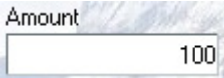



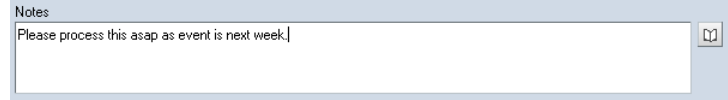

Clicking the will expand the field to show all text in the field.

*If the desired account number is unknown, type either the name of the account or the responsible party (Account Agent) for the account in the account field and hit enter for a list of matching accounts.*

*This form will confine requests to accounts within Chandler-Gilbert Community College's Chart of Accounts*

*Lines can be deleted by selecting the desired line and clicking the Delete button*

*Lines can be edited by double clicking the desired line, editing the information and clicking the Add button*

	<p>7. Press tab to navigate to the <i>To object code</i> field and input the desired object code.</p> <p></p> <p>8. Press tab two times to tab through the sub-object code field unless a capital object code is selected or repeat step 4 if sub-object code is needed</p> <p>9. Press tab once more and type in the amount to be transferred. If this amount is greater than the amount entered in the Total Transfer Amount field the request will error upon clicking the submit button. These amounts will need to be changed to the same amount before submitting the request.</p> <p></p> <p>10. Click the <i>Add</i> button</p> <p></p>	
	<p>It is possible to enter requests to and from multiple accounts. The request will, however, error if the sum of all lines is not the same as the amount in the Total transfer Amount Field</p>	
	<p><b>Completing and Submitting the Request</b></p> <p>1. Type any notes that the form does not accommodate.</p> <p></p> <p>2. Click the Submit Button to submit the request and close the form.</p> <p></p>	<p><i>Clicking the cancel button will close the window without submitting the request for approval.</i></p>

- After submitting the request
  - an email confirming submission is sent to the requestor.
  - an email soliciting approval is sent to the Account Agent.
  - an informational email is sent to the Appropriate VP if the amount is over \$1,000.00.
- After Approval
  - The request is added to the work list for College Business Services action.

After College Business Services completes the request a confirmation is sent via email notification to the requestor.

## How to Request a Payroll Transfer

- There are two parts to this request:
  - The header information which contains the Purpose and Total Transfer \$ Amount.
  - The transfer Lines which contain the Amount To and From Accounts.

If it is necessary to transfer funds between three or more accounts more than one line will be necessary. For more information on this request please check the Glossary on page 35.



### Opening the Payroll Transfer Form

1. Click **Requests** to show the sub-menus.
2. Click the **Budget** sub-menu.
3. Click the **Transfer** sub-menu.
4. Click **Payroll Transfer**.

### Inputting Payroll Transfer Information

1. Type in the *purpose* of the Payroll Transfer in the Purpose field.

**Purpose**

2. Input the total amount of all lines of the transfer in the *Total Transfer Amount* field

**Total Transfer Amount**

### Inputting Transfer Line Information

1. For the account from which the funds are being transferred input the fund, unit, and charge center with a dash (-) separating each.

**Account**  
 From:

2. Press tab to navigate to the *From object code* field and input the desired object code.

**Object Code**


3. Press tab two times to tab through the *sub-object code* field unless a capital object code is selected.
4. Press tab to navigate to the *To Account* field.

**To:**

5. For the account to which the funds are being transferred input the fund, unit and charge center with a dash (-) separating each.

6. Press tab to navigate to the *To object code* field and input the desired object code.

7. Press tab two times to tab through the *sub-object code* field unless a capital object code is selected.

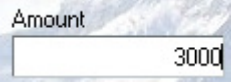




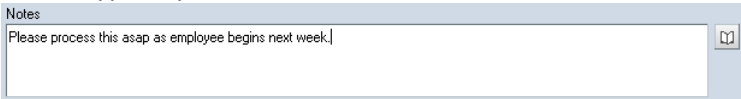

Clicking the  will expand the field to show all text in the field.

*If the desired account number is unknown, type either the name of the account or the responsible party (Account Agent) for the account in the account field and hit enter for a list of matching accounts.*

*This form will confine requests to accounts within Chandler-Gilbert Community College's Chart of Accounts*

*Lines can be deleted by selecting the desired line and clicking the Delete button*

*Lines can be edited by double clicking the desired line, editing the information and clicking the Add button*

	<p>8. Press tab once more and type in the amount to be transferred. If this amount is greater than the amount entered in the <i>Total Transfer Amount</i> field the request will error upon clicking the submit button. These amounts will need to be changed to the same amount before submitting the request.</p>  <p>9. Click the <i>Add</i> button.</p> 	
	<p>It is possible to enter requests to and from multiple accounts. The request will, however, error if the sum of all lines is not the same as the amount in the <i>Total Transfer Amount</i> Field</p>	
	<p>If the request is to transfer budget to a payroll object code a dialog will show up notifying that an accompanying benefits line is required. The fields will populate with suggested benefits line information. The user can make any changes necessary and click the add button.</p>	
	<p><b>Completing and Submitting the Request</b></p> <p>1. Type any notes that the form does not accommodate.</p>  <p>2. Click the Submit Button to submit the request and close the form.</p> 	<p><i>Clicking the cancel button will close the window without submitting the request for approval.</i></p>

- After submitting the request
  - an email confirming submission is sent to the requestor.
  - an email soliciting approval is sent to the Account Agent.
  - an informational email is sent to the Appropriate VP if the amount is over \$1,000.00.
- After Approval
  - The request is added to the work list for College Business Services action.

After College Business Services completes the request a confirmation is sent via email notification to the requestor.

## How to Request a Journal Transfer

- There are two parts to this request:
  - The header information which contains the Purpose and Total Transfer \$ Amount.
  - The transfer lines which contain the Amount To and From accounts.

If it is necessary to transfer funds between three or more accounts more than one line will be necessary. For more information on journal transfers please check the Glossary on page 35.




