



West Valley-Mission
Community College District

Banner Finance Training Manual

Version 6

May 2026



Table of Contents

Introduction	3
Chart of Accounts (COA) Structure	6
Commonly Used Account Codes with Pool Budget	8
Salary and Benefits Account Codes Separated by Instruction/Non-Instruction.....	11
Getting into Banner	12
Accessing Self Service Banner (SSB9/Banner 9)	12
Accessing Banner INB (Internet Native Banner)/Administrative.....	14
Initiate Transfers (Budget and Expense) in Banner 9	15
Loading Supporting Documents in Banner Document Management (BDM)	26
Viewing Documents (Journals, Requisitions, POs and Invoices) Processed in SSB and INB	29
Viewing Documents in SSB	29
Viewing Documents by User in Banner INB (make change to journal)	33
Banner FUPLOAD Process (Upload Journals in INB/Administrative)	35
Argos Reports.....	37
OPTIONAL - Querying Department Budget and Transaction History	45
Querying Department Budget in SSB.....	45
Querying Department Budget in INB/Administrative.....	56
Query Vendor and Payment Information in INB	62
Approving and Disapproving Documents	64
Approving and Disapproving Documents in SSB9	64
OPTIONAL - Approving Documents in INB/Administrative.....	70
Review of Finance Forms and Procedures.....	75
Check Request (AP 6310).....	76
Travel and Conference Reimbursement (AP 6311 in process of being updated)	78
Petty Cash (AP 6300).....	83
District Credit Cards (AP 6330)	85
Payroll Process	89
End-of-Month Payroll	89
Payroll Forms and Timesheets.....	89
Mid-Month Payroll: Web Time Entry.....	93
Supervisor and Managers (Approvers) Responsibilities	93



Assigning Proxy (Backup Approver) in SSB	94
Approving Timesheets	98
WTE Common Issues and Solutions.....	101
Tools and Job Aids	103
Banner 9 Navigation Guide	104
Save Personal Settings for Banner forms.....	106
Fund Description.....	106
Contact Information	110

Introduction

The Banner Finance System has the following modules: General Ledger, Finance Operations, Purchasing and Procurement, Accounts Payable, Human Resources/Payroll, Endowment Management, and Accounts Receivable.

General Ledger

The General Ledger is the core module of the Banner Finance System. It is fully integrated with each of the other subsystems that comprise the Banner Finance System and maintains both general and subsidiary ledgers to support comprehensive query and reporting capabilities. General Ledger encompasses fund accounting, chart of accounts, system table maintenance and update, and grants and contract accounting.

Finance Operations

The Finance Operations module contains a series of forms that allows users to manage the Banner Finance System. The functions in this module enable users to specify select global parameters, as well as Access, Approval, and Security definitions.

Purchasing and Procurement

The Purchasing and Procurement module recognizes that purchasing agents face both on-demand and long-term buying decisions. The subsystem provides timely and meaningful information to facilitate both decisions. This module also assists in the control of requests and the receipt of goods. The module consists of the following processes:

- Requests for goods and services
- Ordering/buying
- Receiving
- Bids/contracts

Accounts Payable

The timely payment of vendor invoices enables the District to accurately monitor cash-flow, increase investment earnings, and establish good relationships with vendors. The Accounts Payable subsystem is designed to help the District achieve each of these goals.

Human Resources/Payroll

The Human Resources and Payroll modules streamline the processing of employee records, benefit administration, time and attendance, salary, deductions and tax payment

processing. Banner system also interfaces with Web-Time Entry (WTE), an online time sheet reporting system where hourly employees can enter hours worked daily and their supervisors can do the online approval which will then feed to payroll system.

Endowment Management

The Endowment Management module (EMS) in Banner Finance enables you to create and maintain unitized pools of endowment or similar funds. These funds consist of monetary gifts received by an institution and/or internal transfers of resources within an institution. On a periodic basis, you can convert gifts and internal transfers into *units*, or shares, in a pool.

You can also link endowment funds to spendable income funds and record donor-imposed restrictions on spendable income. Then, on a periodic basis, you can distribute the following:

- Spendable income
- Realized gains and losses (trading activity)
- Unrealized gains and losses (market fluctuations)
- Spending formula variance (the difference between total income earned by a unitized pool and distributed spendable income)

Accounts Receivable

The Banner Accounts Receivable System is used to maintain charges and payment information for individual accounts. This includes student registrations, refunds, write-offs and miscellaneous receipts from the colleges. The system allows users to establish customer accounts with categories for billing and reporting. It also supports billing on an individual invoice basis. The cashiering component supports online processing of all types of payments, including credit cards through third-party payment processor.

Banner Functions:

1. **Budget check** is currently set-up in Banner for Budget Transfers, Expense Transfers, and Requisitions
2. Online approval process is activated for Budget Transfers, Expense Transfers, and Requisitions
3. Finance **Self Service Banner (Banner 9)**
 - Staff at department level can enter Budget and Expense Transfers
 - Staff can view the approval queue and who is the next approver

- Staff will be able to view available budget in SSB
- 4. Staff will be able to load and view documents in **Banner Document Management (BDM)**
- 5. **Argos Reporting** (Third party tool for report writing)
- 6. Payments to vendors can be made through automated clearing house (ACH), also known as direct deposit
- 7. Budget pools are available
 - Supplies and Materials - 410000
 - Utilities and Housekeeping Services - 500000
 - General Operating Expenses and Services - 500100

Chart of Accounts (COA) Structure

The Chart of Accounts is the “key” to Banner Finance. It defines the accounting distribution used on all transactions processed in the Banner Finance module.

Fund	Organization	Account	Program	Activity
XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

Fund – The fund field consists of six numeric characters that define a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. These resources are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Level 1 – Three numeric characters (Reporting level)

Fund Level 3 – Six numeric characters (Data enterable)

Fund Level 1:

000 – Bank Fund

110 – Unrestricted General Fund

12X-13X – Restricted General Fund

212 – General Obligation Bonds Debt Service Fund

292 – Lease Revenue Bonds Debt Service Fund

330 – Child Development Fund

410 – Capital Projects Fund

430 – GO Bonds Capital Projects Fund

591 – Community Ed Workforce and Econ Dev Fund

597 – Entrepreneurial Funds

690 – Retiree Health Benefits Fund

711 – Associated Students Trust Fund

722 – Student Rep Fee Trust Fund

731 – Student Body Center Fee Trust Fund

741 – Student Financial Aid Trust Fund

751 – Land Corp Endowment Fund

- 752 – Scholarship Fund
- 791 – OPEB Trust Fund
- 792 – Pension Stabilization Trust Fund
- 820 – Scholarship and Loan Agency Fund
- 830 – Foundation Agency Fund
- 999 – Entity Wide Fund

Organization – This six-character code identifies a unit of budgetary responsibility and/or departments within an institution. The first digit in the sequence identifies the **location**.

- 1XXXXX – West Valley College
- 2XXXXX – Mission College
- 3XXXXX – District Services
- 4XXXXX – Capital Projects

Account – This six-character code identifies accounts, such as the general ledger and the operating ledger accounts.

- 9 – Balance sheet account (Assets, Liabilities, Equity)
- 8 – Revenues
- 1 – Expense (Certificated Salary)
- 2 – Expense (Classified Salary)
- 3 – Expense (Benefits)
- 4 – Expense (Supplies and Materials)
- 5 – Expense (Operating)
- 6 – Expense (Capital Outlay)
- 7 – Expense (Transfers/Other Outgo)

Program – This six numeric character code identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. The numbers represent classification of expenditures by activity, which reflects the purpose of the expenditures; it shows the aspect of college-district operations



benefited by the expenditure. Generally, all activities can be classified as either instructional or administrative and support (non-instructional). Programs are used to classify the expenditures for reporting purposes.

010000-5900XX	Instructional Programs
600000-7900XX	Non-instructional Programs
800000-8XXXXX	Capital Projects

Activity – Used by the college to track special activities. They are assigned and administered by college staff. Activity code is **not a required field** for requisitions, expense transfers, budget transfers, and budget check.

Location – This three-numeric character is used to identify the location for fixed asset. They are **not used in the account string and are not a required field** for requisitions, expense transfers, budget transfers, and budget check.

Commonly Used Account Codes with Pool Budget

4100	Supplies and Materials
410000	Supplies Budget Pool
410001	Books and Magazines
410003	Duplicating
410004	Supplies and Materials
410005	Food
5000	Utilities and Housekeeping Services
500000	Utilities Budget Pool
500001	Gasoline
500002	Natural Gas
500003	Trash
500004	Water
500005	Sewer
500006	Housekeeping
500007	Telephone
500008	Radio and Cell Phone
500009	Computer Line Charges
500010	Electricity



5001 General Operating Expense and Svc

500100 Gen Oper Exp Pool

- 500101 Audit
- 500102 Awards
- 500103 CC E Commerce Charges
- 500104 Contract Services
- 500105 Consultant Services
- 500106 Depreciation
- 500107 Dues and Membership
- 500108 Election
- 500109 Fingerprinting and Livescans
- 500110 Insurance
- 500111 Interest Expense
- 500112 Legal Services
- 500113 Postage
- 500114 Rents and Leases
- 500115 Repairs and Maint to Equipt
- 500116 Repairs and Maint to Building
- 500117 Software License and Purchase
- 500118 Travel and Conference
- 500119 Bad Debt Allowance
- 500120 Collection Agency
- 500121 Collections Write Off Fee
- 500122 Indirect Cost
- 500123 STRS and PERS Penalties
- 500124 Mileage
- 500125 Team and Student Travel
- 500126 Professional Services
- 500127 Printing Services
- 500128 Bank Charges
- 500129 Shipping Charges
- 500130 Investment Loss
- 500131 Medical Services
- 500132 ASB Student Stipends
- 500133 Over Cashier Sessions
- 500134 Short Cashier Sessions
- 500135 Over and Short Reconciliation



- 500136 Staff Credit Card Clearing
- 500137 Advertising
- 500138 Candidate Travel Reimbursement
- 500139 Training and Staff Development
- 500140 Tuition Reimbursement
- 500141 Student Transportation
- 500195 Assoc Stud Activities
- 500196 Assoc Stud Administrative Fees
- 500197 Student Club Activities
- 500198 Contra Account
- 500199 Misc Prior Year Adjustments

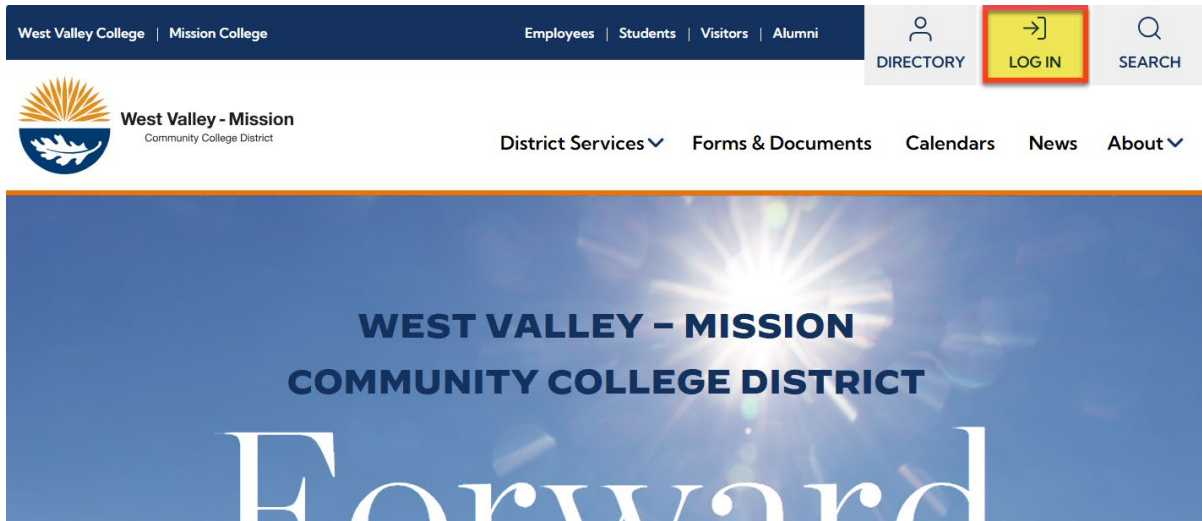
Salary and Benefits Account Codes Separated by Instruction/Non-Instruction

Program Code: 010000 – 5900XX			Program Code: 600000 – 7900XX		
INSTRUCTION			NON-INSTRUCTION		
CERT	110010	FT Instructors	CERT	120010	Administrators/Deans
CERT	110011	FT Couns & Libr in Load Teach.	CERT	120021	Reassigned Time for Shared Gov
CERT	110015	FT Lab Faculty Specialist	CERT	120022	Reassigned Time for Faculty
CERT	110080	FT Sabbatical Leave	CERT	120024	Reassigned Time for Dept Chair
CERT	110081	FT Banked Leave	CERT	120025	Reassigned Time for WVMAFT
CERT	110082	FT Rejuvenation & Retraining (R&R) Leave	CERT	120026	Reassigned Time College Funds
			CERT	120027	Reassigned Time Other
			CERT	120029	FT Faculty Coordinators
			CERT	120030	FT Counselors
			CERT	120032	FT Academic
			CERT	120035	FT Librarian
			CERT	120080	FT Sabbatical Leave
			CERT	120081	FT Banked Leave
			CERT	120082	FT Rejuvenation & Retraining (R&R) Leave
CERT	130010	PT Faculty Instruction	CERT	140010	PT Faculty Noninstructional
CERT	130012	PT Stipends Instruction	CERT	140015	PT Stipends Noninstructional
CERT	130015	PT Instructional Lab Faculty	CERT	140016	PT Overload Assignment Noninstructional
CERT	130016	PT Substitute Instruction	CERT	140030	PT Counselors Noninstructional
CERT	130017	Overload Instruction	CERT	140035	PT Librarians Noninstructional
CERT	130080	PT Sabbatical Leave Replacement			
CLSF	220000	FT Instructional Aides	CLSF	210010	FT Classified
			CLSF	210020	FT Management
			CLSF	210030	FT Police
			CLSF	210031	FT Police Holiday Regular
			CLSF	210050	FT Supervisors
			CLSF	210060	FT Confidential
CLSF	240010	PT Instructional Aides	CLSF	230010	PT Hourly Classified
CLSF	240050	PT Instructional Aides Special	CLSF	230011	Board Member
			CLSF	230016	Fee Supported Instr
			CLSF	230020	Classified Overtime
			CLSF	230025	PT Classified Replacements
			CLSF	230050	PT Classified Special Services
				310020	STRS
				311020	PERS
				312020	Apple
				320020	OASDI
				321020	Medicare
				322020	UI
				323020	Worker's Comp
				330020	Health & Welfare (H & W)

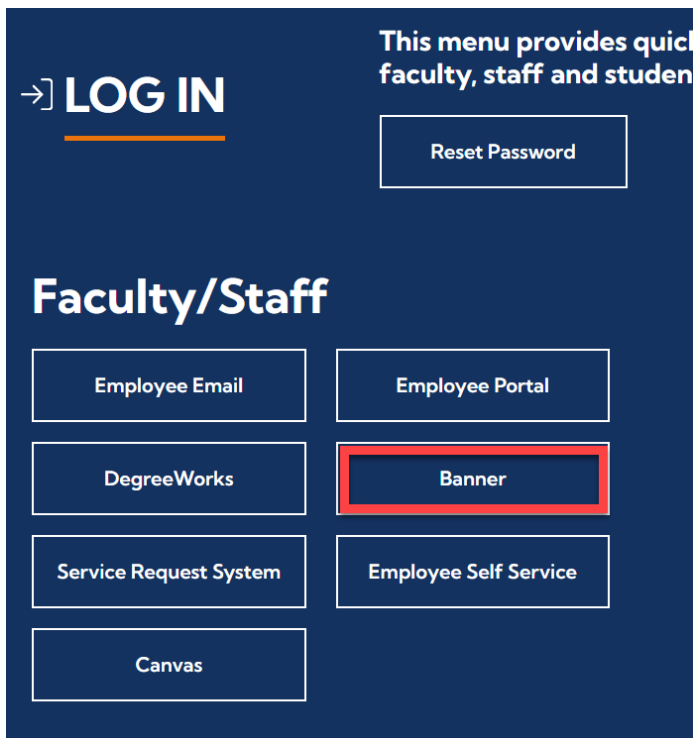
Getting into Banner

Accessing Self Service Banner (SSB9/Banner 9)

Step 1a: Log onto the District website and click the “Log In” icon. Log in using your SSO credentials (email and password).



Step 1b: Click on Banner link.



Step 1c: Click on the appropriate link to access the various modules in Banner 9. This page also provides training materials for Banner Navigation.

Banner 9	DegreeWorks 5.1.6.2
Employee Self-Service	Dashboard
Faculty Self-Service	Controller / Scribe / Composer
Finance Self-Service	Transit
General Self-Service	
Registration Self-Service	
Student Self-Service	

Other Applications	Banner 8
Argos	SSB 8
Automic	SSB 8 (alternate G0 login)
Banner Communication (BCM)	
Banner Documents (BDM)	
Pagebuilder	

Learn Banner
Banner 9 Navigation Training
Banner 9 overview (video)
Banner 9 Getting Started (video)
Banner 9 Navigation Icons and Keyboard Shortcuts
Getting Started with Banner Admin Pages

Accessing Banner INB (Internet Native Banner)/Administrative

Note: Banner INB is only available using the district network and is not accessible through the web unless you are using the District's Remote Desktop Connection.

Follow steps 1A and 1B above.

Step 1C: Click on "Banner Admin PROD (AppNav)."

Banner Production

[Home](#) / [District Services](#) / [Information Technology](#) / [Applications](#) / [Banner](#) / Banner Production

Banner

• Banner Production

Banner Non-Production

Banner Applications (PROD)

Banner Admin PROD (AppNav) 

Banner 9

Employee Self-Service 

Faculty Self-Service 

Finance Self-Service 

DegreeWorks 5.1.6.2

Dashboard

Controller / Scribe / Composer

Transit

The next screen shows the access page for Banner INB:

Welcome

☒ Search

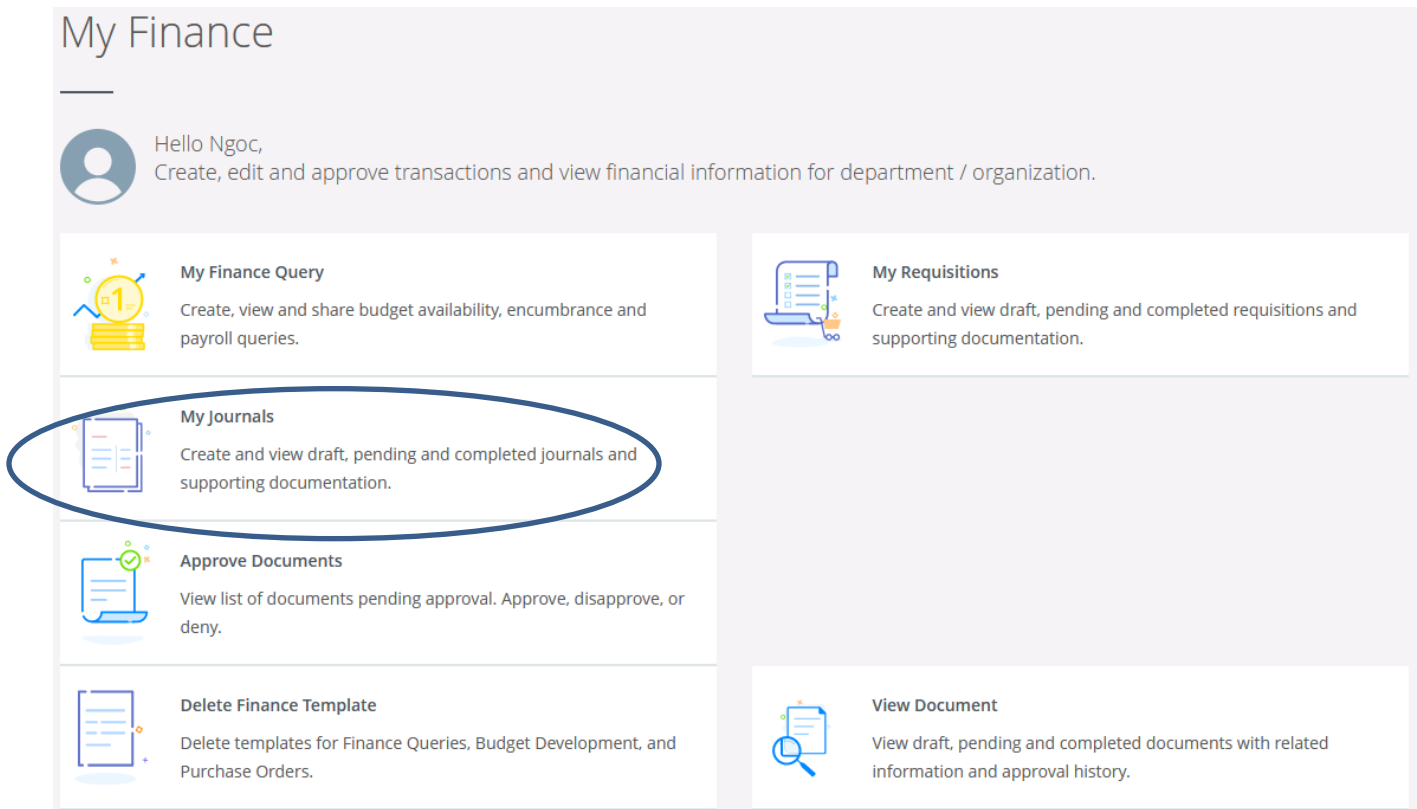
☐ Direct Navigation

Pages, Menus, Jobs and Quickflows



Initiate Transfers (Budget and Expense) in Banner 9

Step 1: Access Banner 9 and select **“Finance Self-Service”**. Select **“My Journals”** from the menu.