### Opening the Journal Form

1. Click **Requests** to show the sub-menus.
2. Click the **Budget** sub-menu.
3. Click the **Journal** sub-menu.
4. Click **Journal Transfer**.

### Inputting Journal Information

1. Type in the purpose of the journal transfer in the *Purpose* field

**Purpose**  
 

2. Input the total amount of all lines of the Journal Transfer in the Total transfer Amount field

**Total Transfer Amount**

### Inputting Journal Transfer Line Information

1. For the account from which the funds are being transferred input the fund, unit, and charge center with a dash (-) separating each.

**Account**  
 From:

2. Press tab to navigate to the *From object code* field and input the desired object code.

**Object Code**

3. Press tab two times to tab through the *sub-object code* field unless a capital object code is selected.
4. Press tab to navigate to the *To Account* field.


**To:**

Fund	Unit	ChargeCenter
210	100	242260

5. For the account to which the funds are being transferred input the fund in the fund field, the unit in the unit field, and the charge center in the Charge Center field.

6. Press tab to navigate to the *To object code* field and input the desired object code.

**Object Code**





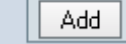
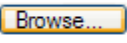
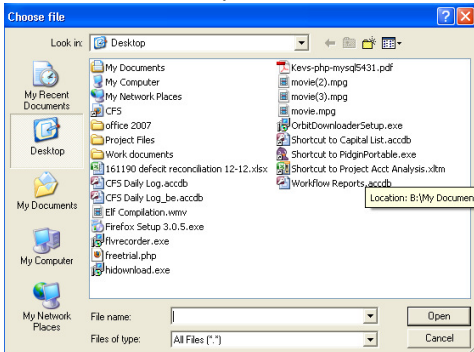


Clicking the  will expand the field to show all text in the field.



If the desired From account number is unknown, type either the name of the account or the responsible party (Account Agent) for the account in the account field and hit enter for a list of matching accounts.

This form will error if the To account contains unit 450 or 455 as it is intended to transfer to units outside of CGCC accounts.

Lines can be deleted by selecting the desired line and clicking the Delete button.

Lines can be edited by double clicking the desired line, editing the information and clicking the Add button.

	<p>7. Press tab two times to tab through the sub-object code field unless a capital object code is selected.</p> <p>8. Press tab once more and type in the amount to be transferred. If this amount is greater than the amount entered in the Total Transfer Amount field the request will error upon clicking the submit button. These amounts will need to be changed to the same amount before submitting the request.</p>  <p>9. Click the Add button</p> 										
	<p>It is possible to enter requests to and from multiple accounts. The request will, however, error if the sum of all lines is not the same as the amount in the Total Transfer Amount field.</p>										
	<p><b>Optional File Attachment Steps</b></p> <ol style="list-style-type: none"> <li>Click the <i>Add</i> button in the Attachments field.</li> </ol>  <ol style="list-style-type: none"> <li>The add attachments dialog will appear click the <i>Browse</i> button that corresponds to Attachment 1</li> </ol> <p>Attachment 1 <input type="text"/> </p> <ol style="list-style-type: none"> <li>The Choose File dialog will appear. Navigate to the desired file and click Open.</li> </ol>  <ol style="list-style-type: none"> <li>Click the <i>OK</i> button</li> </ol>  <ol style="list-style-type: none"> <li>The name of the file should show under the File Name column heading of the Attachments field.</li> </ol> <table border="1" data-bbox="418 1625 1117 1772"> <thead> <tr> <th>File Name</th> <th>Max Size</th> <th>Attach Label</th> </tr> </thead> <tbody> <tr> <td>Documentation.docx</td> <td>0 KB</td> <td>Attachment 1</td> </tr> <tr> <td></td> <td></td> <td>Attachment 2</td> </tr> </tbody> </table> <p></p>	File Name	Max Size	Attach Label	Documentation.docx	0 KB	Attachment 1			Attachment 2	<p><i>Journals require source documentation prior to processing. If electronic, these documents can be attached directly into My Business Services.</i></p> <p><i>Source documents can also be delivered inter-campus mail or faxed to College Business Services.</i></p>
File Name	Max Size	Attach Label									
Documentation.docx	0 KB	Attachment 1									
		Attachment 2									

	<p><b>Completing and Submitting the Request</b></p> <p>3. Type any notes that the form does not accommodate.</p> <div data-bbox="418 262 1133 363"><p>Notes</p><p>Please process this asap as event is next week.</p></div> <p>4. Click the Submit Button to submit the request and close the form.</p> <div data-bbox="418 432 539 485"><p>Submit</p></div>	<p><i>Clicking the cancel button will close the window without submitting the request for approval.</i></p>
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- After submitting the request
  - An email confirming submission is sent to the requestor.
  - an email soliciting approval is sent to the Account Agent.
  - an informational email is sent to the Appropriate VP if the amount is over \$1,000.00.
- After Approval
  - The request is added to the work list for College Business Services action.

After College Business Services completes the request a confirmation is sent via email notification to the requestor.

## How to Request a Reclassification of Expense

- There are two parts to this request:
  - The header information which contains the Purpose and Total Transfer \$ Amount.
  - The transfer lines which contain the Amount To and From Accounts.

If it is necessary to transfer funds between three or more accounts more than one line will be necessary. For more information on reclassifications of expense please check the Glossary on page 35.



### Opening the Reclassification of Expense Form

1. Click **Requests** to show the sub-menus.
2. Click the **Budget** sub-menu.
3. Click the **Journal** sub-menu.
4. Click **Reclassification of Expense**.

### Inputting Reclassification of Expense Information

1. Type in the purpose of the Reclassification of Expense in the *Purpose* field.

**Purpose**

2. Input the total amount of all lines of the reclassification of expense in the *Total Transfer Amount* field

**Total Transfer Amount**

### Inputting Reclassification of Expense Line Information

1. For the account from which the funds are being reclassified input the fund, unit, and charge center with a dash (-) separating each.

**Account**  
 From:

2. Press tab to navigate to the *From object code* field and input the desired object code.


**Object Code**

3. Press tab two times to tab through the *sub-object code* field unless a capital object code is selected.
4. If a capital code is needed (Capital codes start with 57XXX or 58XXX) input the desired sub-object code and press tab.
5. Press tab to navigate to the *To Account* field.

**To:**

6. For the account to which the funds are being reclassified input the fund, unit, and charge center with a dash (-) separating each.

**To object code**





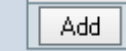
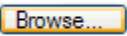
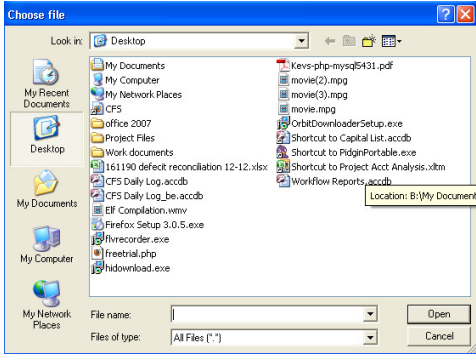

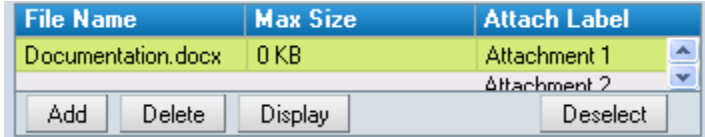
Clicking the  will expand the field to show all text in the field.


If the desired account number is unknown, type either the name of the account or the responsible party (Account Agent) for the account in the account field and hit enter for a list of matching accounts.

If the To Account is not in the list click the  Other to expand the To Account field to the fund unit and charge center fields

Lines can be deleted by selecting the desired line and clicking the Delete button



Lines can be edited by double clicking the desired line, editing the information and clicking the Add button


	<p>8. Press tab two times to tab through the <i>sub-object code field</i> unless a capital object code is selected.</p> <p>9. Press tab once more and type in the \$ amount to be transferred. If this amount is greater than the amount entered in the Total Transfer Amount field the request will error upon clicking the submit button. These amounts will need to be changed to the same amount before submitting the request.</p>  <p>10. Click the <i>Add</i> button.</p> 	
	<p>It is possible to enter requests to and from multiple accounts. The request will, however, error if the sum of all lines is not the same as the amount in the <i>Total transfer Amount</i> Field</p>	
	<p><b>Optional File Attachment Steps</b></p> <ol style="list-style-type: none"> <li>Click the Add button in the <i>Attachments</i> field.</li> </ol>  <ol style="list-style-type: none"> <li>The add attachments dialog will appear click the Browse button that corresponds to Attachment 1.</li> </ol> <p>Attachment 1 <input type="text"/> </p> <ol style="list-style-type: none"> <li>The Choose File dialog will appear. Navigate to the desired file and click Open.</li> </ol>  <ol style="list-style-type: none"> <li>Click the OK button</li> </ol>  <ol style="list-style-type: none"> <li>The name of the file should show under the File Name column heading of the Attachments field.</li> </ol> 	<p><i>Journals require source documentation prior to processing. If electronic, these documents can be attached directly into My Business Services.</i></p> <p><i>Source documents can also be delivered inter-campus mail or faxed to College Business Services.</i></p>

	<p><b>Completing and Submitting the Request</b></p> <p>3. Type any notes that the form does not accommodate.</p> <div data-bbox="418 260 1133 359"><p>Notes</p><p>Expense was charged to wrong PO</p></div> <p>4. Click the <i>Submit</i> button to submit the request and close the form.</p> <div data-bbox="418 428 539 485"><p>Submit</p></div>	<p><i>Identify the P.O. # in the Notes field, if applicable.</i></p> <p><i>Clicking the cancel button will close the window without submitting the request for approval.</i></p>
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- After submitting the request
  - an email confirming submission is sent to the requestor.
  - an email soliciting approval is sent to the Account Agent.
  - an informational email is sent to the Appropriate VP if the amount is over \$1,000.00.
- After Approval
  - The request is added to the work list for College Business Services action.

After College Business Services completes the request a confirmation is sent via email notification to the requestor.

<h2 style="color: #4F81BD;">How to Request a Permanent Reallocation of Funds</h2>		
	<p>Note - This is a permanent transfer which will be reflected in the subsequent fiscal year budget. It will not be a current year transfer. If it is necessary for the reallocation to be reflected in current year, a budget a transfer request will need to be completed. Both of these requests can be completed by clicking on the “Make permanent” button when requesting a budget transfer.</p>	
	<p><b>Opening the Reallocate funds Form</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Requests</b> to show the sub-menus.</li> <li>2. Click the <b>Budget</b> sub-menu.</li> <li>3. Click <b>Reallocate Funds</b>.</li> </ol> <p><b>Inputting Reallocation Information</b></p> <ol style="list-style-type: none"> <li>1. Type the purpose of the reallocation in the <i>Purpose</i> field and press tab twice.</li> </ol> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> <p><b>Purpose</b> Change in Department focus</p> </div> <p><b>Inputting Reallocation Line Information</b></p> <ol style="list-style-type: none"> <li>1. Input the fund, unit, and charge center (with a dash separating each) for the account from which the funds are being permanently transferred.</li> </ol> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> <p><b>Account</b> From: 110-450-161190</p> </div> <ol style="list-style-type: none"> <li>2. Press tab to navigate to the <i>From Object Code</i> field and input the desired object code.</li> <li>3. Press tab two times to tab through the <i>Sub-object Code</i> field unless a capital Object code is selected.</li> <li>4. Type in the amount to be reallocated.</li> </ol> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> <p><b>Amount</b> 100</p> </div> <ol style="list-style-type: none"> <li>5. Press tab to navigate to the <i>To Account</i> field.</li> <li>6. Input the fund, unit, and charge center (with a dash separating each) for the account to which the funds are being reallocated.</li> </ol> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> <p><b>To:</b> 110-450-151450</p> </div> <ol style="list-style-type: none"> <li>7. Click the <i>Add</i> button.</li> </ol> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0; width: fit-content;"> <p>Add</p> </div>	<p><i>The Purpose should reflect the reason for permanently moving funds.</i></p> <p><i>For quick input try typing only the charge center of the desired account in the account fields and hitting tab to navigate to the next field.</i></p> <p><i>A permanent reallocation can also be requested by clicking</i></p> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0; width: fit-content;"> <p>Make Permanent <input type="checkbox"/></p> </div> <p><i>in the Transfer Funds form.</i></p> <p><i>Lines can be deleted by selecting the desired line and clicking the Delete button</i></p> <p><i>Lines can be edited by double clicking the desired line, editing the information and clicking the Add button</i></p>