The screenshot shows the 'My Finance' dashboard. At the top, it says 'Hello Ngoc, Create, edit and approve transactions and view financial information for department / organization.' Below this, there are several tiles. The 'My Journals' tile is circled in blue. It contains an icon of a document with a plus sign and the text 'My Journals' and 'Create and view draft, pending and completed journals and supporting documentation.' Other tiles include 'My Finance Query', 'My Requisitions', 'Approve Documents', 'Delete Finance Template', and 'View Document'.

Icon	Title	Description
	My Finance Query	Create, view and share budget availability, encumbrance and payroll queries.
	My Journals	Create and view draft, pending and completed journals and supporting documentation.
	Approve Documents	View list of documents pending approval. Approve, disapprove, or deny.
	Delete Finance Template	Delete templates for Finance Queries, Budget Development, and Purchase Orders.
	My Requisitions	Create and view draft, pending and completed requisitions and supporting documentation.
	View Document	View draft, pending and completed documents with related information and approval history.

Step 2a: Click on **“Create Journal”** to initiate a new journal. Options to copy journal, reverse journal, and recall journal are available by clicking on the three dots to the right of each journal. Recall options are only available for draft and pending journals. Options to view draft journals, pending journals, and completed journals are available under **“View Document”**.

[My Finance](#) • [My Journals](#)

My Journals

Document	Date	Description	Total	Status
Draft Journals 0				
Pending Journals 0				
Completed Journals				
J0038890	09/12/2023	test	40,000.00	Completed
J0038887	09/12/2023	test	400.00	Completed
View More				

Step 2b: Complete fields highlighted in yellow. They will copy over to the fields on the journal in the next screen.

- **Transaction Date** is the posting date.
- **Journal Type:** It is important to select the proper journal type as it can lead to different approval routing. Select one of the following codes:

College	District	
JC5	JD5	+ or - Expense Transfer (same fund)
JC6	JD6	+ or - Expense Transfer (between different funds)
BC4	BD4	+ or - Budget Transfer

Budget Transfers are intended to realign budget within the same fund. It is important to note that transfers are not allowed if budget is not available. Budget transfers are in whole numbers and should not include cents.

Expense Transfers are intended to move actual expenditures from one account to another to correct the original posting. Expenses can be moved between funds.

- **Description:** Provide a brief description of expense/budget transfer (maximum of 35 alphanumeric characters).

Examples of descriptions:

Budget Transfer:

- Realign budget (backup is optional)
- Budget : Purchase of Passenger Van

Expense Transfer:

- J Smith CC 3/23/2026 (clearing credit card)
- Corr PR 5/30 JSmith fr/to (correct salary account only)
- Corr I0012345 fr 110000 to 136000 (change Fund for an invoice)
- Trans fr Fund 110000 to 120000 (Interfund transfer)
- Check #/Name of Payor or Remitter (Revenues)

- **Bank Code:** It is used for JC6 and JD6 for expense transfer between two different funds. Select bank code '00' Cash in county treasury general fund.
- **Budget Period.** Change the default budget period of 01 based on the corresponding month of the transaction date, e.g., transaction date June 26 should have the budget period of 12.

For Expense transfers, the budget period can be left blank as the system uses the transaction date to assign the budget period on the journal.

01	July	07	January
02	August	08	February
03	September	09	March
04	October	10	April
05	November	11	May
06	December	12	June

Add accounting

Sequence Number : 1

Status :

Journal Type *

JE15 General Journal Entry (Intra-Fund) x v

Chart *

D District Chart x v

Index

Choose Index v

Fund

330000 Child Development General x v

Organization

306100 Child Development Center WV x v

Account

230010 PT Hourly Classified x v

Program

692000 Child Development Centers x v

Location

Choose Location v

Activity

Choose Activity v

Project

Choose Project v

Amount *

2,320.00

Debit/Credit *

Debit x v

SAVE

ADD ACCOUNTING

- Click on **'CREATE'** to create the journal.

Create Journal

Transaction Date *

11/30/2025

☒ NSF Checking

Accounting Defaults

Journal Type
JE15 General Journal Entry (Intra-Fund) x v

Description
2025 MM 11 Azad, F to Acct 230010

Bank Code
Choose Bank Code v

Budget Period
05 x v

Journal Comments

Public Comment ^

Enter public comments for the journal

Private Comment ^

Enter private comments for the journal

CREATE

Step 2c: Fill in the FOAP, Amount, and +/- and select 'ADD ACCOUNTING' to add the account string to the journal.

- Enter the **FOAP**.
- Enter the **amount**.
- **Debit/Credit** Field: (+) represents an increase and (-) represents decrease.
- After all the information has been entered, click on 'ADD ACCOUNTING' to add the account string and amount to the journal. The system will assign a journal number after clicking on 'ADD ACCOUNTING'. Repeat the process to add additional accounts.

Add accounting

Sequence Number : 1

Status :

Journal Type *

JE15 General Journal Entry (Intra-Fund) x v

Chart *

D District Chart x v

Index

Choose Index v

Fund

330000 Child Development General x v

Organization

306100 Child Development Center WV x v

Account

230010 PT Hourly Classified x v

Program

692000 Child Development Centers x v

Location

Choose Location v

Activity

Choose Activity v

Project

Choose Project v

Amount *

2,320.00

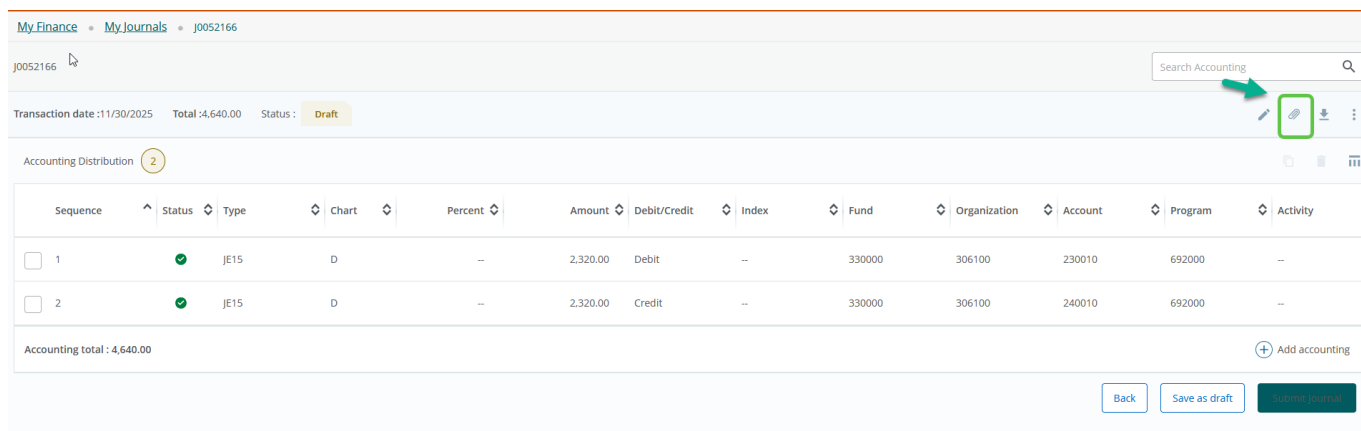
Debit/Credit *

Debit x v

SAVE

ADD ACCOUNTING

Step 2d: After entering accounts, you can load the back-up by clicking the paper clip icon.
All back-up should be in PDF format.



My Finance • My Journals • J0052166

J0052166

Transaction date: 11/30/2025 Total: 4,640.00 Status: Draft

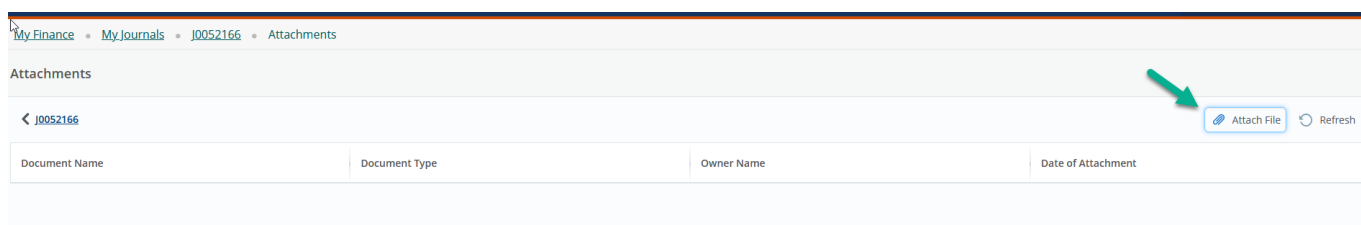
Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	JE15	D	--	2,320.00	Debit	--	330000	306100	230010	692000	--
2	✓	JE15	D	--	2,320.00	Credit	--	330000	306100	240010	692000	--

Accounting total: 4,640.00

Buttons: Back, Save as draft, Submit Journal

Click the "Attach file" link.



My Finance • My Journals • J0052166 • Attachments

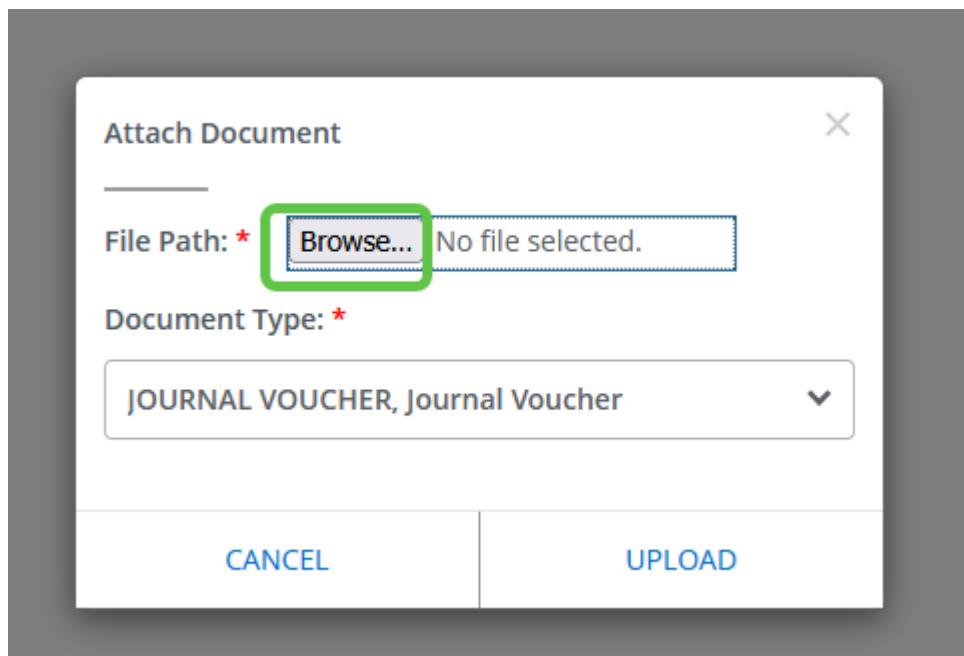
Attachments

< J0052166

Buttons: Attach File, Refresh

Document Name	Document Type	Owner Name	Date of Attachment
---------------	---------------	------------	--------------------

Locate the file to be uploaded by clicking "Browse".



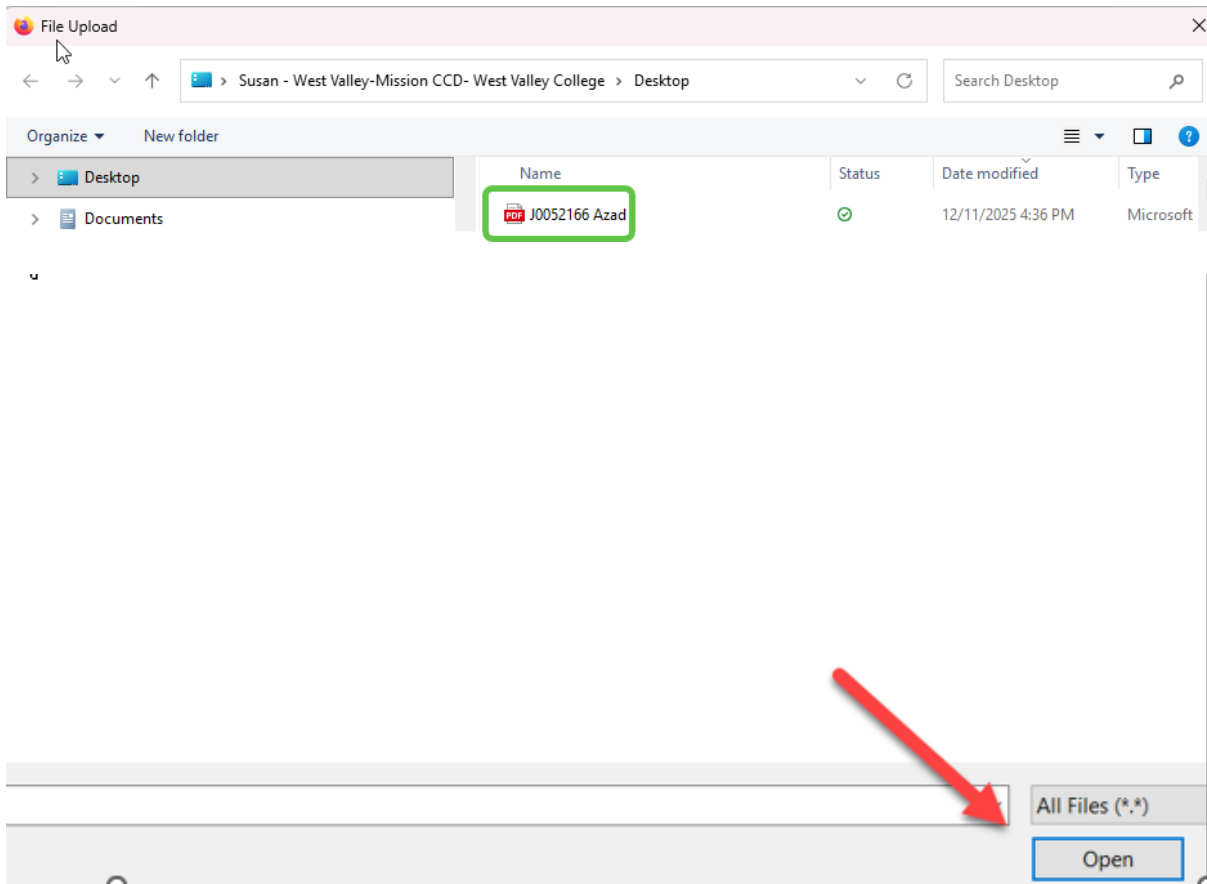
Attach Document

File Path: * **Browse...** No file selected.

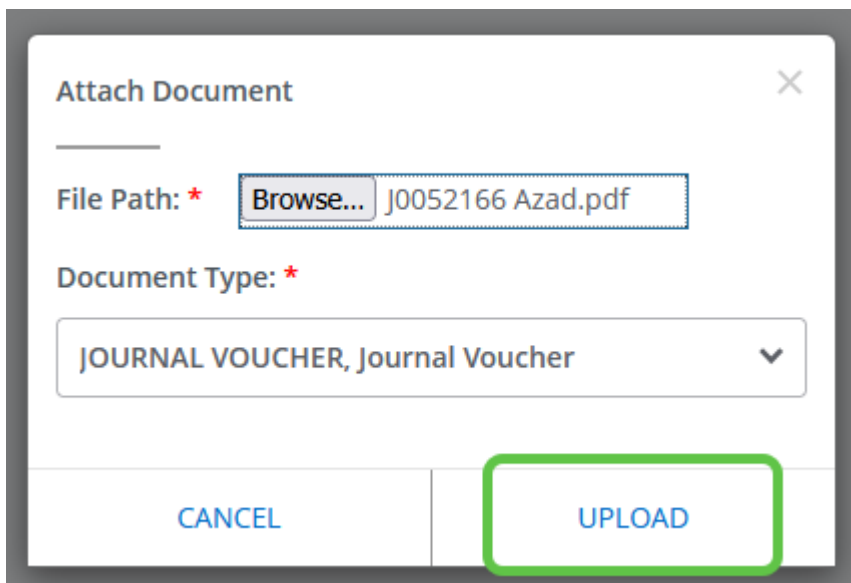
Document Type: * JOURNAL VOUCHER, Journal Voucher

Buttons: CANCEL, UPLOAD

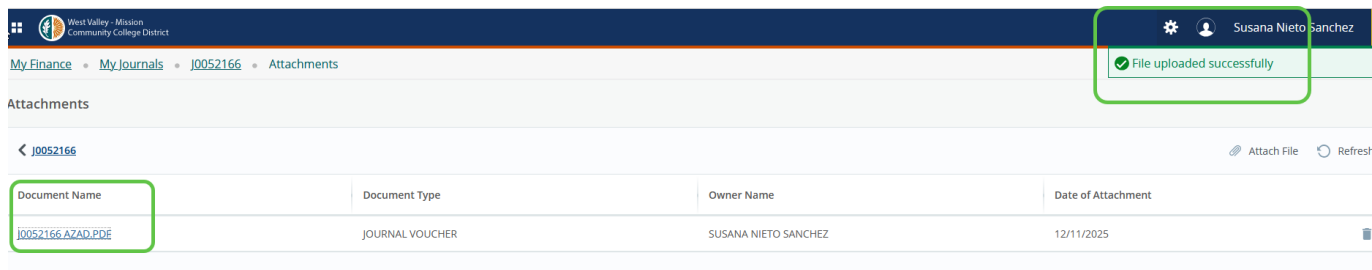
Click the document and click “Open” at the bottom of the screen.



Verify the file as shown under File Path. Click “Upload”.



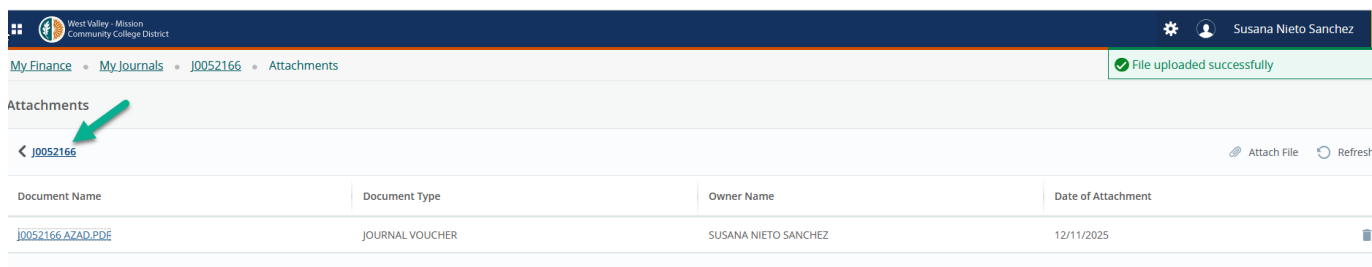
The message will show in the upper right-hand corner.