	<p><b>Completing and Submitting the Request</b></p> <p>1. Type any notes that the form does not accommodate.</p> <div data-bbox="410 268 1146 369"> <p>Notes</p> <p>Please Advise if not correct object codes</p> </div> <p>2. Click the Submit Button to submit the request and close the form.</p> <div data-bbox="410 449 531 499"> <p>Submit</p> </div>	
	<p>If the desired reallocation is from or to multiple accounts it is possible to create another line to accommodate these situations. The request will error if the sum of all lines is not the same as the amount in the Total Transfer Amount Field</p>	

- After submitting the request
  - an email confirming submission is sent to the requestor.
  - an email soliciting approval is sent to the Account Agent.
  - an informational email is sent to the Appropriate VP if the amount is over \$1,000.00.
- After Approval
  - The request is added to the work list for College Business Services action.

After College Business Services completes the request a confirmation is sent via email notification to requestor. Permanent reallocation of funds requests will be processed during the appropriate phase in the Budget Development Cycle.

## How to Request a New Financial Account



### Opening the New Financial Account Form

1. Click **Requests** to show the sub-menus.
2. Click the **Accounts** sub-menu.
3. Click **New Financial Account**.

### Inputting new financial account information

1. Input the fund in which the new account will be created. And press tab twice.

#### Fund

2. Press the down arrow on the keyboard once to select 450 for Pecos or Sun Lakes or press the down arrow key twice for 455 for Williams then press tab twice.

#### Unit

3. Input the purpose for creating the new financial account and press tab.

#### Purpose

4. Input the suggested name for the new account.

#### Name for Account

5. Click either the Yes or No radio buttons to the questions about SIS sub-code and Credit.

**SIS subcode needed?**  Yes  No

**Credit or Non-Credit?**  Yes  No  N/A

6. Click the Sources of Revenue field and type the source of revenue for the new financial account then press tab twice.


#### Sources of Revenue

*Click the dropdown next to the fund for a list of valid funds.*

*See the Glossary on page 34 for information on unfamiliar terms.*

*If Item type is required after account is created send request email to Fiscal.*

*Object codes can be deleted by selecting the desired line and clicking the Delete button*



**Opening Object Codes in the new account**

- Click the Object Code text box and type the object code to be opened in the new account.  

Object Code  
53210
- If a capital code is needed (Capital codes start with 57XXX or 58XXX) input the desired sub-object code and press tab.  

Use Sub-object code...	If the expenditure amount is
1500	less than \$1,000.00
1000	greater than or equal to \$1,000.00 but less than \$4,999.99
5000	greater than or equal to \$1,000.00 but less than \$4,999.99
- Press tab then press enter to add the code.  

Add
- If more codes are necessary repeat steps 1 through 3  
When all object codes have been inputted press tab three times to navigate to the notes field.
- Type any notes that the form does not accommodate.  

Notes  
Needed for before game on 02/08/09
- Click the Submit Button to submit the request and close the form.  

Submit

*If users don't remember the desired object code, they can type part of the name of the in the object code field and hit enter to get a list of matches.*

*The Sub-object Code field will appear if a capital object code is selected.*

*A complete listing of object codes can be found by clicking the [object Code Listing Link](#).*

- After submitting the request
  - an email confirming submission is sent to the requestor
  - the request is added to the work list for College Business Services action
- After College Business Services Approval
  - A request email is sent to General Accounting at the District Support Center.

After College Business Services completes the request a confirmation is sent via email notification to the requestor. A follow-up email will be sent from College Business Services with the new account number generally within 2-5 business days pending District workflow.

## How to Open an Object Code in an Existing Financial Account



### Opening the Open Object Code Form

1. Click **Requests** to show the sub-menu.
2. Click the **Accounts** sub-menu.
3. Click **Open Object Code**.

### Opening Object Codes in an Existing Account

1. Type the Account number of the account in which the object code will be opened and press tab twice.

**Account**

2. Type the object code to be opened in the selected account.

**Object Code**

3. If a capital code is needed (Capital codes start with 57XXX or 58XXX) input the desired sub-object code and press tab.

Use Sub-object code...	If the expenditure amount is
1500	less than \$1,000.00
1000	greater than or equal to \$1,000.00 but less than \$4,999.99
5000	greater than or equal to \$1,000.00 but less than \$4,999.99

4. Press tab then press enter.

**Add**

If more codes are necessary repeat steps 2 and 3

5. When all object codes have been inputted press tab three times to navigate to the notes field
6. Type any notes that the form does not accommodate.
7. Click the Submit Button to submit the request and close the form.