The screenshot shows the user interface of the West Valley-Mission CCD system. The top navigation bar includes the logo and the text "West Valley-Mission Community College District". The user's name, "Susana Nieto Sanchez", is displayed in the top right corner. A green box highlights a message in the upper right-hand corner that reads "File uploaded successfully". The breadcrumb trail shows the path: "My Finance" > "My Journals" > "J0052166" > "Attachments". The main content area is titled "Attachments" and displays a table with the following data:

Document Name	Document Type	Owner Name	Date of Attachment
J0052166.AZAD.PDF	JOURNAL VOUCHER	SUSANA NIETO SANCHEZ	12/11/2025

Go back to the journal screen to continue.



The screenshot shows the same user interface as the previous one, but with a green arrow pointing to the "J0052166" link in the breadcrumb trail. The message "File uploaded successfully" is still visible in the top right corner. The breadcrumb trail is: "My Finance" > "My Journals" > "J0052166" > "Attachments". The main content area is titled "Attachments" and displays the same table as before:

Document Name	Document Type	Owner Name	Date of Attachment
J0052166.AZAD.PDF	JOURNAL VOUCHER	SUSANA NIETO SANCHEZ	12/11/2025

Step 2d: After the journal is complete, click on the green 'Submit Journal' option on the bottom right of the screen. Select 'YES' to submit the journal.

My Finance • My Journals • J0052166

J0052166

Transaction date :11/30/2025 Total :4,640.00 Status : **Draft**

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	JE15	D	--	2,320.00	Debit	--	330000	306100	230010	692000	--
2	✓	JE15	D	--	2,320.00	Credit	--	330000	306100	240010	692000	--

Accounting total : 4,640.00

SUBMIT JOURNAL + Add accounting

Back Save as draft **Submit journal**

My Finance • My Journals • J0052166

J0052166

Transaction date :11/30/2025 Total :4,640.00 Status : **Draft**

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity
1	✓	JE15	D	--	2,320.00	Debit	--	330000	306100	230010	692000	--
2	✓	JE15	D	--	2,320.00	Credit	--	330000	306100	240010	692000	--

Accounting total : 4,640.00

Do you want to submit journal J0052166?

NO **YES**

+ Add accounting

Back Save as draft **Submit journal**

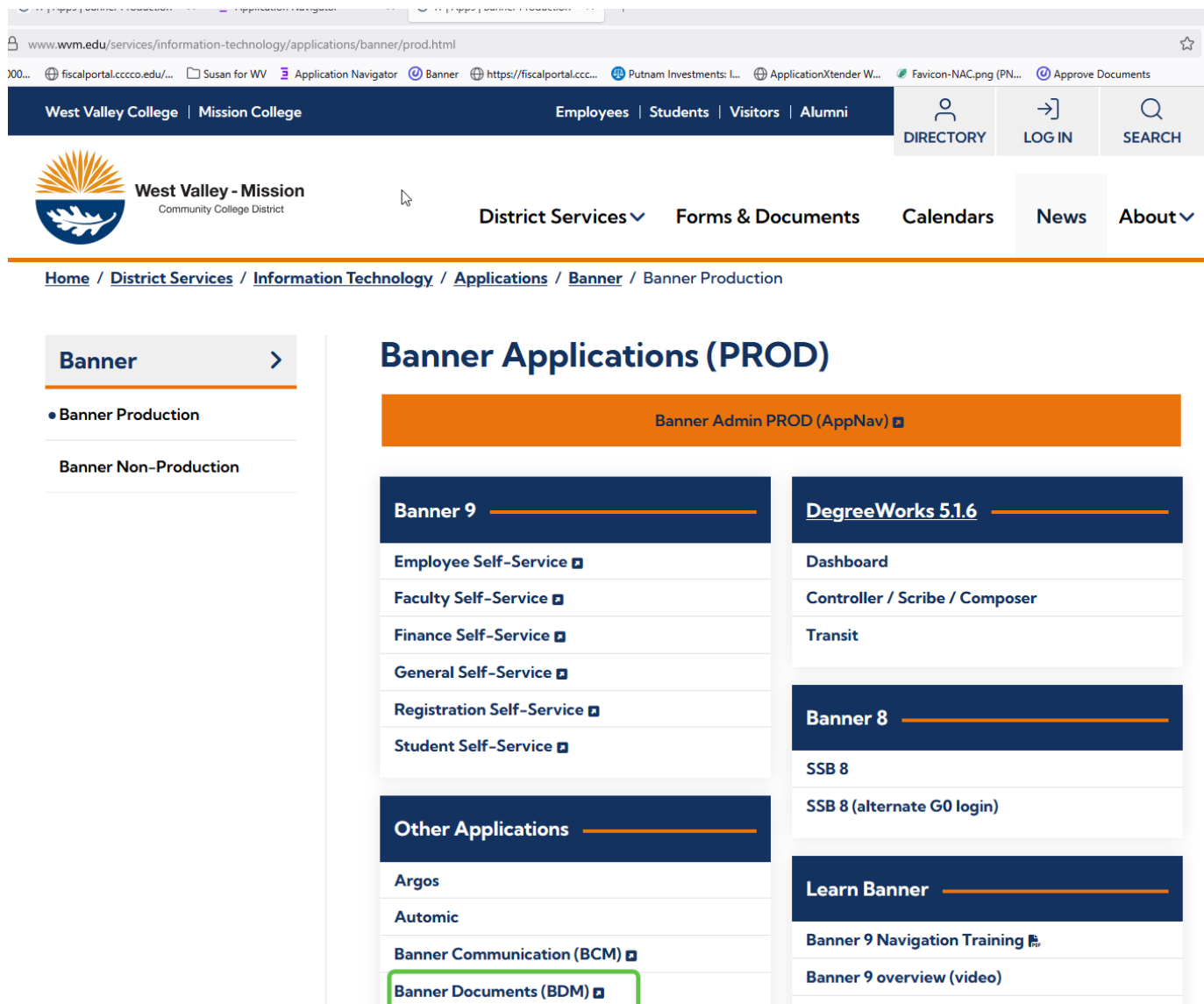
Step 3: Follow the steps for loading supporting documents in the next section to load supporting documents for **expense transfers**.

Examples of supporting documents include: invoices, GL report, spreadsheet, e-mail

Loading Supporting Documents in **Banner Document Management (BDM)**

BDM provides users with the capability to load and index documents into Banner. The steps below guide users on how to load digital PDF documents and index the documents.

Step 1: Go to wvm.edu, select BDM under “Other Applications.”



www.wvm.edu/services/information-technology/applications/banner/prod.html

West Valley College | Mission College

Employees | Students | Visitors | Alumni

DIRECTORY LOGIN SEARCH

West Valley - Mission
Community College District

District Services Forms & Documents Calendars News About

Home / District Services / Information Technology / Applications / Banner / Banner Production

Banner >

- Banner Production
- Banner Non-Production

Banner Applications (PROD)

Banner Admin PROD (AppNav)

Banner 9

- Employee Self-Service
- Faculty Self-Service
- Finance Self-Service
- General Self-Service
- Registration Self-Service
- Student Self-Service

Other Applications

- Argos
- Automic
- Banner Communication (BCM)
- Banner Documents (BDM)**

DegreeWorks 5.1.6

- Dashboard
- Controller / Scribe / Composer
- Transit

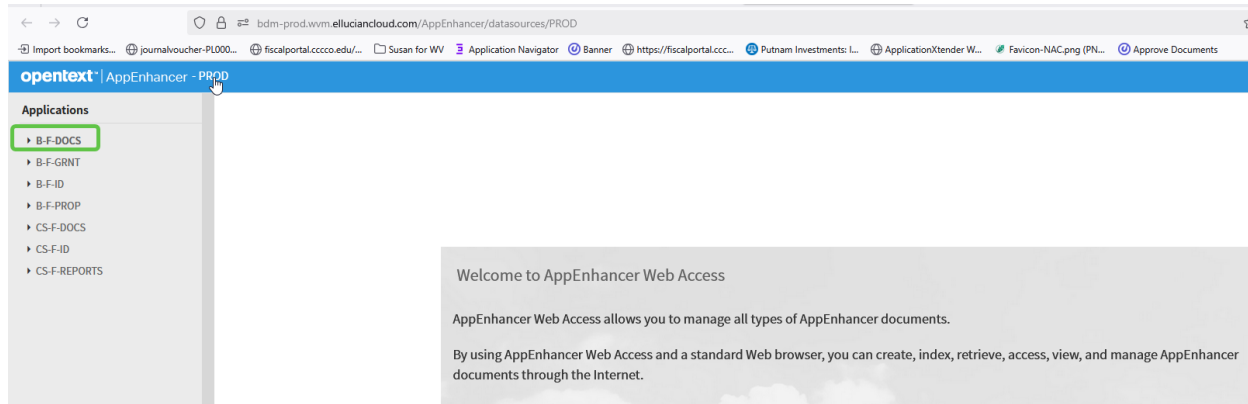
Banner 8

- SSB 8
- SSB 8 (alternate G0 login)

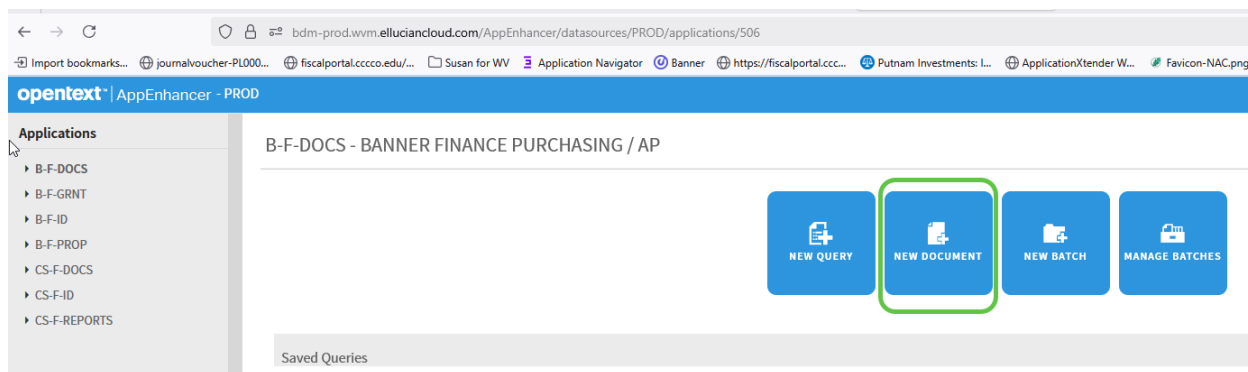
Learn Banner

- Banner 9 Navigation Training
- Banner 9 overview (video)

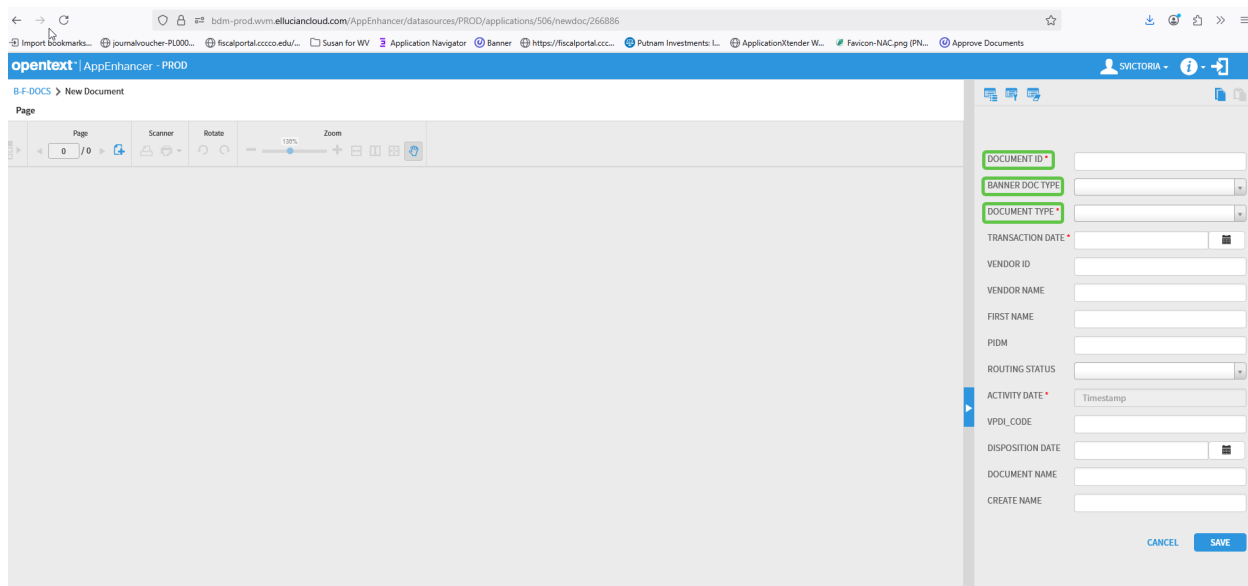
Step 2: Under Applications, select B-F-DOCS.



Step 3a: Click on New Document



Step 3b: Fill-in the following fields:



DOCUMENT ID *

BANNER DOC TYPE

DOCUMENT TYPE *

TRANSACTION DATE *

VENDOR ID

VENDOR NAME

FIRST NAME

PIDM

ROUTING STATUS

ACTIVITY DATE *

VPDL CODE

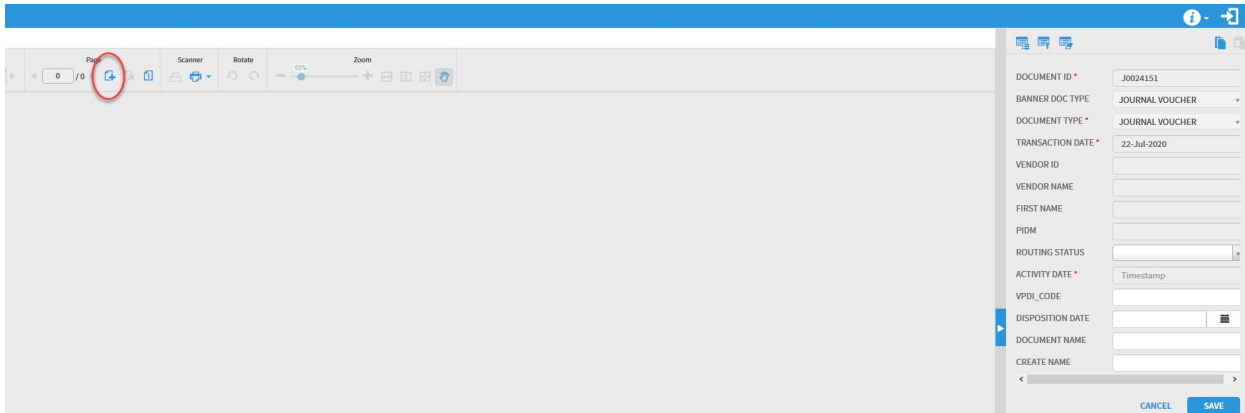
DISPOSITION DATE

DOCUMENT NAME

CREATE NAME

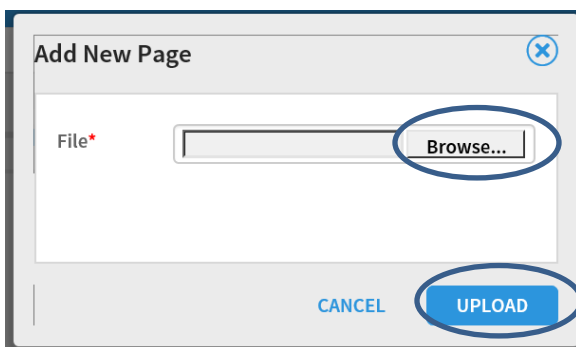
CANCEL SAVE

Step 4: Click on the **plus**  icon to add new document.



The screenshot shows the BDM interface. On the left, there is a toolbar with various icons. The 'Add New Page' icon, which is a blue square with a white plus sign, is circled in red. On the right, there is a form with various fields for document entry, including 'DOCUMENT ID', 'BANNER DOC TYPE', 'DOCUMENT TYPE', 'TRANSACTION DATE', 'VENDOR ID', 'VENDOR NAME', 'FIRST NAME', 'PIDM', 'ROUTING STATUS', 'ACTIVITY DATE', 'VPDI_CODE', 'DISPOSITION DATE', 'DOCUMENT NAME', and 'CREATE NAME'. The 'SAVE' button is visible at the bottom right of the form.

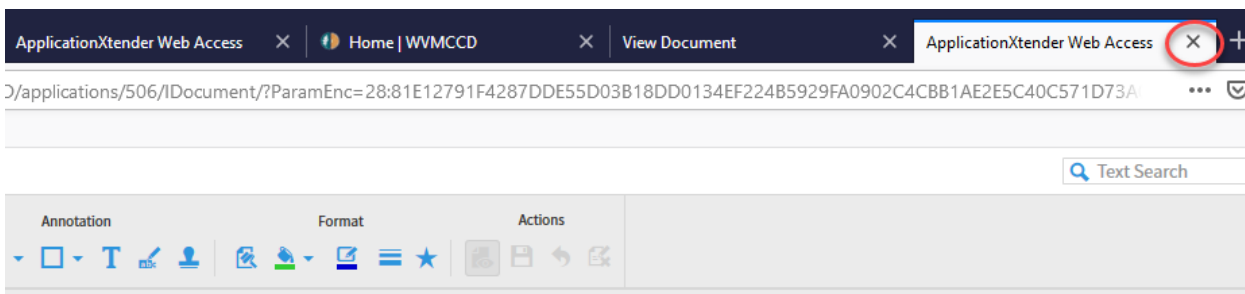
Step 5: Click on the **Browse** button to retrieve the document on the desktop to load in BDM. After selecting the file, click on **Upload** to load the document in BDM.



The screenshot shows the 'Add New Page' dialog box. It has a title bar with a close button. Inside, there is a 'File*' label next to a text input field. To the right of the input field is a 'Browse...' button, which is circled in blue. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'UPLOAD', with the 'UPLOAD' button also circled in blue.

Step 6: Validate the document in BDM and click on **Save**.

Step 7: Click on the (X) in the top right corner to exit BDM.



The screenshot shows the BDM interface. At the top, there is a browser window with multiple tabs. The 'ApplicationXtender Web Access' tab is active, and the 'X' button to close it is circled in red. Below the browser window, there is a URL bar with a long URL. Below the URL bar, there is a 'Text Search' input field. At the bottom, there is a toolbar with various icons for annotation, format, and actions.

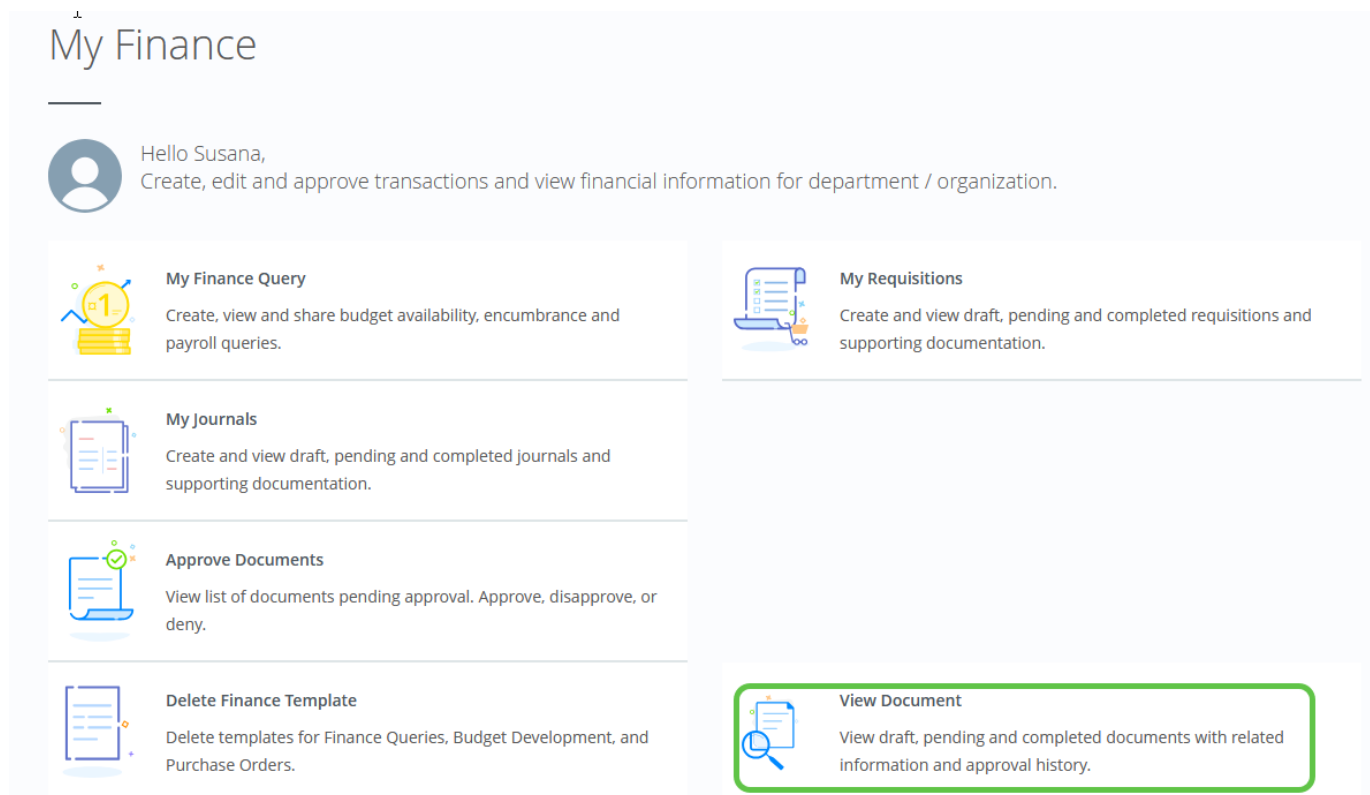
Note: Supporting documents for journals cannot be accessed through SSB once posted. You will have to log in directly to BDM to view the supporting backup documents.

Viewing Documents (Journals, Requisitions, POs and Invoices) Processed in SSB and INB

Viewing Documents in SSB

The Finance SSB View Document form allows end users to view detailed information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt). This option allows you to see all documents that exist in INB and SSB.

Step 1: Select **View Document** within Finance.



The screenshot shows the 'My Finance' dashboard. At the top, it says 'My Finance' and 'Hello Susana, Create, edit and approve transactions and view financial information for department / organization.' Below this, there are several tiles for different functions: 'My Finance Query', 'My Journals', 'Approve Documents', 'Delete Finance Template', 'My Requisitions', and 'View Document'. The 'View Document' tile is highlighted with a green border. It contains an icon of a document with a magnifying glass and the text: 'View Document' and 'View draft, pending and completed documents with related information and approval history.'

My Finance

Hello Susana,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

My Journals
Create and view draft, pending and completed journals and supporting documentation.

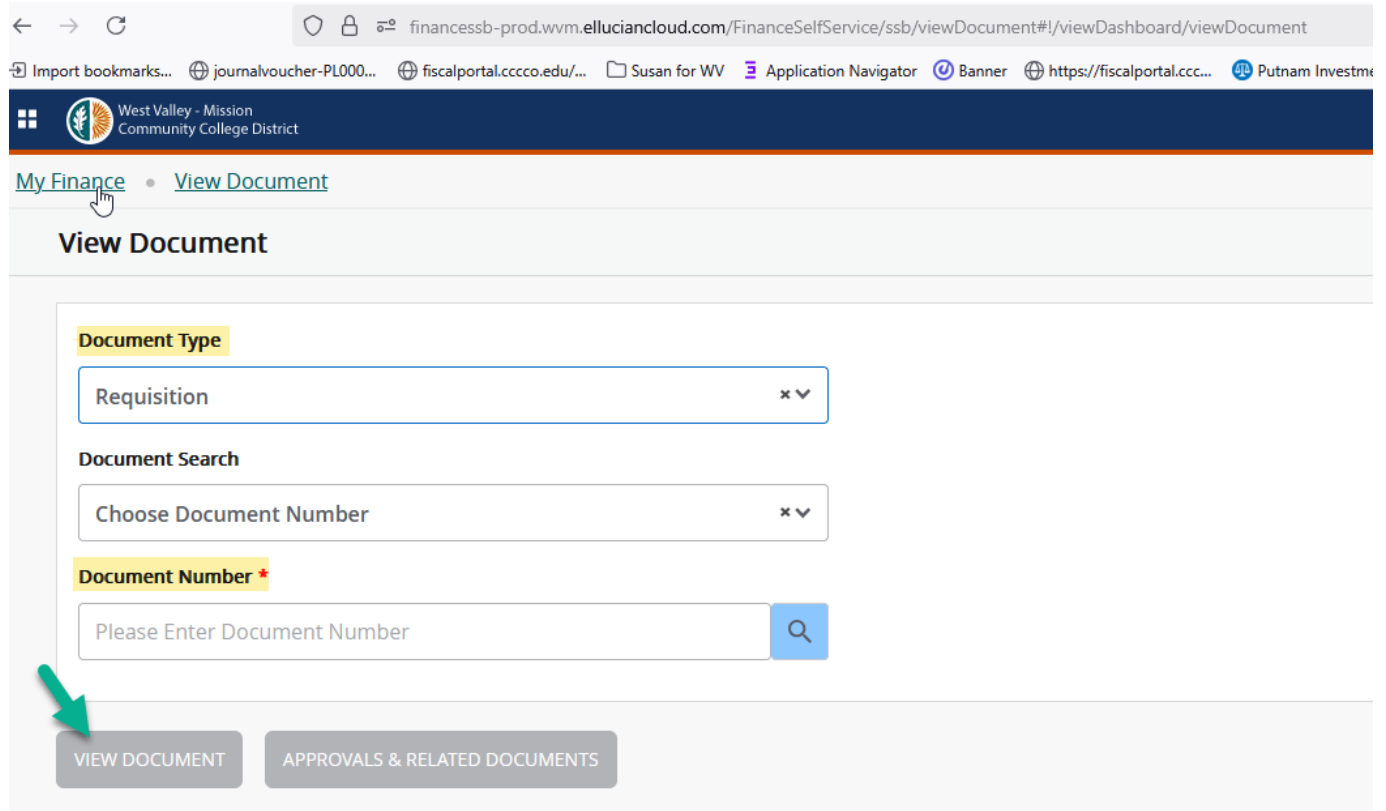
Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

Delete Finance Template
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.

View Document
View draft, pending and completed documents with related information and approval history.

Step 2: To display the details of a document, enter parameters, then select **View Document**. If you do not know the document number, select **Document Number** to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from. Leave all other selections to default to original setting.



← → ↺ financersb-prod.wvm.elluciancloud.com/FinanceSelfService/ssb/viewDocument#/viewDashboard/viewDocument

Import bookmarks... journalvoucher-PL000... fiscalportal.cccco.edu/... Susan for WV Application Navigator Banner https://fiscalportal.ccc... Putnam Investme

West Valley - Mission
Community College District

My Finance • View Document

View Document

Document Type

Requisition x v

Document Search

Choose Document Number x v

Document Number *

Please Enter Document Number 🔍

VIEW DOCUMENT APPROVALS & RELATED DOCUMENTS

JOURNAL VOUCHER

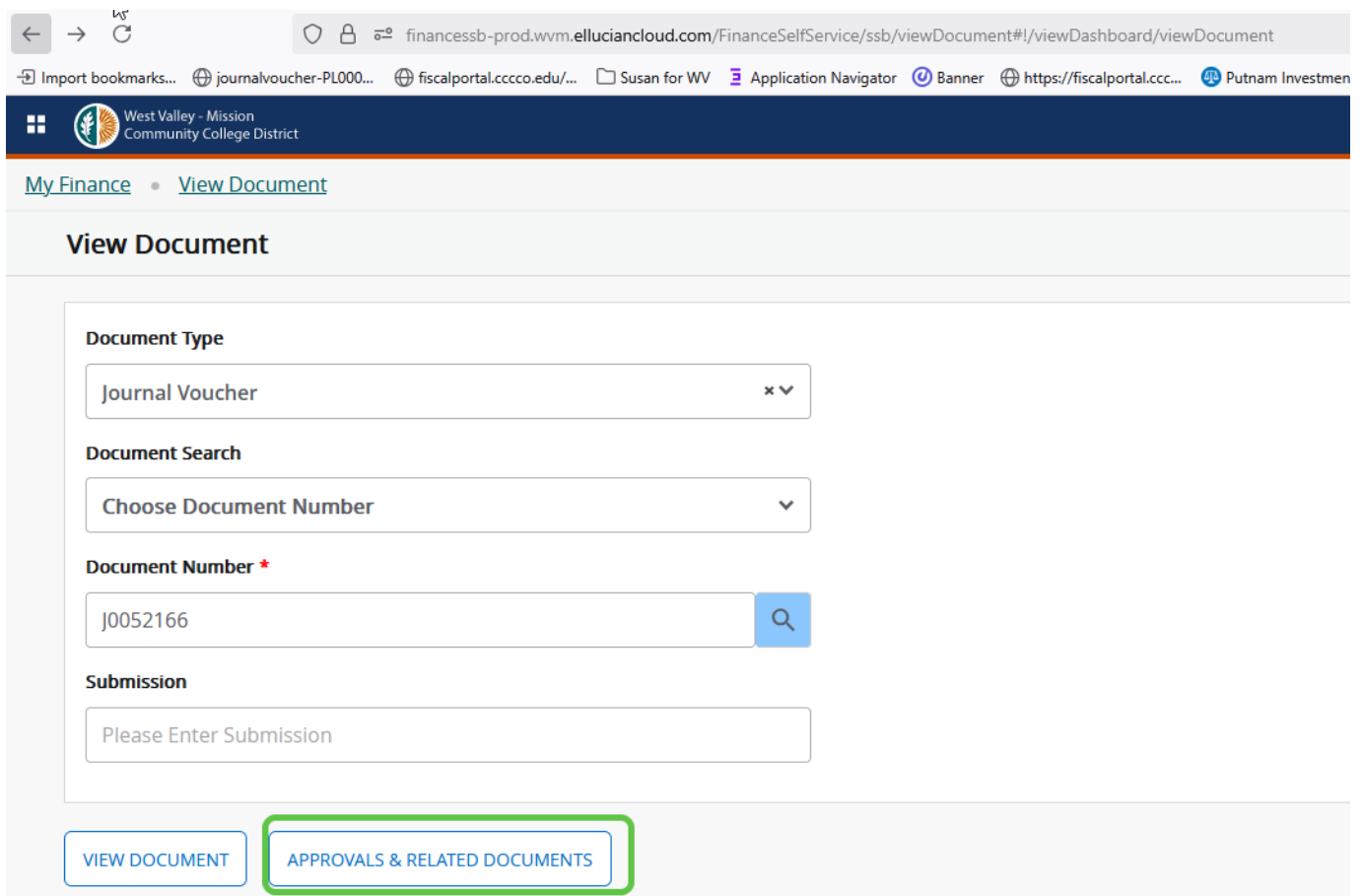
Journal Voucher Number	J0052166	Document Total	4,640.00	Status	Posted
Submission	0	User ID	SVICTORIA		
Transaction Date	11/30/2025	Activity Date	12/12/2025		
Public Comments					

Accounting Distributions

SEQ	Description	FY. Period	Budget Period	Rule Class	Chart- Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/ Credit	Currency	Bank Code	NSF Override	Document Reference Number	Accrual Indicator	Deposit
1	2025 MM 11 Azad, F to Acct 23 0010	26-05	05	JE15	D -- 330000 - 306100 - 230010 - 692000 - - -	2,320.00	D	USD		Yes		No	
2	2025 MM 11 Azad, F fr Acct 24 0010	26-05	05	JE15	D -- 330000 - 306100 - 240010 - 692000 - - -	2,320.00	C	USD		No		No	
Total Accounting Distributions						4,640.00							

DISCLAIMER - This Journal Voucher PDF is restricted to internal use only

Step 3: To display related documents and approval history for a document, enter parameters then select **Approvals and Related Documents**.



← → ↺

financesb-prod.wvm.elluciancloud.com/FinanceSelfService/ssb/viewDocument#!/viewDashboard/viewDocument

Import bookmarks... journalvoucher-PL000... fiscalportal.cccco.edu/... Susan for WV Application Navigator Banner https://fiscalportal.ccc... Putnam Investmen

West Valley - Mission
Community College District

[My Finance](#) • [View Document](#)

View Document

Document Type

Journal Voucher x v

Document Search

Choose Document Number v

Document Number *

J0052166 🔍

Submission

Please Enter Submission

[VIEW DOCUMENT](#) [APPROVALS & RELATED DOCUMENTS](#)

← → ↻ financersb-prod.wvm.elluciancloud.com/FinanceSelfService/ssb/viewDocument#l/viewDashboard/approvalRelatedDocuments/journalvoucher/J0052166

Import bookmarks... journalvoucher-PL000... fiscalportal.cccco.edu/... Susan for WV Application Navigator Banner https://fiscalportal.ccc... Putnam Investments: L... ApplicationXtender W...

West Valley - Mission
Community College District

[My Finance](#) • [View Document](#) • [Approval & Related Documents - Journal Voucher](#)

No Related Documents information available for J0052166

Attachments

[J0052166 AZAD.PDF](#) - Journal voucher

Approval History

DISTRICT EXPENSE TRANSFERS DS (JD03) (20)
Susan Hutton 12/12/2025
DISTRICT EXPENSE TRANSFERS DS (JD03) (20)
Susan Hutton 12/12/2025
DISTRICT EXPENSE TRANSFERS DS (JD03) (25)
Susan Hutton 12/12/2025
DISTRICT EXPENSE TRANSFERS DS (JD03) (10)
Susan Victoria 12/11/2025
DISTRICT EXPENSE TRANSFERS DS (JD03) (15)
Susan Victoria 12/11/2025

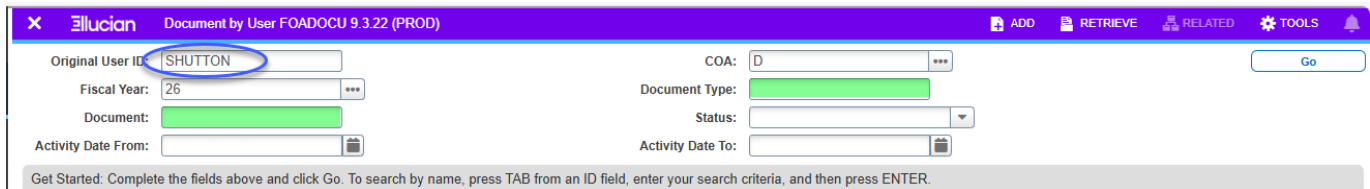
Approvals Required

No Approval required information available for J0052166

Viewing Documents by User in Banner INB (make change to journal)

Step 1: Go to form **FOADOCU** to query documents by user.

Step 2a: Enter the user name in the **Original User ID** box and click on **Go** to view all documents by user. You can select a specific document number or type, i.e., JV for journals, INV for invoices, etc.

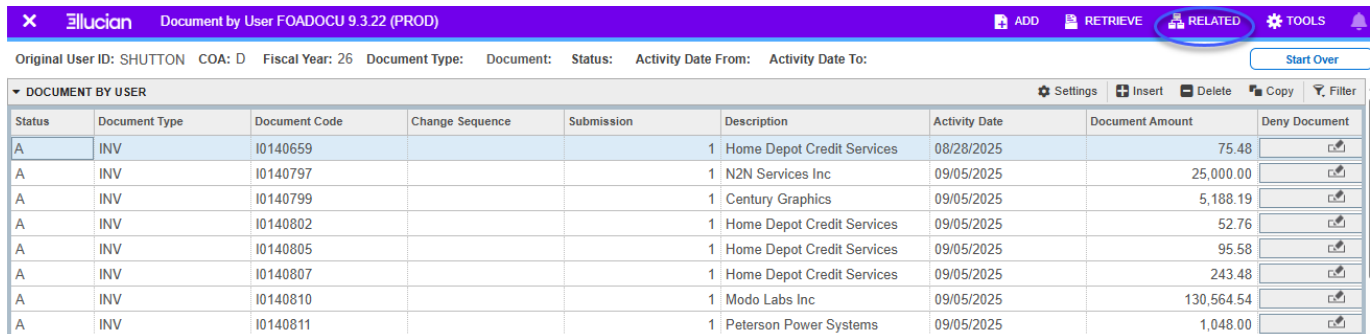


Document by User FOADOCU 9.3.22 (PROD)

Original User ID: SHUTTON COA: D Fiscal Year: 26 Document Type: Document: Status: Activity Date From: Activity Date To: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

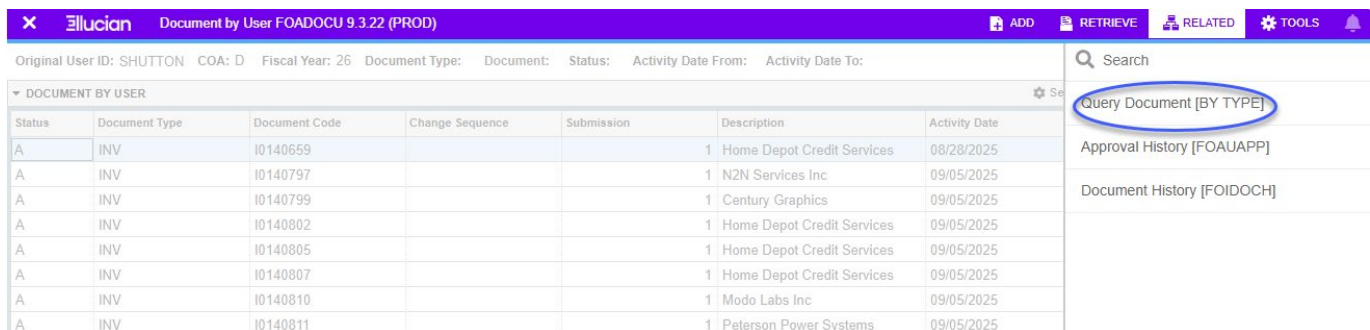
Step 2b: Highlight the row in blue, click on Related, and select Query Document to view the detailed document/journal.



Document by User FOADOCU 9.3.22 (PROD)

Original User ID: SHUTTON COA: D Fiscal Year: 26 Document Type: Document: Status: Activity Date From: Activity Date To: Start Over

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
A	INV	10140659		1	Home Depot Credit Services	08/28/2025	75.48	
A	INV	10140797		1	N2N Services Inc	09/05/2025	25,000.00	
A	INV	10140799		1	Century Graphics	09/05/2025	5,188.19	
A	INV	10140802		1	Home Depot Credit Services	09/05/2025	52.76	
A	INV	10140805		1	Home Depot Credit Services	09/05/2025	95.58	
A	INV	10140807		1	Home Depot Credit Services	09/05/2025	243.48	
A	INV	10140810		1	Modo Labs Inc	09/05/2025	130,564.54	
A	INV	10140811		1	Peterson Power Systems	09/05/2025	1,048.00	



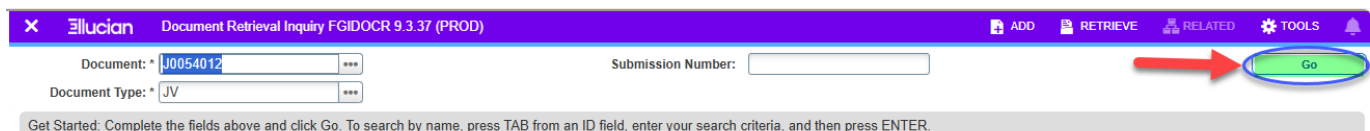
Document by User FOADOCU 9.3.22 (PROD)

Original User ID: SHUTTON COA: D Fiscal Year: 26 Document Type: Document: Status: Activity Date From: Activity Date To: Search

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date
A	INV	10140659		1	Home Depot Credit Services	08/28/2025
A	INV	10140797		1	N2N Services Inc	09/05/2025
A	INV	10140799		1	Century Graphics	09/05/2025
A	INV	10140802		1	Home Depot Credit Services	09/05/2025
A	INV	10140805		1	Home Depot Credit Services	09/05/2025
A	INV	10140807		1	Home Depot Credit Services	09/05/2025
A	INV	10140810		1	Modo Labs Inc	09/05/2025
A	INV	10140811		1	Peterson Power Systems	09/05/2025

Query Document [BY TYPE]
Approval History [FOAUAPP]
Document History [FOIDOC]

Step 3: Click on **Go** to view detail document/journal.