**Submit**

*Press Shift +Tab to navigate in the opposite direction.*

*The Account Field will only accept valid account codes.*





*For quick input try typing only the charge center of the desired account in the account fields and hitting tab to navigate to the next field*

*If users don't remember the desired object code, users can type part of the name of the in the object code field and hit enter to get a list of matches.*

*Object codes can be deleted by selecting the desired line and clicking the Delete button*

- After submitting the request
  - an email confirming submission is sent to the requestor
  - the request is added to the work list for College Business Services action
- After College Business Services Approval
  - A request email is sent to General Accounting at the District Support Center.

After College Business Services completes the request a confirmation is sent via email notification to requestor. A follow-up email will be sent from College Business Services when the object or sub-object codes are open.


<h2 style="color: #4F81BD;">How to Final Close a Purchase Order (P.O.)</h2>		
	<p>Before requesting College Business Services to final close a P.O., ensure that all P.O.s requested to final close have been paid-in-full and a check has been processed for payment to the supplier or vendor.</p>	
	<p><b>Opening the Final Close PO Form</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Requests</b> to show the sub-menus.</li> <li>2. Click the <b>Procurement</b> sub-menu.</li> <li>3. Click <b>Final Close PO</b>.</li> </ol> <p><b>Requesting to close Purchase Orders</b></p> <ol style="list-style-type: none"> <li>1. Take notice of the example in the <i>POs to Close</i> field.</li> <li>2. Click in the <i>POs to Close</i> field and type the PO number and vendor name.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>POs to Close</b></p> <p>654321, Acme Corporation 123456, Lowes Corporation</p> </div> <ol style="list-style-type: none"> <li>3. If more than one PO is to be final closed press enter to create a new line and repeat step 2.</li> <li>4. After all POs are entered press tab and type any notes to College Business Services that the form does not accommodate.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Notes</p> <div style="border: 1px solid #ccc; height: 40px; width: 90%;"></div> <div style="text-align: right; border: 1px solid #ccc; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">  </div> </div> <ol style="list-style-type: none"> <li>5. Click the Submit Button to submit the request and close the form.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-top: 10px;">             Submit         </div>	<p>Press the  to see all text in the note field.</p>

- After submitting the request
  - an email confirming submission is sent to the requestor.
  - the request is added to the work list for College Business Services action.

After College Business Services completes the request a confirmation is sent via email notification to the requestor.

## How to Request an “Other” Request

Understanding that there could be a myriad of requests made of College Business Services this request has been created to be a catch all for all other requests that *My Business Services* does not yet accommodate.



	<p><b>Opening the Other Requests Form</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Requests</b> to show the sub-menus.</li> <li>2. Click the <b>Other</b> sub menu.</li> <li>3. Click <b>Other Requests</b>.</li> </ol> <p><b>Requesting an Other Request</b></p> <ol style="list-style-type: none"> <li>1. Click on the Choose a Topic dropdown field and select the option that is most suitable.</li> </ol> <div data-bbox="412 697 1096 777" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Choose a Topic</b></p> <p>I need help with. . . <span style="float: right;">▼</span></p> </div> <ol style="list-style-type: none"> <li>2. Press tab once and type the details of the request.</li> </ol> <div data-bbox="412 814 1170 1037" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Details</b></p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> </div> <ol style="list-style-type: none"> <li>3. Click the Submit Button to submit the request and close the form.</li> </ol> <div data-bbox="412 1108 529 1155" style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <p>Submit</p> </div>	<p><i>In the Details field don't forget to add a time frame if it is applicable to the request.</i></p>
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- After submitting the request
  - an email confirming submission is sent to the requestor.
  - the request is added to the work list for College Business Services action.



After College Business Services completes the request a confirmation is sent via email notification to the requestor.

## Viewing Requests

### How to View Open Requests

	<p>The My Open Requests feature manages those requests which have been submitted by the user but have not yet been completed.</p>																																															
	<p><b>Opening the Other Requests Form</b></p> <ol style="list-style-type: none"> <li>1. Click <b>View</b> to show the options.</li> <li>2. Click <b>My Open Requests</b>.</li> </ol> <p><b>Viewing Request Information</b></p> <ol style="list-style-type: none"> <li>1. Find the desired request in the available list.</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="text-align: left;">Create Date</th> <th style="text-align: left;">Category</th> <th style="text-align: left;">Short Description</th> </tr> </thead> <tbody> <tr> <td style="color: green;">10/24/2008 7:42:27 AM</td> <td>Transfer</td> <td>TEST</td> </tr> <tr> <td style="color: blue;">10/24/2008 7:25:31 AM</td> <td>Journal</td> <td>test</td> </tr> <tr> <td style="color: green;">10/17/2008 3:05:17 PM</td> <td>Permanent Reallocation</td> <td>test again</td> </tr> <tr> <td style="color: grey;">9/30/2008 10:54:13 AM</td> <td>Journal</td> <td>test</td> </tr> <tr> <td style="color: orange;">9/15/2008 10:24:32 AM</td> <td>Payroll Transfer</td> <td>test</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>2. Double click the desired request.</li> <li>3. Review the document.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p><b>Purpose</b> <span style="float: right;">Total Transfer Amount</span></p> <p>District Athletics event <span style="float: right;">75.00</span></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account</th> <th style="text-align: left;">Object Code</th> <th style="text-align: left;">Sub Object Code</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>From: <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>To: <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="checkbox"/> Other <input type="button" value="Add"/></p> <p style="text-align: right;">Make Permanent <input type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="text-align: left;">Approval Status</th> <th style="text-align: left;">FROM</th> <th style="text-align: left;">TO</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td>Pending</td> <td>210-450-236470-54100-0</td> <td>210-710-236470-53210-0</td> <td>75.00</td> </tr> </tbody> </table> <p>Sum of All Transfers <span style="float: right;">75.00</span> <input type="button" value="Delete"/></p> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="text-align: left;">File Name</th> <th style="text-align: left;">Max Size</th> <th style="text-align: left;">Attach Label</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Attachment 1</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Attachment 2</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add"/></p> </div> <p>Notes <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	Create Date	Category	Short Description	10/24/2008 7:42:27 AM	Transfer	TEST	10/24/2008 7:25:31 AM	Journal	test	10/17/2008 3:05:17 PM	Permanent Reallocation	test again	9/30/2008 10:54:13 AM	Journal	test	9/15/2008 10:24:32 AM	Payroll Transfer	test	Account	Object Code	Sub Object Code	Amount	From: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	To: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Approval Status	FROM	TO	Amount	Pending	210-450-236470-54100-0	210-710-236470-53210-0	75.00	File Name	Max Size	Attach Label	<input type="text"/>	<input type="text"/>	Attachment 1	<input type="text"/>	<input type="text"/>	Attachment 2
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 *The requests can be sorted by all the columns in the Requests Table by clicking the header name.*  *Past notes can be viewed by clicking the* ||  | 4. Close the request form by clicking the close button in the top right hand corner of the window |  |

	<p>When viewed from My Open Requests no changes can be made to the request.</p>	
	<p><b>Request Status Definitions</b></p> <p><b>New</b> – Denotes the status of a request that has not been assigned to a College Business Services (CBS) Agent.</p> <p><b>Assigned</b> – Denotes the status of a request that has been assigned to a CBS Agent.</p> <p><b>Returned for more information</b> – Denotes the status of a request that has been returned to the originator for more information.</p> <p><b>Closed</b> – Denotes a request that has been successfully processed and has been terminated.</p> <p><b>Cancelled</b> – Denotes a request that has been unsuccessfully processed and has been terminated.</p> <p><b>Approval Status Definitions</b></p> <p><b>Pending</b> – Denotes a request that requires approval but has not yet been approved or rejected by the respective Account Agent.</p> <p><b>Approved</b> – Denotes a request that has been reviewed and given the required approvals.</p> <p><b>Rejected</b> – Denotes a request that has not been reviewed and the required approvals will not be granted.</p> <p><b>N/A</b> – Denotes a request that does not require approvals.</p>	

## How to View Recent Requests



The *My Recent Requests* feature shows all requests submitted by the user regardless of status.



### Opening the Other Requests Form

1. Click **View** to show the options.
2. Click **My Recent Requests**.

### Viewing Request Information

1. Find the desired request in the available list.

Create Date	Category	Short Description
10/24/2008 7:42:27 AM	Transfer	TEST
10/24/2008 12:25:31 AM	Journal	test
10/17/2008 3:05:17 PM	Permanent Reallocation	test again

2. Double click the desired request.
3. Review the document.

**Purpose**  
Test Total Transfer Amount: 100.00

Account: From: \_\_\_\_\_ Object Code: \_\_\_\_\_ Sub Object Code: \_\_\_\_\_ Amount: \_\_\_\_\_  
To: \_\_\_\_\_  Other \_\_\_\_\_   Make Permanent

Approval Status	FROM	TO	Amount
Approved	110-450-112233-54100-0	110-450-112233-53210-0	100.00

Sum of All Transfers: 100.00

Optional File Attachments

File Name	Max Size	Attach Label
		Attachment 1
		Attachment 2

Notes: \_\_\_\_\_

4. Close the request form by clicking the close button in the top right hand corner of the window or clicking the Cancel button.

*The requests are color coded based on status:*

*New – Blue*

*Assigned – Green*

*Returned for More information – Orange*

*Closed – Purple*

*Cancelled - Brown*

*To see older requests change the show Last X Days  to a larger number and click refresh.*



When viewed from My Recent Requests no changes can be made to the request.

## Approvals

### How to Approve a Request

Approvals are done by account agents with fiduciary responsibility for college funds and who are assigned to respective accounts. This can include Presidents, Vice Presidents, Provosts, Division Chairs and departmental Managers. Approvals are required for Budget Transfers, Journals, and Permanent Reallocations.



#### Opening the Other Requests Form

1. Click **View** to show the options.
2. Click **My Requests to Approve**.



#### Viewing Request Information

1. Find the desired request in the available list.

Date Created	Category	Short Description
1/5/2009 1:57:52 PM	Budget Transfer	Supplies for NSD
1/5/2009 12:27:01 PM	Permanent Reallocation	test
1/5/2009 12:27:01 PM	Budget Transfer	test
12/27/2008 3:52:54 PM	Payroll Transfer	test
12/24/2008 10:42:59 AM	Payroll Transfer	test

2. Double click the desired request.

**Purpose**  
Supplies for NSD

Total Transfer Amount: 100.00

FROM	Approval Status	TO	Amount	Line Assignee Gr...
110-450-112233-541...	Pending	110-450-112233-535...	100.00	'cbsapprover'

Sum of All Transfers: 100.00


Buttons: Approve, Reject

Notes: [Empty text area]

Buttons: Return for More Information, Save, Cancel

Date Create: 1/5/2009 1:57:52 PM    Date Modified: 1/5/2009 1:57:52 PM    Last Modified by: cbscustom

Code Criteria: [Input field]

	<p>3. In the table in the request form are a series of lines. Click a line that has the user's name in the Line Assignee Group field.</p> <table border="1" data-bbox="412 302 1161 373"> <thead> <tr> <th>FROM</th> <th>Approval Status</th> <th>TO</th> <th>Amount</th> <th>Line Assignee Gr...</th> </tr> </thead> <tbody> <tr> <td>110-450-112233-541...</td> <td>Pending</td> <td>110-450-112233-535...</td> <td>100.00</td> <td>'obsapprover'</td> </tr> </tbody> </table> <p>4. Click Approve</p> <p><input type="button" value="Approve"/></p> <p>If there are multiple lines to approve repeat steps 3 and 4</p> <p>5. Click Save</p> <p><input type="button" value="Save"/></p>	FROM	Approval Status	TO	Amount	Line Assignee Gr...	110-450-112233-541...	Pending	110-450-112233-535...	100.00	'obsapprover'	
FROM	Approval Status	TO	Amount	Line Assignee Gr...								
110-450-112233-541...	Pending	110-450-112233-535...	100.00	'obsapprover'								
	<p>Approvers will be able to approve lines only where they are the responsible Account Agent for the "From" account.</p>	<p><i>See the CGCC Chart of Accounts for assignment of Account Agents by financial account</i></p>										

- After approving the request
  - The request is added to the work list for College Business Services action.