Document Retrieval Inquiry FGIDOCR 9.3.37 (PROD)

Document: J0054012 Submission Number: Go

Document Type: JV

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Elucion Document Retrieval Inquiry FGIDOCR 9.3.37 (PROD) ADD RETRIEVE RELATED TOOLS

Document: J0054012 Submission Number: Document Type: JV Start Over

HEADER INFORMATION Insert Delete Copy Filter

Transaction Date: 03/31/2026 Items: 5
Fiscal Year: 26 Commit Type: Uncommitted
Fiscal Period: 09 ☐ Document Text

DETAIL INFORMATION Settings Insert Delete Copy Filter

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog	Actv
0	0	1	JE15	3rd Q FY26 Admin Expense	3,532.65	Debit			D		791000	304190	500126	739000	
0	0	2	JE15	3rd Q FY26 Investment Ex...	5,626.12	Debit			D		791000	304190	500126	739000	
0	0	3	JE15	3rd Q FY26 Admin/Investm...	9,158.77	Credit			D		791000		911300		
0	0	4	JE15	3rd Q FY26 Investment Int...	318,371.11	Debit			D		791000		911300		
0	0	5	JE15	3rd Q FY26 Investment Int...	318,371.11	Credit			D		791000	304190	886000	000000	

Record 1 of 5

Step 4: Click on **Retrieve** to view the supporting document in Banner Document Management (BDM).

ADD RETRIEVE RELATED TOOLS Start Over

Insert Delete Copy Filter

Items: 5
Commit Type: Uncommitted
☐ Document Text

Optional: This form may also be used to make corrections to expense transfer.

- Select the line for the document you need to deny and click the deny icon 

Elucion Document by User FOADOCU 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Original User ID: SHUTTON COA: D Fiscal Year: 26 Document Type: Document: Status: Activity Date From: Activity Date To: Start Over

DOCUMENT BY USER Settings Insert Delete Copy Filter

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
P	JV	J0054012		0	3rd Q FY26 Admin/Investment...	04/06/2026	9,158.77	
P	JV	J0054012		0	3rd Q FY26 Admin Expense	04/06/2026	3,532.65	
P	JV	MM000059		0	Aug25 Postage Expense HR	09/15/2025	13.29	
P	JV	MM000059		0	Aug25 Postage Expense	09/15/2025	745.43	
P	JV	MM000059		0	Aug25 Postage Chargeback ...	09/15/2025	8,853.01	
P	JV	MM000059		0	Aug25 Postage Expense MC	09/15/2025	6,830.04	
P	JV	MM000059		0	Aug25 Postage Expense WVC	09/15/2025	1,084.22	

- Once the journal is denied, it will have “incomplete” status. Go to the journal form, i.e, FGAJVCD, FGAJVCN, or FGAJVCQ to make the changes and complete it OR to delete the journal, Note: Once the journal is approved, you cannot use the FOADOCU form to deny/disapprove your own journal.

Banner FUPLOAD Process (Upload Journals in INB/Administrative)

The **FUPLOAD** process allows loading journals with more than five lines into Banner INB. The steps below will guide users to complete the upload template.

College	District	
JC5	JD5	+ or - Expense Transfer (same fund)
JC6	JD6	+ or - Expense Transfer (between different funds) Use bank code 00 - Requires bank code, but does not touch bank funds.
BC4	BD4	+ or - Budget Transfer

Expense = +
Expense = -

Revenue = +
Revenue = -

Step 1: **FUPLOAD** Journal Entry Template: Set up a template for each Rule Code (see the example below for a budget transfer using Rule Code BC4). **Do not change any format in this template, or the upload will not work.**

A		G		H		K		L		M		N		O		P		Q		V		W		Y		Z		AO	
SHOW CONTROLS				Hash Total: 7080.52 Prepared by:																									
of Doc	docnum	Trans Date	RUCL	Chart	Acct	Fund	Orgn	Acct	Prog	DIC	Description	Bank	Text																
1		T	JD6	D		110000	309620	500113	677000	669.52	+	Mail postage expense transfer from District Services	Mail postage March 2026 charge back																
1			JD6	D		110000	301000	500113	709000	56.19	+	Mail postage expense transfer from Advancement/Foundation																	
1			JD6	D		110000	305000	500113	673000	32.37	+	Mail postage expense transfer from Human Resources																	
1			JD6	D		110000	103010	500113	660000	491.41	+	Mail postage expense transfer from West Valley College																	
1			JD6	D		136020	116000	500113	619000	643.37	+	Mail postage expense transfer from West Valley College Science/Math																	
1			JD6	D		110000	220002	500113	677000	1,647.40	+	Mail postage expense transfer from Mission College																	
1			JD6	D		110000	309620	500113	677000	3,540.26	-	Postage charge back to Warehouse																	

1. Column A - place the number "1" on each row that has a transaction.
2. Column H – Use T for today or enter date format: yyyyymmdd (20260401) for April 1, 2026.
3. Column K - key in the rule code to be used BC4, JC5, JC6, BD4, JD5, and JD6.
4. Column L - key in the letter 'D' for District Chart of Accounts.
5. Column N - key in the Fund.
6. Column O - key in the Organization.
7. Column P - key in the Account.
8. Column Q - key in the Program.

9. Column V - key in the Amount to be transferred. **Hash total** is automatically calculated. It is the absolute value, which is the document total.
10. Column W - key in the (+) or (-).
11. Column Y - key in the description for each line (description needs to be clear). Refer to page 19 for examples of descriptions.
12. Column Z – is only required for JC6 and JD6 for expense transfers between two different funds. Bank Code should be “00”.
13. Column AO – (Optional) Enter document text on the first line only, if desired.

Note: Transfer using rule code BC4 is used for new grant or adjustments to revenues. Plus (+) sign is used in column W to indicate an increase in budget for revenue and expense.

A	G	H	K	L	M	N	O	P	Q	V	W	Y	Z	AO
SHOW CONTROLS														
Hash Total:										7080.52	Prepared by:			
of Doc	docnum	Trans Date	RUCL	Chart	Acct	Fund	Orgn	Acct	Prog		Description	Bank	Text	
1		20260401	JD6	D		110000	309620	500113	677000	669.52 +	Mail postage expense transfer from District Services		Mail postage March 2026 charge back	
1			JD6	D		110000	301000	500113	709000	56.19 +	Mail postage expense transfer from Advancement/Foundation			
1			JD6	D		110000	305000	500113	673000	32.37 +	Mail postage expense transfer from Human Resources			
1			JD6	D		110000	103010	500113	660000	491.41 +	Mail postage expense transfer from West Valley College			
1			JD6	D		136020	116000	500113	619000	643.37 +	Mail postage expense transfer from West Valley College Science/Math			
1			JD6	D		110000	220002	500113	677000	1,647.40 +	Mail postage expense transfer from Mission College			
1			JD6	D		110000	309620	500113	677000	3,540.26 +	Postage charge back to Warehouse			

Step 2: After completing the Journal Entry template, send the **Excel template** and **supporting documents as a PDF via** e-mail to the college Administrative Services Office for review and approval. After approval, College Administrative Services Staff will forward the e-mail with the attached documents to District.Finance@wvm.edu for processing.

Argos Reports

Accessing Argos Reports

Step 1: Select **ARGOS** on the main page.

Banner Applications (PROD)

Banner Admin PROD (AppNa

Banner 9

Employee Self-Service

Faculty Self-Service

Finance Self-Service

General Self-Service

Registration Self-Service

Student Self-Service

Other Applications

Argos

Automic

Banner Communication (BCM)

Banner Documents (BDM)

Pagebuilder

Degree

Dashboa

Controll

Transit

Banner

SSB 8

SSB 8 (al

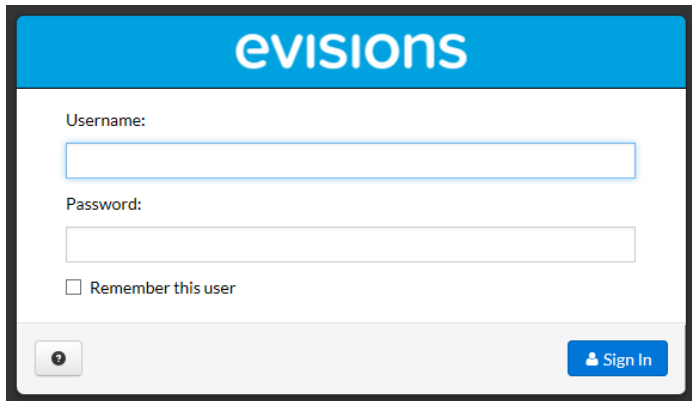
Learn E

Banner 9

Banner 9

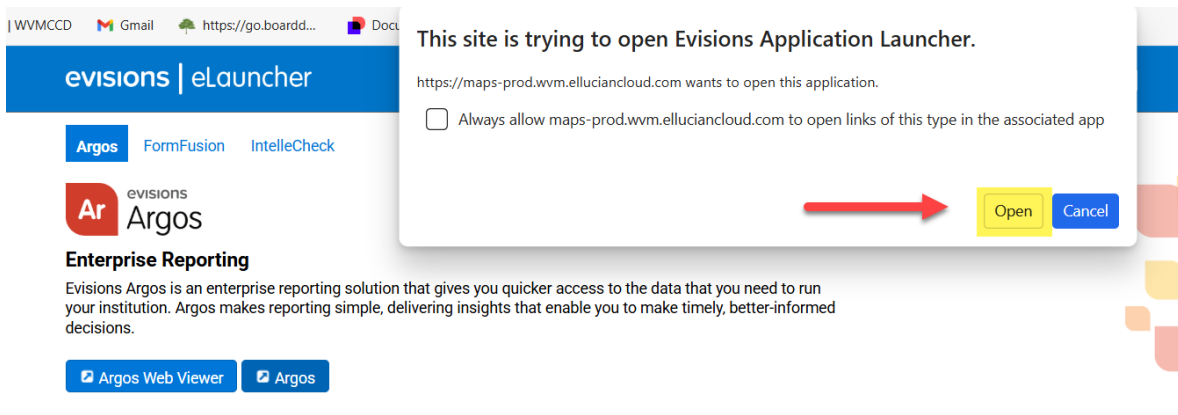
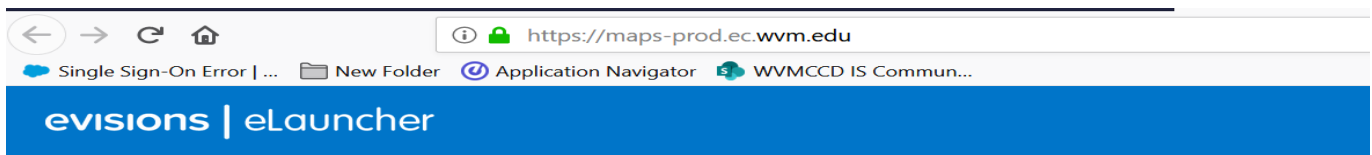
Banner 9

Step 2: Sign in using your computer login. Contact IS Help Desk at (408) 741-2696 if you are unable to log in.

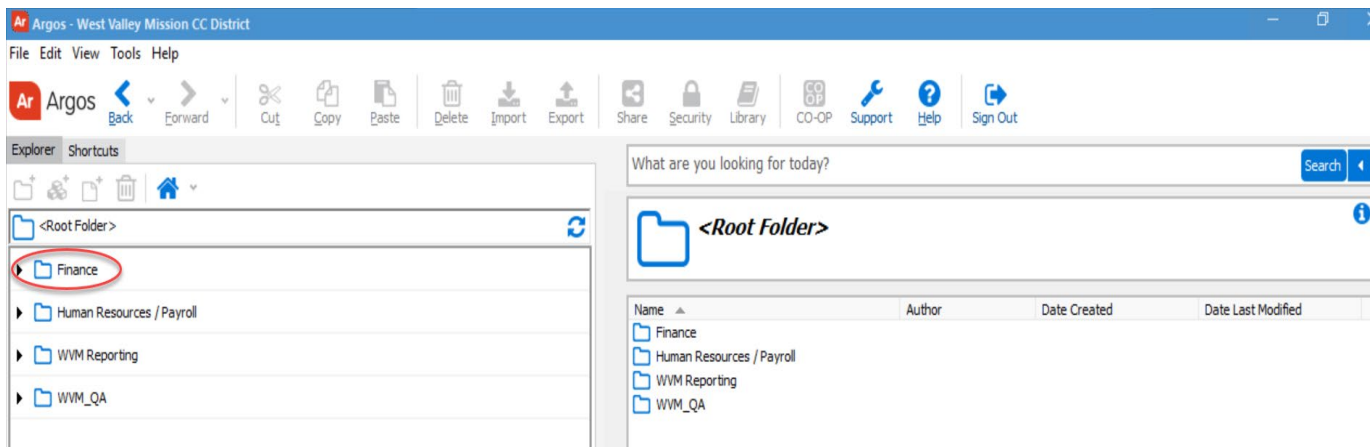


The login form for Evisions has a blue header with the word "evisions" in white. Below the header, there are two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember this user". At the bottom right of the form is a blue button labeled "Sign In".

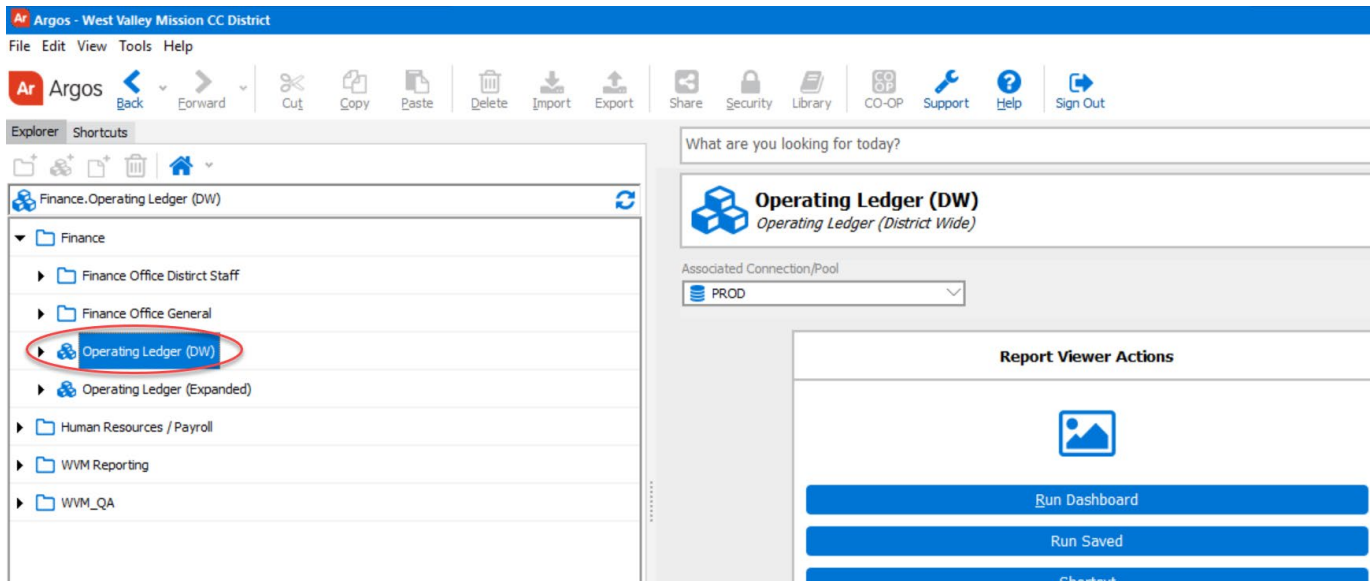
Step 3: Select **Argos** by clicking on the selection below. Click **“Open”** on the Launch Application dialogue box.



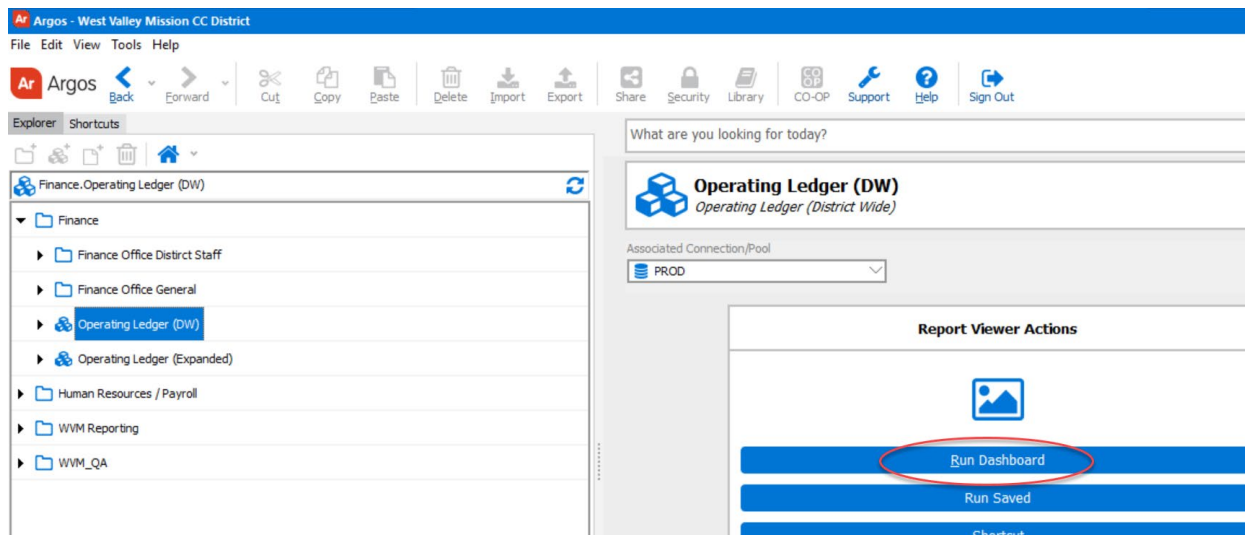
Step 4: Select the **Finance** folder by clicking on the folder identified below.



Step 5: Select one of the **Operating Ledger** datablocks. This option will allow users to view revenue and expense actuals, encumbrances, and budget information. The DW version allows the capability of copying data to an Excel spreadsheet. The Expanded version provides descriptions for each component of the chart of accounts.



Step 6: Select **Run Dashboard** to view report criteria selection.



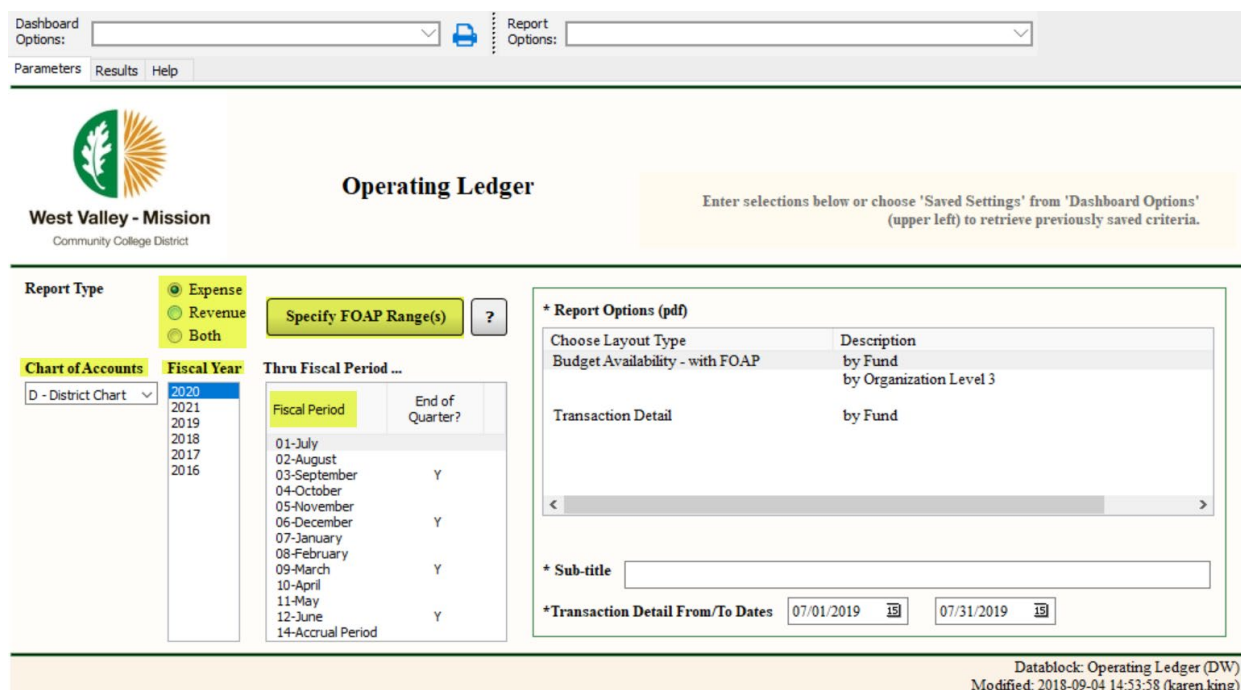
Step 7: Select criteria for report by completing the specific selections on the screen.

Report Type – Users have the option to select expense, revenue, or both.

Chart of Accounts – Report will always default to chart 'D' for District chart.

Fiscal Period – Select the period to display on report.

Specify FOAP Range(s) – Click on **Specify FOAP Range(s)** to see additional selection criteria.



The screenshot shows the 'Operating Ledger' report criteria selection screen. The top section has 'Dashboard Options' and 'Report Options' dropdowns. Below this, the 'Parameters' tab is active, showing the 'Operating Ledger' title and a note: 'Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.'

Report Type: Expense (selected), Revenue, Both.

Chart of Accounts: D - District Chart (selected).

Fiscal Year: 2020 (selected).

Fiscal Period: 01-July, 02-August, 03-September, 04-October, 05-November, 06-December, 07-January, 08-February, 09-March, 10-April, 11-May, 12-June, 14-Accrual Period.

Specify FOAP Range(s): ?

*** Report Options (pdf)**:

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund by Organization Level 3
Transaction Detail	by Fund

* Sub-title: [Empty field]

* Transaction Detail From/To Dates: 07/01/2019 [19] 07/31/2019 [19]

Datablock: Operating Ledger (DW)
Modified: 2018-09-04 14:53:58 (karen.king)

Selection can be specific or by range for each component of the FOAP. After the selection is made, click Run to view the selected data at the bottom of the page. For the example below, only fund 139000 was selected.

Dashboard Options:
Report Options:

Parameters Results Help



Operating Ledger

Fund between: 139000 and 139000
Orgn between: 000000 and 999999
Acct between: 000000 and 999999
Prog between: 000000 and 999999
Actv between: 000000 and 999999

Right click on the results below to export to Excel

Run

Fiscal Year	Fiscal Period	FOAP	Acct Title	Actual Budget	YTD Actuals	Encumbrance	Budget Remaining	Fund	Fund Title
-------------	---------------	------	------------	---------------	-------------	-------------	------------------	------	------------

Optional: See below for data output. To copy data and paste to excel, click anywhere on the bottom portion of the screen and select **Copy All**. Open excel and paste to spreadsheet.

Dashboard Options:
Report Options:

Parameters Results Help



Operating Ledger

Fund between: 139000 and 139000
Orgn between: 000000 and 999999
Acct between: 000000 and 999999
Prog between: 000000 and 999999
Actv between: 000000 and 999999

Right click on the results below to export to Excel

Run

Fiscal Year	Fiscal Period	FOAP	Acct Title	Actual Budget	YTD Actuals	Encumbrance	Budget Remaining	Fund	Fund Title
26	10-April	139000-308500-210010-695000	FT Classified	337,957.00	252,776.91	0.00	85,180.09	139000	
26	10-April	139000-308500-210020-695000	FT Management	263,351.00	195,303.51	0.00	68,047.49	139000	
26	10-April	139000-308500-210030-695000	FT Police	511,961.00	366,421.28	0.00	145,539.72	139000	
26	10-April	139000-308500-210050-695000	FT Supervisor	87,456.00	60,446.03	0.00	27,009.97	139000	
26	10-April	139000-308500-230010-695000	PT Hourly Classified	0.00	0.00	0.00	0.00	139000	
26	10-April	139000-308500-230020-677000	Classified Overtime	3,206.00	3,205.76	0.00	0.24	139000	
26	10-April	139000-308500-230020-695000	Classified Overtime	91,650.00	54,472.71	0.00	37,177.29	139000	
26	10-April	139000-308500-230050-695000	PT Classified Special Services	0.00	0.00	0.00	0.00	139000	
26	10-April	139000-308500-311020-695000	PERS	271,556.00	188,821.19	0.00	82,734.81	139000	
26	10-April	139000-308500-320020-695000	OASDI	30,900.00	21,087.36	0.00	9,812.64	139000	
26	10-April	139000-308500-321020-677000	Medicare	47.00	46.49	0.00	0.51	139000	
26	10-April	139000-308500-321020-695000	Medicare	18,140.00	13,430.60	0.00	4,709.40	139000	
26	10-April	139000-308500-322020-677000	UI	2.00	1.61	0.00	0.39	139000	
26	10-April	139000-308500-322020-695000	UI	625.00	463.09	0.00	161.91	139000	
26	10-April	139000-308500-323020-677000	Workers Comp	27.00	26.34	0.00	0.66	139000	
26	10-April	139000-308500-323020-695000	Workers Comp	10,280.00	7,611.55	0.00	2,668.45	139000	
26	10-April	139000-308500-330020-695000	Health Benefits Active	201,341.00	140,236.11	0.00	61,104.89	139000	
26	10-April	139000-308500-410004-695000	Supplies and Materials	53,126.00	40,562.91	8,295.34	4,267.75	139000	

39 items

Datablock: Operating Ledger (DW)
Modified: 2022-09-19 10:48:04 (karen.king)

Click the **Parameters** tab to return to the main page.

Dashboard Options: Report Options:

Parameters Results Help

Operating Ledger

West Valley - Mission
Community College District

Fund between: 139000 and 139000
 Orgn between: 000000 and 999999
 Acct between: 000000 and 999999
 Prog between: 000000 and 999999
 Actv between: 000000 and 999999

Right click on the results below to export to Excel

Run

Fiscal Year	Fiscal Period	FOAP	Acct Title	Actual Budget	YTD Actuals	Encumbrance	Budget Remaining	Fund
26	10-April	139000-308500-210010-695000	FT Classified	337,957.00	252,776.91	0.00	85,180.09	139000
26	10-April	139000-308500-210020-695000	FT Management	263,351.00	195,303.51	0.00	68,047.49	139000
26	10-April	139000-308500-210030-695000	FT Police	511,961.00	366,421.28	0.00	145,539.72	139000
26	10-April	139000-308500-210050-695000	FT Supervisor	87,456.00	60,446.03	0.00	27,009.97	139000
26	10-April	139000-308500-230010-695000	PT Hourly Classified	0.00	0.00	0.00	0.00	139000
26	10-April	139000-308500-230020-677000	Classified Overtime	3,206.00	3,205.76	0.00	0.24	139000
26	10-April	139000-308500-230020-695000	Classified Overtime	91,650.00	54,472.71	0.00	37,177.29	139000

Select report format by clicking on one of the selections under Description.

Dashboard Options: Report Options:

Parameters Results Help

Operating Ledger

West Valley - Mission
Community College District

Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.

Report Type
☒ Expense
☐ Revenue
☐ Both

Specify FOAP Range(s) ?

Chart of Accounts
 D - District Chart

Fiscal Year
 2017
 2016

Thru Fiscal Period ...
 Fiscal Period: 01-July
 End of Quarter?: 02-August

*** Report Options (pdf)**
 Choose Layout Type
 Budget Availability - with FOAP
 Transaction Detail

Description
 by Fund, Rev/Exp
 by Organization Level 3, Rev/Exp
 Account Detail by Fund

Click on the drop down arrow and select the type of report to complete criteria select. The selection should match the layout type. Options are **Budget Availability – with FOAP** or **Transaction Detail**.

Dashboard Options:  Report Options:  

Parameters Results Help

 **Operating Ledger**

Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.

Report Type: ☒ Expense ☐ Revenue ☐ Both

Chart of Accounts: Fiscal Year: Thru Fiscal Period ...

Fiscal Year	Fiscal Period	End of Quarter?
2025	01-July	
2024	02-August	
2023	03-September	Y
2022		
2021		
2020		

* Report Options (pdf)

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund by Organization Level 3
Transaction Detail	by Fund

Step 8: Select one of the icons below to view, save, send e-mail, or print report.

Ar Operating Ledger (DW).Budget Availability - with FOAP

Dashboard Options:  Report Options:     

Parameters Results Help

 **Operating Ledger**

Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.

Report Type: ☒ Expense ☐ Revenue ☐ Both

Chart of Accounts: Fiscal Year: Thru Fiscal Period ...

Fiscal Year	Fiscal Period	End of Quarter?
2025		
2024		

* Report Options (pdf)

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund by Organization Level 3
Transaction Detail	by Fund

Step 9 (Optional): To save criteria selection, select **Save Current Settings** in the **Dashboard Options drop down menu**. This will allow users to retrieve the same criteria selection in the future.

Dashboard Options: <Manage Settings> <Save Current Settings> <Refresh List>

Parameters: Created by susan.rhodes <None> Created by others <None>

Report Options: Budget Availability - with FOAP

Operating Ledger

Enter selections below or choose 'Saved Settings' from 'Dashboard Options' (upper left) to retrieve previously saved criteria.

Report Type: ☒ Expense ☐ Revenue ☐ Both

Specify FOAP Range(s) ?

Chart of Accounts: D - District Chart

Fiscal Year: 2026

Thru Fiscal Period ...

Fiscal Period: End of Quarter?

* Report Options (pdf)

Choose Layout Type	Description
Budget Availability - with FOAP	by Fund by Organization Level 3
Transaction Detail	by Fund

Fill in the **Name** and **Description** of the report. Place a check mark in the **Share with other users** if this report is intended to be shared.

Create New Saved Settings

Save the current settings. Overwrite existing Saved Settings or create a new one by typing in its name.

Name

Type the name for the Saved Settings

Description

Type the description for the Saved Settings

☐ Share with other users

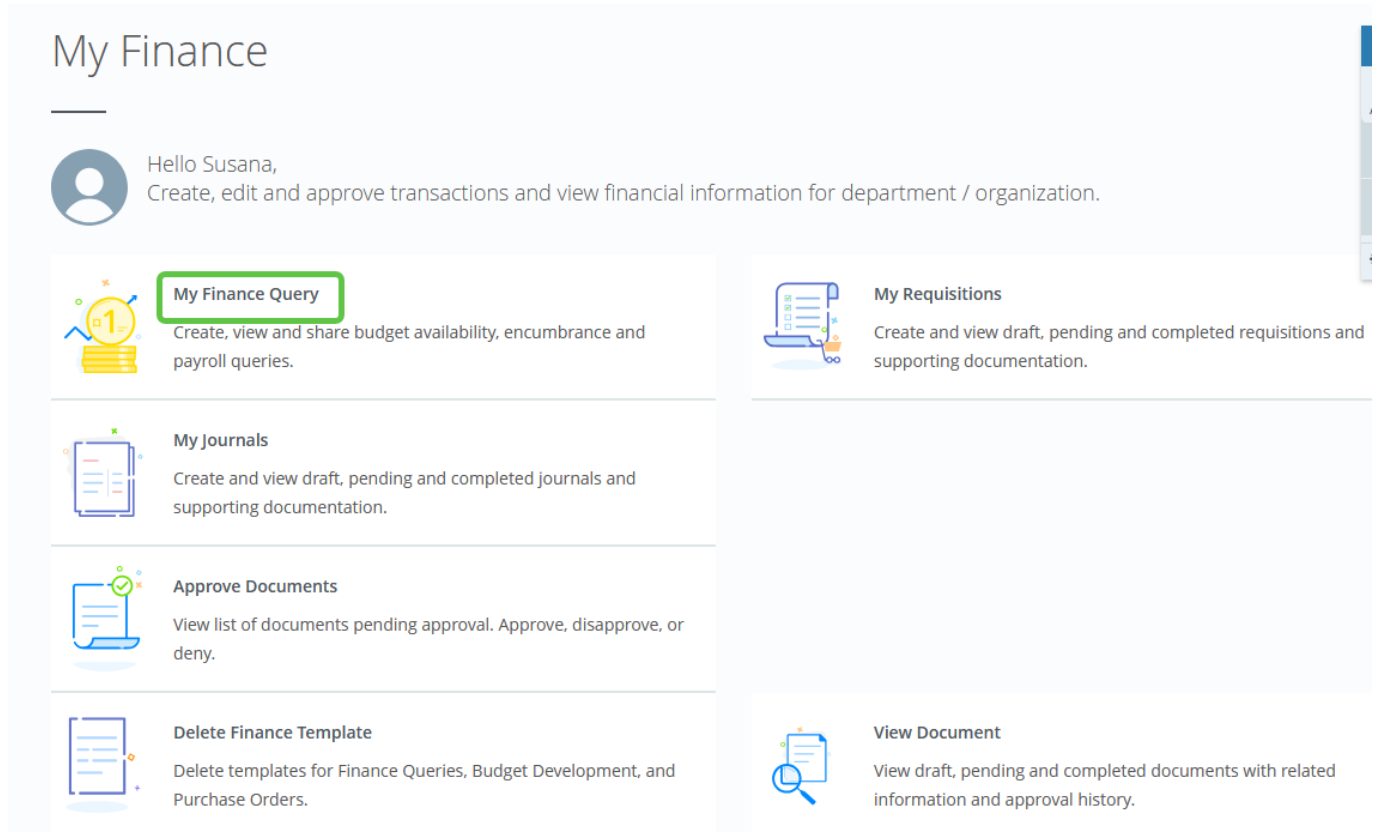
OK Cancel

OPTIONAL - Querying Department Budget and Transaction History

Users have an option to view budget and transaction history in SSB and INB.

Querying Department Budget in SSB

Step 1: Go into SSB and click on **My Finance Query**

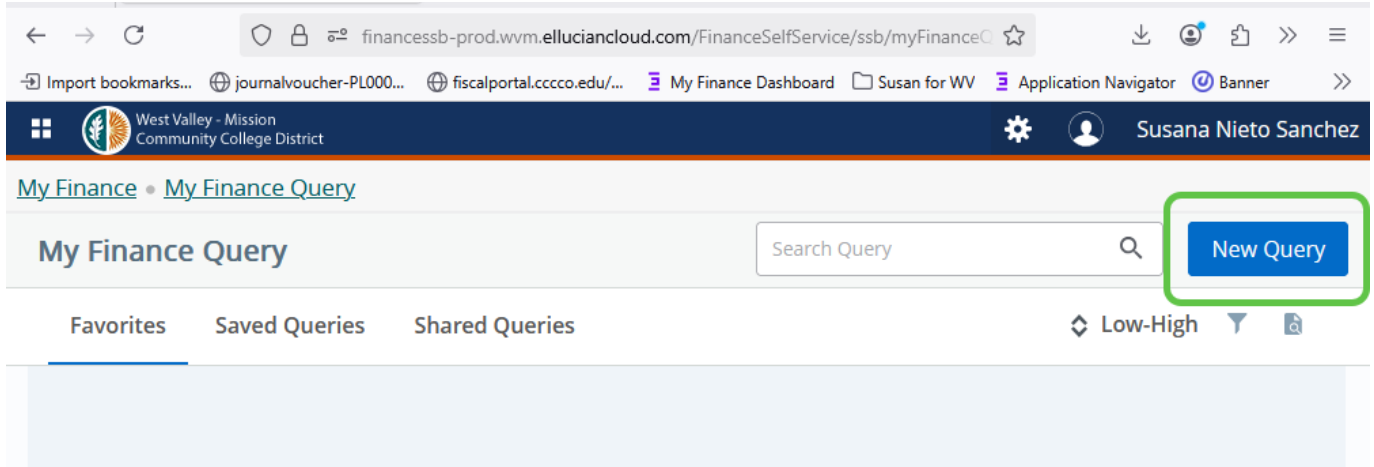


My Finance

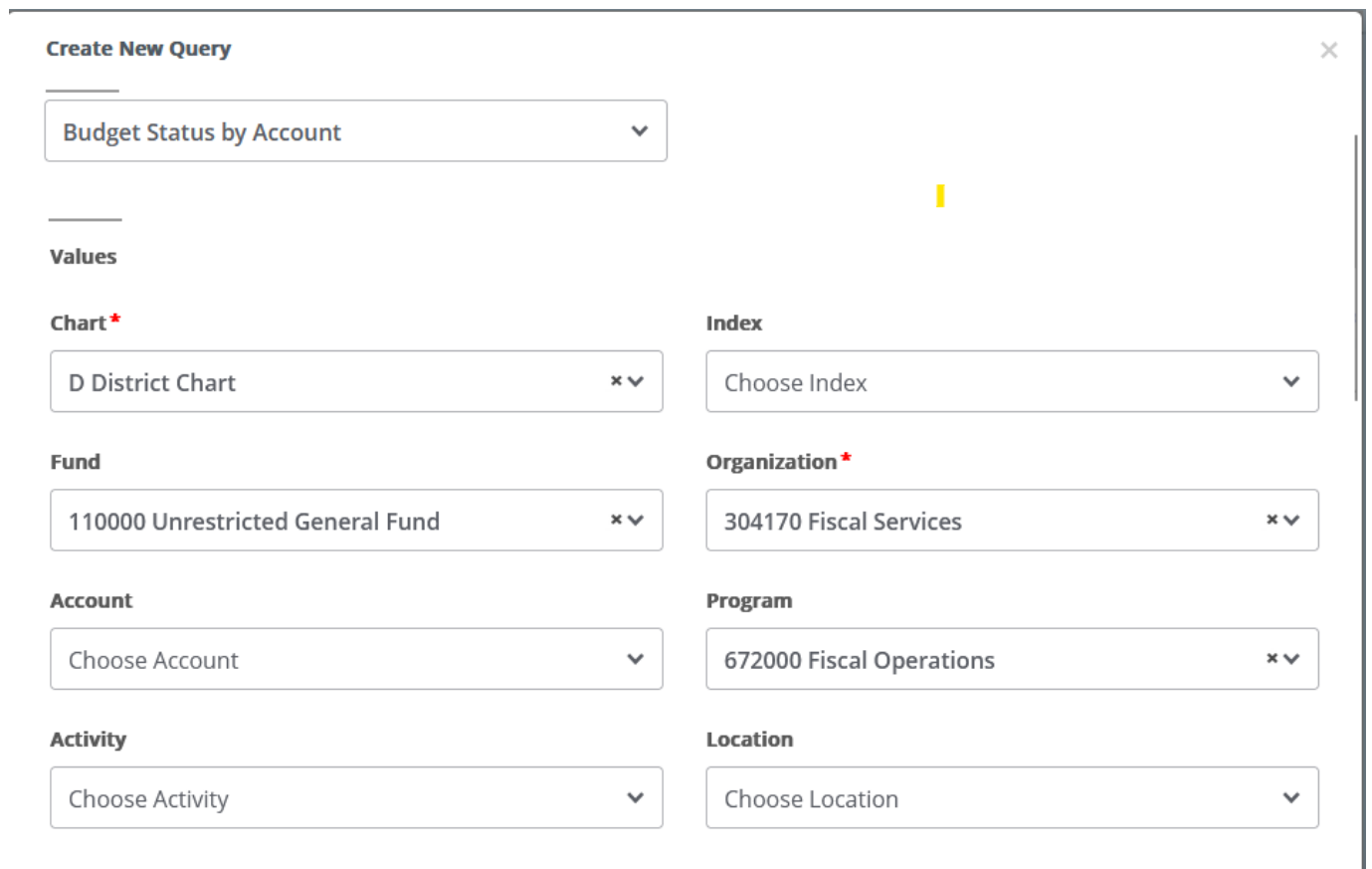
Hello Susana,
Create, edit and approve transactions and view financial information for department / organization.

- My Finance Query**
Create, view and share budget availability, encumbrance and payroll queries.
- My Journals**
Create and view draft, pending and completed journals and supporting documentation.
- Approve Documents**
View list of documents pending approval. Approve, disapprove, or deny.
- Delete Finance Template**
Delete templates for Finance Queries, Budget Development, and Purchase Orders.
- My Requisitions**
Create and view draft, pending and completed requisitions and supporting documentation.
- View Document**
View draft, pending and completed documents with related information and approval history.

Step 2a: Choose **“New Query”**. For Budget Query to be successful, a user must enter a value in the **Chart of Accounts fields** (Fund, Organization, Account, Program, Activity). All information retrieved are through the fiscal year to date.



Select **Budget Status by Account** on the drop down menu, enter the FOAP



Create New Query

Budget Status by Account

Values

Chart *
D District Chart

Index
Choose Index

Fund
110000 Unrestricted General Fund

Organization *
304170 Fiscal Services

Account
Choose Account

Program
672000 Fiscal Operations

Activity
Choose Activity

Location
Choose Location

To perform a comparison query, select a **Comparison Fiscal Year** and Period in addition to the required Fiscal year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period. Place a check mark in the box next to **Include Revenue Accounts** to see revenue accounts.