After College Business Services completes the request a confirmation is sent via email notification to the requestor.

## How to Reject Requests

Rejecting requests can be done by account agents with fiduciary responsibility for college funds and who are assigned to respective Accounts. This can include Presidents, VPs, Provosts, Division Chairs, and Departmental Managers.

*Note - Rejecting a request will terminate the request. No further action can be taken on the request by the requestor or by College Business Services.*



### Opening the Other Requests Form

1. Click **View** to show the options.
2. Click **My Requests to Approve**.

- ▶ Request
- ▼ View
  - My Requests to Approve

### Viewing Request Information

1. Find the desired request in the available list.

Date Created	Category	Short Description
1/5/2009 1:57:52 PM	Budget Transfer	Supplies for NSD
1/5/2009 12:27:01 PM	Permanent Reallocation	test
1/5/2009 12:27:01 PM	Budget Transfer	test
12/27/2008 3:52:54 PM	Payroll Transfer	test
12/24/2008 10:42:59 AM	Payroll Transfer	test

2. Double click the desired request.

**Purpose**  
Supplies for NSD

Total Transfer Amount: 100.00 [Report Problem](#)


FROM	Approval Status	TO	Amount	Line Assignee Gr...
110-450-112233-541...	Pending	110-450-112233-535...	100.00	'cbsapprover'

Sum of All Transfers: 100.00

Notes:

Date Create: 1/5/2009 1:57:52 PM    Date Modified: 1/5/2009 1:57:52 PM    Last Modified by: cbscustomer

Code Criteria:

	<p>3. In the table in the request form are a series of lines click a line that has the user's name in the Line Assignee Group field.</p> <table border="1" data-bbox="412 302 1175 369"> <thead> <tr> <th>FROM</th> <th>Approval Status</th> <th>TO</th> <th>Amount</th> <th>Line Assignee Gr...</th> </tr> </thead> <tbody> <tr> <td>110-450-112233-541...</td> <td>Pending</td> <td>110-450-112233-535...</td> <td>100.00</td> <td>'cbsapprover'</td> </tr> </tbody> </table> <p>4. Click Reject</p> <p><input type="button" value="Reject"/></p> <p>If there are multiple lines to approve repeat steps 3 and 4</p> <p>5. Click Save</p> <p><input type="button" value="Save"/></p>	FROM	Approval Status	TO	Amount	Line Assignee Gr...	110-450-112233-541...	Pending	110-450-112233-535...	100.00	'cbsapprover'	
FROM	Approval Status	TO	Amount	Line Assignee Gr...								
110-450-112233-541...	Pending	110-450-112233-535...	100.00	'cbsapprover'								
	<p>Once a request is rejected the request is terminated and cannot be reprocessed.</p>											

- After Rejecting the request
  - The request is terminated.
  - An email informing why the request was rejected is sent to the requester.

## How to Return Requests for Additional Information

Returns for Additional Information prior to approval can be done by account agents with fiduciary responsibility for college funds and who are assigned to respective Accounts. This can include Presidents, VPs, Provosts, Division Chairs and Departmental Managers.



### Opening the Other Requests Form

1. Click **View** to show the options.
2. Click **My Requests to Approve**.

Request

View

My Requests to Approve

### Viewing Request Information

1. Find the desired request in the available list.

Date Created	Category	Short Description
1/5/2009 1:57:52 PM	Budget Transfer	Supplies for NSD
1/5/2009 12:27:01 PM	Permanent Reallocation	test
1/5/2009 12:27:01 PM	Budget Transfer	test
12/27/2008 3:52:54 PM	Payroll Transfer	test
12/24/2008 10:42:59 AM	Payroll Transfer	test

2. Double click the desired request.

Purpose: Supplies for NSD

Total Transfer Amount: 100.00

FROM	Approval Status	TO	Amount	Line Assignee Gr...
110-450-112233-541...	Pending	110-450-112233-535...	100.00	'obsapprover'

Sum of All Transfers: 100.00

Notes:

Return for More Information | Save | Cancel

Date Create: 1/5/2009 1:57:52 PM | Date Modified: 1/5/2009 1:57:52 PM | Last Modified by: obscustomer

Code Criteria

3. In order to send a message back to the requester Type a note about the information requested in the notes fields

Notes

Please provide appropriate req number

	<p>4. Click Return for more Information</p> <p><input type="button" value="Return for More Information"/></p> <p>5. Click Save</p> <p><input type="button" value="Save"/></p>	
--	---	--

- After returning the request for more information
  - An email containing the request for information is sent to the requester.
- After the requester supplies the information the sequence for approval is repeated.
  - The request populates in the approvers workflow once again.
  - An email soliciting approval is sent to the approver.

## How to Access Approvals from Email

Upon submitting a request that requires approval an email is sent to the account agent of the account. Approval access can be executed from these emails. This is an alternative method of accessing requests that require approval in *My Business Services*.



### Navigating to the request form from a CGCC email Account

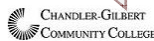
1. Open the email that solicits Account Agent Approval.
2. Click the link labeled "Click here."



My College Business Services

A Budget Transfer request has been submitted by Joe Approver and requires approval. Please navigate to the following link to flag each transfer as "Approved" or "Rejected".

[Click here](#)



3. Clicking the "Click here" link will open the request to approve in the default browser.

FROM	Approval Status	TO	Amount	Line Assignee Gr...
110-450-112233-541...	Pending	110-450-112233-535...	100.00	'cbsapprover'

From this point the user can continue to take one of the following actions outlined on the respective user manual pages below:

How to Approve a Request	Page 26
How to Reject Requests	Page 28
How to Return Requests for Additional Information	Page 30

## Running Reports

### How to Run a Transfer Report

This report provides a listing of all transfers in a given account created by the current user and within a given time period. The fields included in this report are: Transfer #, Creation Date, Purpose, Status, From Account, To Account, Amount, and Submitter.



#### Opening the Transfer Reports Dialog


1. Click **View** to show the options.
2. Click the **Reports** sub-menu.
3. Click **Transfers**.

#### Setting Transfer Report parameters


1. Input the desired account number.

Account

2. Click on the calendar button to select the beginning date of the desired range.


Begin Date 11/13/2007 10:15:09 AM 

3. Click on the calendar button to select the end date of the desired range.

End Date 11/12/2008 10:15:09 AM 

4. Click *Run Report*.

A window will display containing the report. From this point the report can be printed following the steps typically taken to print web pages.

5. Close the request form by clicking the close button in the top right hand corner of the window. 

*The report will show all records where the inputted data in the account field is the same as the From account field in the transfer records*

## Glossary

### **Account #**

all financial accounts have account numbers to uniquely identify them in the College Financial System (CFS). Each account number consists of at least 3 groups of numbers; the fund, the unit, and the charge center being three, three, and six digits long respectively.

### **Account Agent**

An employee who has fiduciary responsibility for college funds and financial accounts. A listing of Chandler-Gilbert Community College accounts and their respective Account Agents can be found in the Chart of Accounts. See Chart of Accounts.

### **Budget Transfer**

A budget transfer consists of transferring budget either internal within an account or between accounts in the same fund.

### **Capital Object Code**

Capital object codes are object codes that are used specifically for capital purchases. These generally begin with 57 or 58

### **Charge Center**

Charge centers are pools of budget earmarked for a specific function or purpose. Charge centers are accessed by fund, by unit (college/site), by charge center, and by object codes. These charge centers are classified as either revenue accounts or expenditure accounts.

Examples:

151500

246300

### **Chart of Accounts**

The Chart of Accounts provides a listing of all the CGCC charge center titles, the account number, the responsible account agent, and, if any, associated item types, formerly BRS sub-codes.

### **College Business Services (CBS)**

Support department at CGCC for all budget, procurement, accounts payable, travel, capital, services. List is not all inclusive.

### **College Financial Services (CFS)**

College Financial Services (CFS) is the financial application which CGCC utilizes for all budget procurement, inventory, and Accounts payable. CFS operates independent of *My Business Services*. Requests of *My Business Services* are acted upon by College Business Services within CFS

### **College Fiscal Services**

a support department at CGCC for cashiering, petty cash, cash advances, and accounts receivable. List is not all inclusive.

### **Financial Account**

A financial account is an object in the college financial system used to differentiate specific revenue and expenditures from all other revenue and expenditures. The term Charge Center is sometimes used to refer to Financial Accounts.

### **Fiscal Year**

The fiscal year is the designated accounting period by which the budget is managed. The Maricopa County Community College District fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

**Fund**

CGCC has several funds as financial resources:

Fund 1 – General Operating Fund

Fund 2 – Auxiliary fund

Fund 3 – Restricted Fund

Fund 7 – Plant Fund

Accounts are denoted by the assigned funding source. This is demarked as the first 3 numbers of every account number.

**Item Types**

See SIS Sub-code

**Journal Transfer**

Journals are essentially a budget transfer either between funds and/or between non-450 or non-455 units. Journals require source documentation to validate the purpose for the transfer of funds before they can be processed by College Business Services.

**Object Code**

Object codes are utilized to detail the use of funds by expense categories or codes. Expenditures codes distinguish between different types of expenses/costs. Revenue codes distinguish between the different types of revenues categories/codes. Expense object codes begin with a 5 where as revenue object codes begin with a 4.

Example:

54110 Instructional Supplies

**Payroll Transfer**

A payroll transfer is a budget transfer either between accounts or internal to accounts in which the TO account is for part-time wages, student wages, shift differentials, or over-time. This transfer type requires a corresponding benefit transfer automated in *My Business Services*.

**Reallocation**

Reallocation is the process of shifting funds or completing a budget transfer *permanently* within or between two accounts. Permanent reallocations are done by College Business Service during the budget development process. Transfer restrictions limit reallocations to same fund types.

**Reclassification of Expense**

A reclassification of expense is generally done when an expense has been charged incorrectly to the wrong account or object code. This process is an accounting correction process. Source documentation is required to validate the purpose for the expense reclassification.

**Requestor**

A requestor is a person initiating a request in the *My Business Services* application.

**Responsible Person**

The institution has given fiduciary responsibility to responsible account agents (Vice Presidents, Division Chairs, and Managers) to oversee the stewardship of financial resources.

**SIS Sub-code**

This is a unique identification code that is assigned to each account for purposes of identifying what charge center to place revenue funds in CFS. Formerly called BRS sub-code it is also called an Item Type in the New Student System (NSS).

**Sub-Object Code**

Sub-object codes are a series of codes that are required and utilized with capital object codes to distinguish capital expenditures as depreciable or not depreciable.

Use Sub-object code...	If the expenditure amount is
1500	less than \$1,000.00
1000	greater than or equal to \$1,000.00 but less than \$4,999.99
5000	greater than or equal to \$1,000.00 but less than \$4,999.99

**Unit**

The unit codes are 3 digits identifying the CGCC site for an expense. Account numbers denote the unit assigned.

Examples:

450: Pecos & Sun Lakes

455: Williams

**Web financials**

Web Financials is a function of CFS that allows the user to review revenue and expenditure account balances by charge center. It is a user-friendly way for account agents and requestors to review budget status by charge center on-line before making a request in *My Business Services*.