Create New Query ×

All ▼

☒ **Include Revenue Accounts**

Fiscal Year *

2025 × ▼

Fiscal Period *

12 × ▼

Comparison Fiscal Year

2024 × ▼

Comparison Fiscal Period

12 × ▼

Operating Ledger

☒ **Adopted Budget** ⓘ

☐ **Budget Adjustment** ⓘ

☒ **Year to Date** ⓘ

☒ **Encumbrance** ⓘ

Step 2b: Select the data columns to display on the report by clicking in the box to insert a check mark. The setting will default to the selection for future queries.

Create New Query

Year

None

Fiscal Period

None

Operating Ledger

☒ Adopted Budget ⓘ	☒ Year to Date ⓘ
☐ Budget Adjustment ⓘ	☒ Encumbrance ⓘ
☒ Adjusted Budget ⓘ	☐ Reservation ⓘ
☐ Temporary Budget ⓘ	☐ Commitments ⓘ
☐ Accounted Budget ⓘ	☒ Available Balance ⓘ

SUBMIT

Step 2c: Once the report output is displayed, Click the save icon and enter the Report Name and click **Save** if you would like to save the query for future use.

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

Fiscal Services - 304170

Query Results

Account	FY25/PD12 Adopted Budget	FY24/PD12 Adopted Budget	FY25/PD12 Adjusted Budget	FY24/PD12 Adjusted Budget	FY25/PD12 Year to Date	FY24/PD12 Year to Date	FY25/PD12 Encumbrances	FY24/PD12 Encumbrances	FY25/PD12 Available Balance
210010	\$1,025,312.00	\$1,036,514.00	\$1,025,312.00	\$917,670.00	\$1,068,686.02	\$917,669.62	\$0.00	\$0.00	(\$43,374.02)
210020	\$646,273.00	\$437,301.00	\$646,273.00	\$499,828.00	\$617,117.90	\$499,606.96	\$0.00	\$0.00	\$29,155.10
210060	\$478,309.00	\$441,334.00	\$380,212.00	\$295,362.00	\$380,211.80	\$295,361.35	\$0.00	\$0.00	\$0.20
230020	\$14,000.00	\$14,000.00	\$14,000.00	\$175.00	\$6,314.38	\$1,272.59	\$0.00	\$0.00	\$7,685.62
311020	\$581,546.00	\$537,582.00	\$541,546.00	\$450,406.00	\$524,820.20	\$450,405.31	\$0.00	\$0.00	\$16,725.80
320020	\$125,878.00	\$122,194.00	\$125,878.00	\$105,019.00	\$124,976.58	\$105,086.76	\$0.00	\$0.00	\$901.42
321020	\$31,174.00	\$29,214.00	\$31,174.00	\$24,847.00	\$30,063.74	\$24,862.06	\$0.00	\$0.00	\$1,110.26
322020	\$1,074.00	\$1,010.00	\$1,074.00	\$1,010.00	\$1,036.78	\$857.30	\$0.00	\$0.00	\$37.22
323020	\$17,315.00	\$19,716.00	\$17,315.00	\$16,765.00	\$16,701.45	\$16,773.83	\$0.00	\$0.00	\$613.55
330020	\$371,666.00	\$285,050.00	\$345,766.00	\$273,897.00	\$297,296.66	\$273,897.00	\$0.00	\$0.00	\$48,469.34
410001	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$798.81	\$0.00	\$0.00	\$750.00
410004	\$6,000.00	\$6,000.00	\$6,000.00	(\$14,044.00)	(\$31,951.82)	(\$16,032.82)	\$0.00	\$0.00	\$37,951.82
500104	\$46,000.00	\$46,000.00	\$24,206.00	\$22,000.00	\$24,205.51	\$17,633.04	\$0.00	\$0.00	\$0.49
Report Total (of all records)	(\$3,365,347.00)	(\$2,996,715.00)	(\$3,175,506.00)	(\$2,614,835.00)	(\$3,076,239.84)	(\$2,604,897.28)	\$0.00	\$0.00	(\$99,266.16)

Step 2d: Select an amount in **blue** to retrieve detail information for the amount.

Step 2e: To save the report output, click on the save icon and enter the name of the report and click SAVE.

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

Fiscal Services - 304170

Query Results

Account	FY25/PD12 Adopted Budget	FY24/PD12 Adopted Budget	FY25/PD12 Adjusted Budget	FY24/PD12 Adjusted Budget	FY25/PD12 Year to Date	FY24/PD12 Year to Date	FY25/PD12 Encumbrances	FY24/PD12 Encumbrances	FY25/PD12 Available Balance
210010	\$1,025,312.00	\$1,036,514.00	\$1,025,312.00	\$917,670.00	\$1,068,686.02	\$917,669.62	\$0.00	\$0.00	(\$43,374.02)
210020	\$646,273.00	\$437,301.00	\$646,273.00	\$499,828.00	\$617,117.90	\$499,606.96	\$0.00	\$0.00	\$29,155.10
210060	\$478,309.00	\$441,334.00	\$380,212.00	\$295,362.00	\$380,211.80	\$295,361.35	\$0.00	\$0.00	\$0.20
230020	\$14,000.00	\$14,000.00	\$14,000.00	\$175.00	\$6,314.38	\$1,272.59	\$0.00	\$0.00	\$7,685.62
311020	\$581,546.00	\$537,582.00	\$541,546.00	\$450,406.00	\$524,820.20	\$450,405.31	\$0.00	\$0.00	\$16,725.80
320020	\$125,878.00	\$122,194.00	\$125,878.00	\$105,019.00	\$124,976.58	\$105,086.76	\$0.00	\$0.00	\$901.42
321020	\$31,174.00	\$29,214.00	\$31,174.00	\$24,847.00	\$30,063.74	\$24,862.06	\$0.00	\$0.00	\$1,110.26
322020	\$1,074.00	\$1,010.00	\$1,074.00	\$1,010.00	\$1,036.78	\$857.30	\$0.00	\$0.00	\$37.22
323020	\$17,315.00	\$19,716.00	\$17,315.00	\$16,765.00	\$16,701.45	\$16,773.83	\$0.00	\$0.00	\$613.55
330020	\$371,666.00	\$285,050.00	\$345,766.00	\$273,897.00	\$297,296.66	\$273,897.00	\$0.00	\$0.00	\$48,469.34
410001	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$798.81	\$0.00	\$0.00	\$750.00
410004	\$6,000.00	\$6,000.00	\$6,000.00	(\$14,044.00)	(\$31,951.82)	(\$16,032.82)	\$0.00	\$0.00	\$37,951.82
500104	\$46,000.00	\$46,000.00	\$24,206.00	\$22,000.00	\$24,205.51	\$17,633.04	\$0.00	\$0.00	\$0.49
Report Total (of all records)	(\$3,365,347.00)	(\$2,996,715.00)	(\$3,175,506.00)	(\$2,614,835.00)	(\$3,076,239.84)	(\$2,604,897.28)	\$0.00	\$0.00	(\$99,266.16)

Fiscal Services - 304170

Query Results

Account	FY25/PD12 Adopted Budget	FY24/PD12 Adopted Budget	FY25/PD12 Adjusted Budget	FY24/PD12 Adjusted Budget	FY25/PD12 Year to Date	FY24/PD12 Year to Date
210010	\$1,025,312.00	\$1,036,514.00	\$1,025,312.00	\$917,670.00	\$1,068,686.02	\$917,669.62
210020	\$646,273.00	\$437,301.00	\$646,273.00	\$499,828.00	\$617,117.90	\$499,606.96
210060	\$478,309.00	\$441,334.00	\$380,212.00			\$295,361.35
230020	\$14,000.00	\$14,000.00	\$14,000.00			\$1,272.59
311020	\$581,546.00	\$537,582.00	\$541,546.00			\$450,405.31
320020	\$125,878.00	\$122,194.00	\$125,878.00			\$105,086.76
321020	\$31,174.00	\$29,214.00	\$31,174.00			\$24,862.06
322020	\$1,074.00	\$1,010.00	\$1,074.00	\$1,010.00	\$1,036.78	\$857.30
323020	\$17,315.00	\$19,716.00	\$17,315.00	\$16,765.00	\$16,701.45	\$16,773.83
330020	\$371,666.00	\$285,050.00	\$345,766.00	\$273,897.00	\$297,296.66	\$273,897.00
410001	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$798.81
410004	\$6,000.00	\$6,000.00	\$6,000.00	(\$14,044.00)	(\$31,951.82)	(\$16,032.82)
500104	\$46,000.00	\$46,000.00	\$24,206.00	\$22,000.00	\$24,205.51	\$17,633.04
Report Total (of all records)	(\$3,365,347.00)	(\$2,996,715.00)	(\$3,175,506.00)	(\$2,614,835.00)	(\$3,076,239.84)	(\$2,604,897.28)

Save as

Finance Dept-Expenditures

☐ Set as favorite

CANCEL SAVE

To retrieve an existing query, choose “Saved Queries”

West Valley - Mission
Community College District

My Finance • My Finance Query

My Finance Query

Favorites **Saved Queries** Shared Queries

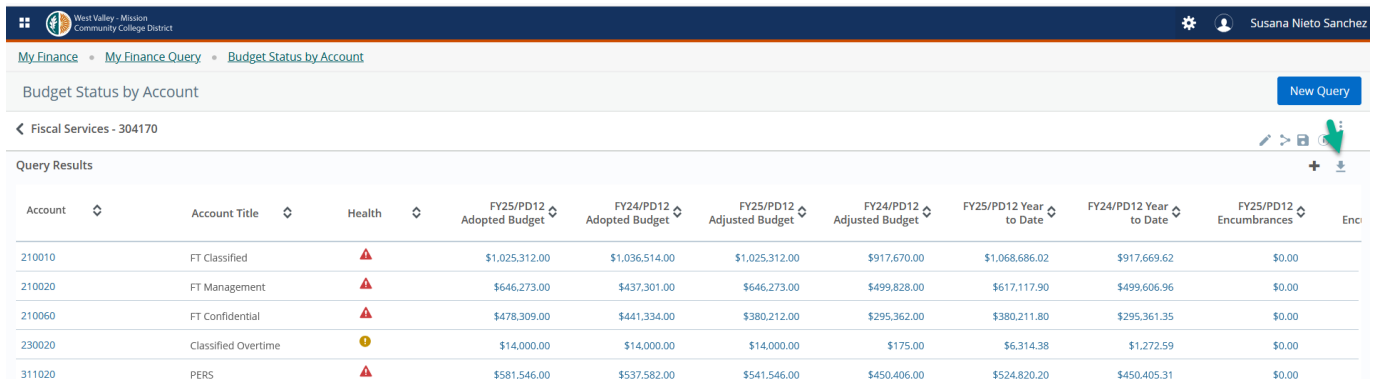
Finance Dept-Expenditu...

Budget

Revenue : \$0.00
Expense : \$3,076,239.84
Net : (\$3,076,239.84)

02/19/2026

Step 2f: Users have the option to download data to a Microsoft Excel spreadsheet by using the **Download** button.



My Finance • My Finance Query • Budget Status by Account

Budget Status by Account [New Query](#)

← Fiscal Services - 304170

Query Results

Account	Account Title	Health	FY25/PD12 Adopted Budget	FY24/PD12 Adopted Budget	FY25/PD12 Adjusted Budget	FY24/PD12 Adjusted Budget	FY25/PD12 Year to Date	FY24/PD12 Year to Date	FY25/PD12 Encumbrances	Enc
210010	FT Classified	▲	\$1,025,312.00	\$1,036,514.00	\$1,025,312.00	\$917,670.00	\$1,068,686.02	\$917,669.62	\$0.00	
210020	FT Management	▲	\$646,273.00	\$437,301.00	\$646,273.00	\$499,828.00	\$617,117.90	\$499,606.96	\$0.00	
210060	FT Confidential	▲	\$478,309.00	\$441,334.00	\$380,212.00	\$295,362.00	\$380,211.80	\$295,361.35	\$0.00	
230020	Classified Overtime	●	\$14,000.00	\$14,000.00	\$14,000.00	\$175.00	\$6,314.38	\$1,272.59	\$0.00	
311020	PERS	▲	\$581,546.00	\$537,582.00	\$541,546.00	\$450,406.00	\$524,820.20	\$450,405.31	\$0.00	

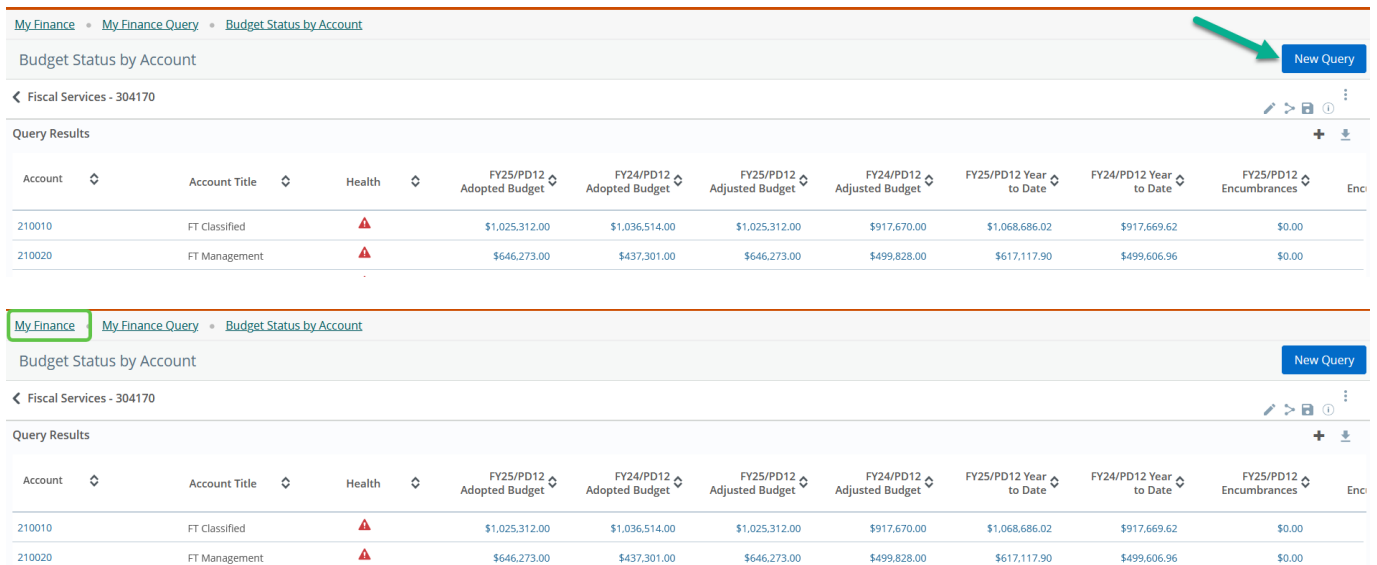
Under Health column,

Red means the available budget is 20% or lower

Orange means the available budget is between 21% to 60%

Green means the available budget is more than 60%

Step 2g: Select **New Query** if you want to query another group of accounts or click **My Finance** to go back to the main page.



My Finance • My Finance Query • Budget Status by Account

Budget Status by Account [New Query](#)

← Fiscal Services - 304170

Query Results

Account	Account Title	Health	FY25/PD12 Adopted Budget	FY24/PD12 Adopted Budget	FY25/PD12 Adjusted Budget	FY24/PD12 Adjusted Budget	FY25/PD12 Year to Date	FY24/PD12 Year to Date	FY25/PD12 Encumbrances	Enc
210010	FT Classified	▲	\$1,025,312.00	\$1,036,514.00	\$1,025,312.00	\$917,670.00	\$1,068,686.02	\$917,669.62	\$0.00	
210020	FT Management	▲	\$646,273.00	\$437,301.00	\$646,273.00	\$499,828.00	\$617,117.90	\$499,606.96	\$0.00	

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account [New Query](#)

← Fiscal Services - 304170

Query Results

Account	Account Title	Health	FY25/PD12 Adopted Budget	FY24/PD12 Adopted Budget	FY25/PD12 Adjusted Budget	FY24/PD12 Adjusted Budget	FY25/PD12 Year to Date	FY24/PD12 Year to Date	FY25/PD12 Encumbrances	Enc
210010	FT Classified	▲	\$1,025,312.00	\$1,036,514.00	\$1,025,312.00	\$917,670.00	\$1,068,686.02	\$917,669.62	\$0.00	
210020	FT Management	▲	\$646,273.00	\$437,301.00	\$646,273.00	\$499,828.00	\$617,117.90	\$499,606.96	\$0.00	

Step 3: The **Budget Status by Organizational Hierarchy** option in the drop down menu allow users to view budget by organizational hierarchy. This query functions the same as the Budget Status by Account. The only difference is users can enter different non-data enterable organization hierarchy (for example: 1,100, 2,200, 3,304).

Create New Query

Select Query Type

Budget Status by Organizational Hierarchy

Values

Chart *

D District Chart

Fund

110105 Apprenticeship RSI

Account

Choose Account

Activity

Choose Activity

Index

Choose Index

Organization *

2 Mission College

Program

Choose Program

Location

Choose Location

Operating Ledger

- ☒ **Adopted Budget** ⓘ
- ☐ **Budget Adjustment** ⓘ
- ☒ **Adjusted Budget** ⓘ
- ☐ **Temporary Budget** ⓘ
- ☐ **Accounted Budget** ⓘ
- ☒ **Year to Date** ⓘ
- ☒ **Encumbrance** ⓘ
- ☐ **Reservation** ⓘ
- ☐ **Commitments** ⓘ
- ☒ **Available Balance** ⓘ

SUBMIT

 Susana Nieto Sancho								
My Finance • My Finance Query • Budget Status by Organizational Hierarchy								
Budget Status by Organizational Hierarchy								New Query
Mission College - 2								
Query Results								
Organization	Organization Title	Health	FY25/PD12 Adopted Budget	FY25/PD12 Adjusted Budget	FY25/PD12 Year to Date	FY25/PD12 Encumbrances	FY25/PD12 Available Balance	
2	Mission College							
206	Educational Partnerships	▲	(\$209,516.00)	(\$209,516.00)	(\$205,323.83)	\$0.00	(\$4,192.17)	
235	Health, Wellness & Public Safety	▲	(\$169,111.00)	(\$169,111.00)	(\$180,830.33)	\$0.00	\$11,719.33	
238	Workforce Innovation	●	(\$468,520.00)	(\$446,064.00)	\$94,773.65	\$0.00	(\$540,837.65)	
Report Total (of all records)			(\$847,147.00)	(\$824,691.00)	(\$291,380.51)	\$0.00	(\$533,310.49)	

Step 4: The **Budget Quick Query** on the drop down menu allows users to view budget by Adjusted Budget, Year-to-Date, Commitments, and Available Balance. This query functions the same as the Budget Status by Account and the Budget Status by Organizational Hierarchy. The only exception is that this option does not allow the selection of columns for the report output and it does not allow the viewing of detailed document information.

Create New Query



Select Query Type

Budget Quick Query



Values

Chart *

D District Chart



Index

Choose Index



Fund

110000 Unrestricted General Fund



Organization *

305000 Human Resources



Account

Choose Account



Program

673000 Human Resources Management



Activity

Choose Activity



Location

Choose Location



Commitment Type

All



Include Revenue Accounts

Fiscal Year *

2026



SUBMIT



West Valley-Mission CCD Training Manual Version 5

[My Finance](#) • [My Finance Query](#) • [Budget Quick Query](#)

Budget Quick Query

New Query

< Human Resources - 305000



Query Results



Account	Account Title	Health	Adjusted Budget	Year to Date	Commitments	Available Balance
210020	FT Management	⚠	\$774,949.00	\$449,101.76	\$0.00	\$325,847.24
210060	FT Confidential	⚠	\$1,476,676.00	\$771,521.90	\$0.00	\$705,154.10
230010	PT Hourly Classified	⚠	\$19,855.00	\$23,054.50	\$0.00	(\$3,199.50)
230020	Classified Overtime	⚠	\$294.00	\$294.00	\$0.00	\$0.00
311020	PERS	⚠	\$606,498.00	\$302,552.68	\$0.00	\$303,945.32
312020	Apple Plan	⚠	\$794.00	\$922.18	\$0.00	(\$128.18)
320020	OASDI	⚠	\$124,790.00	\$68,365.65	\$0.00	\$56,424.35
321020	Medicare	⚠	\$32,824.00	\$20,438.84	\$0.00	\$12,385.16
322020	UI	⚠	\$1,132.00	\$704.35	\$0.00	\$427.65
323020	Workers Comp	⚠	\$18,603.00	\$11,577.34	\$0.00	\$7,025.66
330020	Health Benefits Active	⚠	\$275,284.00	\$134,366.91	\$0.00	\$140,917.09
410003	Duplicating	⚠	\$128.00	\$128.00	\$0.00	\$0.00
410004	Supplies and Materials	⚠	\$7,092.00	\$4,449.08	\$1,162.58	\$1,480.34
Report Total (of all records)			(\$3,386,499.00)	(\$1,807,132.38)	(\$12,829.32)	(\$1,566,537.30)

Querying Department Budget in INB/Administrative

The five forms below allow end users the ability to view budget information in Banner.

FGIBDST	Organizational Budget Status	View Posting in Operating Ledger (Revenue and Expense)
FGIBAVL	Budget Availability Status	View budget availability for a selected fund, organization, account, and program combination. View any pending journals for the account selected
FGITRND	Detail Transaction Activity	View detailed transaction activity for operating ledger accounts
FGIBSUM	Budget Summary	View summarized budget information by user-defined account type for a selected organization/fund combination
FGIENC	Detail Encumbrance Activity	View purchase order showing the vendor, invoices, status and remaining balance of the PO.

FGIBDST allows end users to query the organizational status of accounts on adjusted budget, year-to-date activity, budget commitments, and available balance for selected fund, organization, account, and program combinations. The numbers reflect all posted transactions. Pending documents in approval queues are not included in query.

Step 1: Enter information for Chart, Fiscal Year, FOAP, and Account Type and click on **Go**.

- Chart and Fiscal Year are required. (Chart D = District)
- Any FOAP selection must be data enterable (Six digits). Users are not required to fill in the complete FOAP.
- Account Type is level 2 only. It is not required.
- To include revenue budget, user must click on the box next to **Include Revenue Account** to insert a check mark.

Note: Adjusted Budget is the current working budget. YTD Activity is the year-to-date actuals. Commitments are the encumbrances.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: * D Fiscal Year: * 26 Index: District Chart

Include Revenue: ☒ Query Specific: * ☐

Account Commit Type: Both

Accounts

Organization: 304170 Fund: 110000

Program: 672000 Account: 410004

Supplies and Materials

Account Type: Activity:

Location:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Organization Budget Status

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
500115	E	Repairs and Maint to Equip	2,500.00	475.44	524.56	1,500.00
500117	E	Software License and Purchase	250.00	0.00	0.00	250.00
500118	E	Travel and Conference	10,000.00	11,530.41	0.00	-1,530.41
500123	E	STRS and PERS Penalties	0.00	16,272.67	0.00	-16,272.67
500124	E	Mileage	1,750.00	0.00	0.00	1,750.00
500126	E	Professional Services	1,500.00	17.57	182.43	1,300.00
500136	E	Staff Credit Card Clearing	0.00	0.00	0.00	0.00
640001	E	Equipment under \$9,999	2,000.00	825.58	0.00	1,174.42
Net Total			-18,000.00	-29,121.67	706.99	

Step 2: View the detail that makes up the total in a specific account by clicking on the **RELATED** tab and select **Transaction Detail Information [FGITRND]**. This selection will lead to **FGITRND**. Make sure the cursor is on the field that you intend to query.

Organization Budget Status

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
500115	E	Repairs and Maint to Equip	2,500.00	475.44	524.56	1,500.00
500117	E	Software License and Purchase	250.00	0.00	0.00	250.00
500118	E	Travel and Conference	10,000.00	11,530.41	0.00	-1,530.41
500123	E	STRS and PERS Penalties	0.00	16,272.67	0.00	-16,272.67
500124	E	Mileage	1,750.00	0.00	0.00	1,750.00
500126	E	Professional Services	1,500.00	17.57	182.43	1,300.00
500136	E	Staff Credit Card Clearing	0.00	0.00	0.00	0.00
640001	E	Equipment under \$9,999	2,000.00	825.58	0.00	1,174.42
Net Total			-18,000.00	-29,121.67	706.99	

Transaction Detail Information [FGITRND]

Step 3: Place the cursor in the document type that you would like to query and click on the **Related** tab and select **Query Document** to view a specific document within the account. Click on **GO** to view detail.

Elucian Detail Transaction Activity FGITRND 9.3.22 (PROD)

COA: D Fiscal Year: 26 Index: Fund: 110000 Organization: 304170 Account: 500115 Program: Activity: Location: Period: Commit Type: Both

ADD RETRIEVE RELATED TOOLS

Search

Query Document [BY TYPE]

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit
500115	304170	672000	YTD	66.14	+	INEI	I0147535	02/03/2026	02/03/2026	Konica Minolta Business Solutions	U
500115	304170	672000	YTD	55.05	+	INEI	I0146388	01/05/2026	01/05/2026	Konica Minolta Business Solutions	U
500115	304170	672000	YTD	64.33	+	INEI	I0144992	12/02/2025	12/02/2025	Konica Minolta Business Solutions	U
500115	304170	672000	YTD	72.29	+	INEI	I0144219	11/12/2025	11/12/2025	Konica Minolta Business Solutions	U
500115	304170	672000	YTD	64.45	+	INEI	I0143936	11/05/2025	11/05/2025	Konica Minolta Business Solutions	U
500115	304170	672000	YTD	69.95	+	INEI	I0142238	10/02/2025	10/02/2025	Konica Minolta Business Solutions	U
500115	304170	672000	YTD	83.23	+	INEI	I0139670	08/04/2025	08/04/2025	Konica Minolta Business Solutions	U
Total				475.44	+						

1 of 1 Per Page

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Elucian Invoice/Credit Memo Query FAIINVE 9.3.23 (PROD)

Document: I0147535 Multiple: ☐ Regular Vendor: G01424762 Konica Minolta Business Solutions Vendor Hold: ☐ Purchase Order: P2600038

ADD RETRIEVE RELATED TOOLS

Go

INVOICE/CREDIT MEMO HEADER

Invoice Date	01/31/2026	☒ Document Accounting
Transaction	02/03/2026	Check Vendor
Cancel		
Address Code	CK	Collects Tax
Sequence Number	1	City
Street Line 1	Dept LA 22988	State or Province
Street Line 2		ZIP or Postal Code
Street Line 3		Nation
Discount Code		Direct Deposit Status
Payment Due	02/03/2026	☐ IAT
Bank	00 Cash In County Treasury General Fd	ACH Transaction Type
Vendor Invoice	506524384	☐ Credit Memo
1099 Tax ID		☐ 1099 Vendor
Income Type		☐ Direct Deposit Override
		☐ Text Exists

FGIBAVL allows users to query the status of budget availability. The form provides current information on adjusted budget, year-to-date activity, budget reservations, and available balance for selected fund, organization, account, and program combinations. The amount reflects all posted transactions, pending documents in approval queues, and incomplete documents with accounting information tied to them.

Step 1: Enter information for Chart, Fiscal Year, and FOAP then select **GO**.

- Chart and Fiscal Year are required. (Chart D = District)
- Require FOAP selection must be data enterable (Six digits).

Budget Availability Status FGIBAVL 9.3.38 (PROD)

Chart: D Fiscal Year: 26 Index: Fund: 110000 Unrestricted General Fund Account: 410004 Supplies and Materials

Fiscal Year: 26 Commit Type: Both Organization: 304170 Fiscal Services Program: 672000

Keys -->

Control Fund: Control Organization: Control Account: Control Program: Pending Documents:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Budget Availability Status

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
410000	Supplies Budget Pool	6,750.00	-12,590.62	1,243.22	18,097.40	No
500100	Gen Oper Exp Pool	64,050.00	28,296.09	25,706.99	10,046.92	No
640001	Equipment under \$9,999	2,000.00	825.58	0.00	1,174.42	No
Total		72,800.00	16,531.05	26,950.21	29,318.74	

Step 2: The **Pending Documents** column is “YES” if there are unposted documents or pending documents. To view the unposted documents affecting available balance, select the row with the **Pending Documents** and then click on **Related** tab and select **Pending Documents (FGITINP)**. The example below indicates there are no pending documents. Form **FGITINP** provides the capability to view the pending documents before they are posted and visible with operating ledger queries.

Budget Availability Status

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
410000	Supplies Budget Pool	6,750.00	-12,590.62	1,243.22	18,097.40	No
500100	Gen Oper Exp Pool	64,050.00	28,296.09	25,706.99	10,046.92	No
640001	Equipment under \$9,999	2,000.00	825.58	0.00	1,174.42	No
Total		72,800.00	16,531.05	26,950.21	29,318.74	

Transaction In Process Status FGITINP 9.3.13 (PROD)

Chart: D Fiscal Year: 26 Index: Commit Type: Both Fund: 110000 Unrestricted General Fund Organization: 304170 Fiscal Services Account: 410000 Program: 672000 Fiscal Operations Budget Control Keys Fund: 110000

Query caused no records to be retrieved. Re-enter.

TRANSACTIONS IN PROCESS STATUS

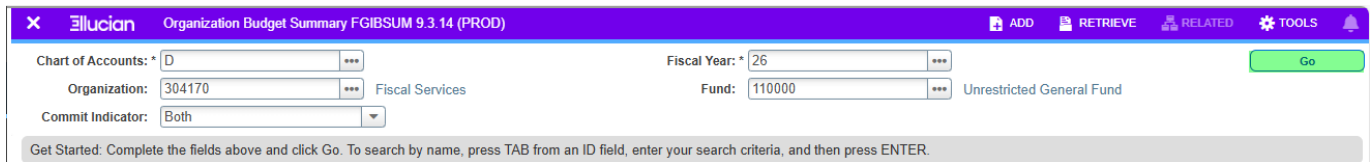
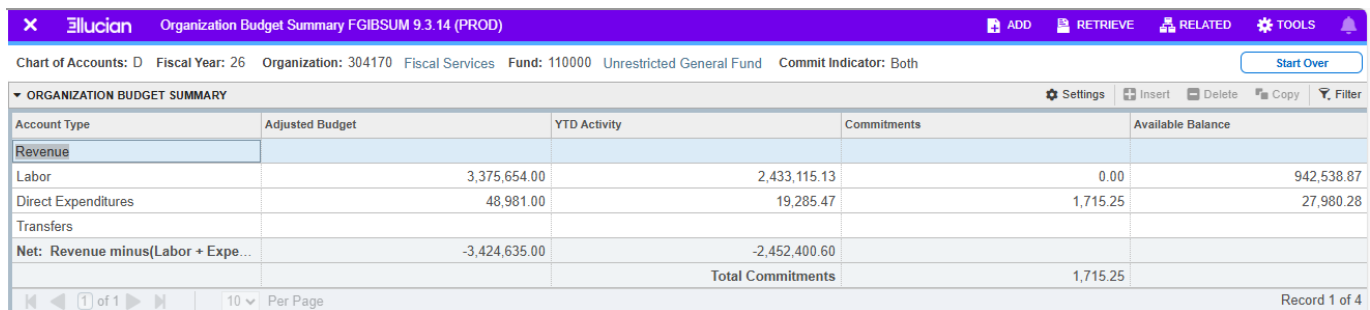
Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Description	Item	Sequence
Total											
		Available Balance In Process	0.00								

FGITRND allows end users to query the detailed transaction activity for selected revenue and expense account combinations. Banner will list all documents for the account number. Users will be able to see the detail activity, which adds up to the total amount in the account number. Users can access this form through FGIBDST, under Related tab.

FGIBSUM allows end users to query the organizational account status at an account type summary level. The numbers reflect all posted transactions. Pending documents in approval queues are not included in query.

Enter information for Chart, Fiscal Year, Fund, and Organization then click “Go” to view the results.

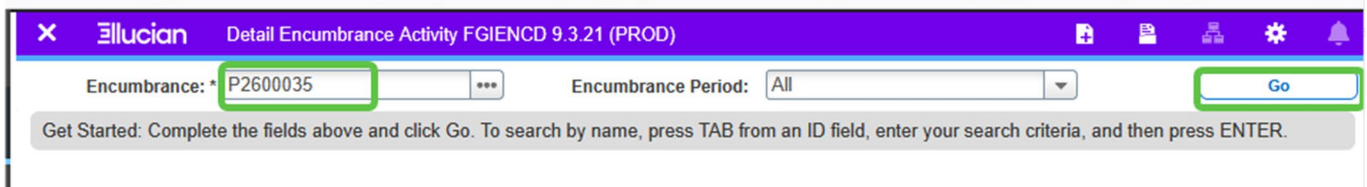
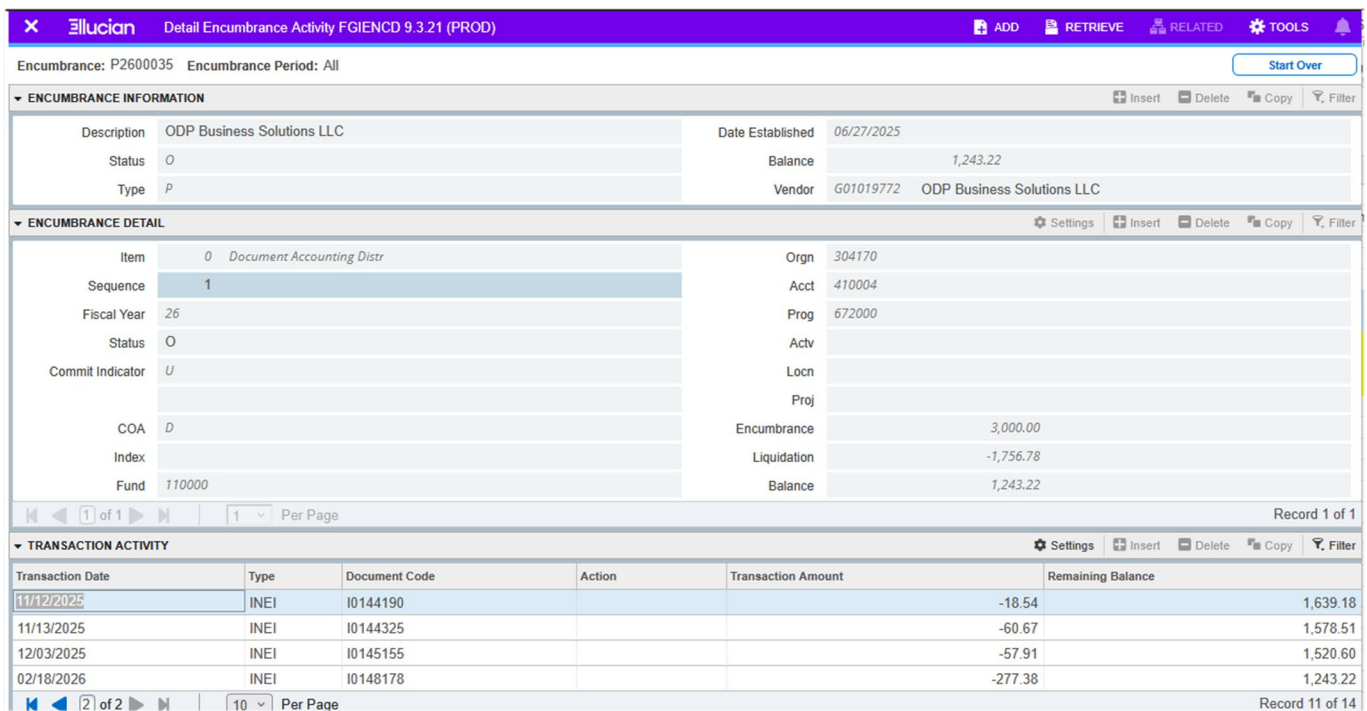
- Chart and Fiscal Year are required. (Chart D = District)
- Require Fund and Organization selection must be data enterable (six digit)
- Displays only approved and posted transactions.

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor	3,375,654.00	2,433,115.13	0.00	942,538.87
Direct Expenditures	48,981.00	19,285.47	1,715.25	27,980.28
Transfers				
Net: Revenue minus(Labor + Expe...	-3,424,635.00	-2,452,400.60		
		Total Commitments	1,715.25	

FGIENCD is helpful for viewing purchase order balances and see payments paid against the PO.

Enter PO number on the Encumbrance field.

ENCUMBRANCE INFORMATION					
Description	ODP Business Solutions LLC		Date Established	06/27/2025	
Status	O		Balance	1,243.22	
Type	P		Vendor	G01019772 ODP Business Solutions LLC	

ENCUMBRANCE DETAIL					
Item	0 Document Accounting Distr	Orgn	304170		
Sequence	1	Acct	410004		
Fiscal Year	26	Prog	672000		
Status	O	Actv			
Commit Indicator	U	Locn			
		Proj			
COA	D	Encumbrance	3,000.00		
Index		Liquidation	-1,756.78		
Fund	110000	Balance	1,243.22		

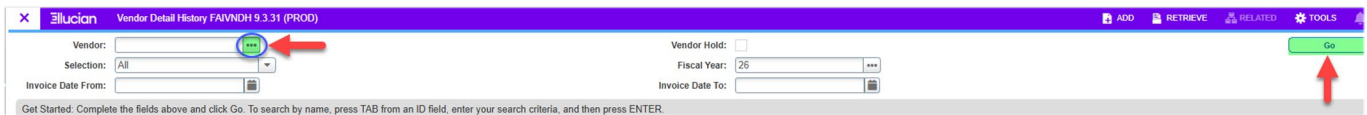
TRANSACTION ACTIVITY					
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
11/12/2025	INEI	I0144190		-18.54	1,639.18
11/13/2025	INEI	I0144325		-60.67	1,578.51
12/03/2025	INEI	I0145155		-57.91	1,520.60
02/18/2026	INEI	I0148178		-277.38	1,243.22

Query Vendor and Payment Information in INB

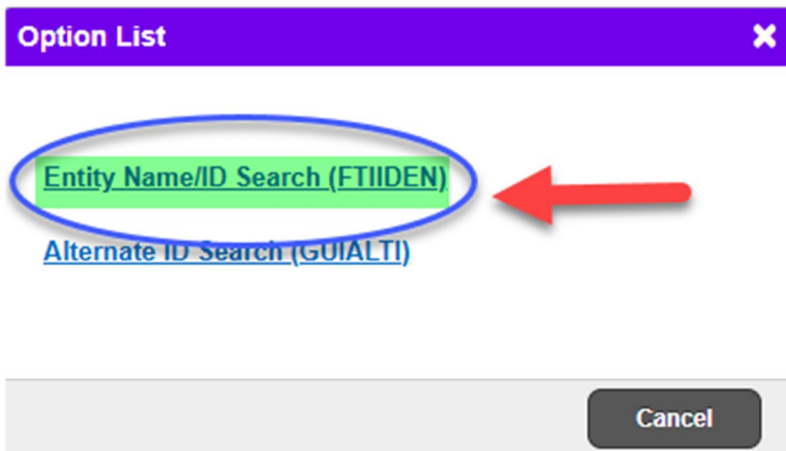
The steps below will guide users to view vendor invoice and payment transaction in INB.

Access the vendor detail history form **FAIVNDH** to retrieve invoice or payment information.

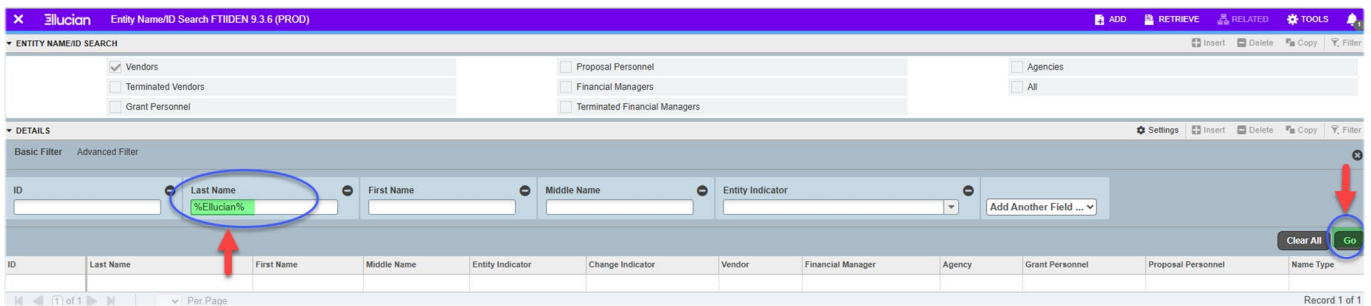
Step 1: Enter a Vendor ID in the **Vendor** field or click the ellipses/search  icon to the right of the vendor box and select **Entity Name/ID Search (FTIIDEN)** to retrieve an existing vendor.



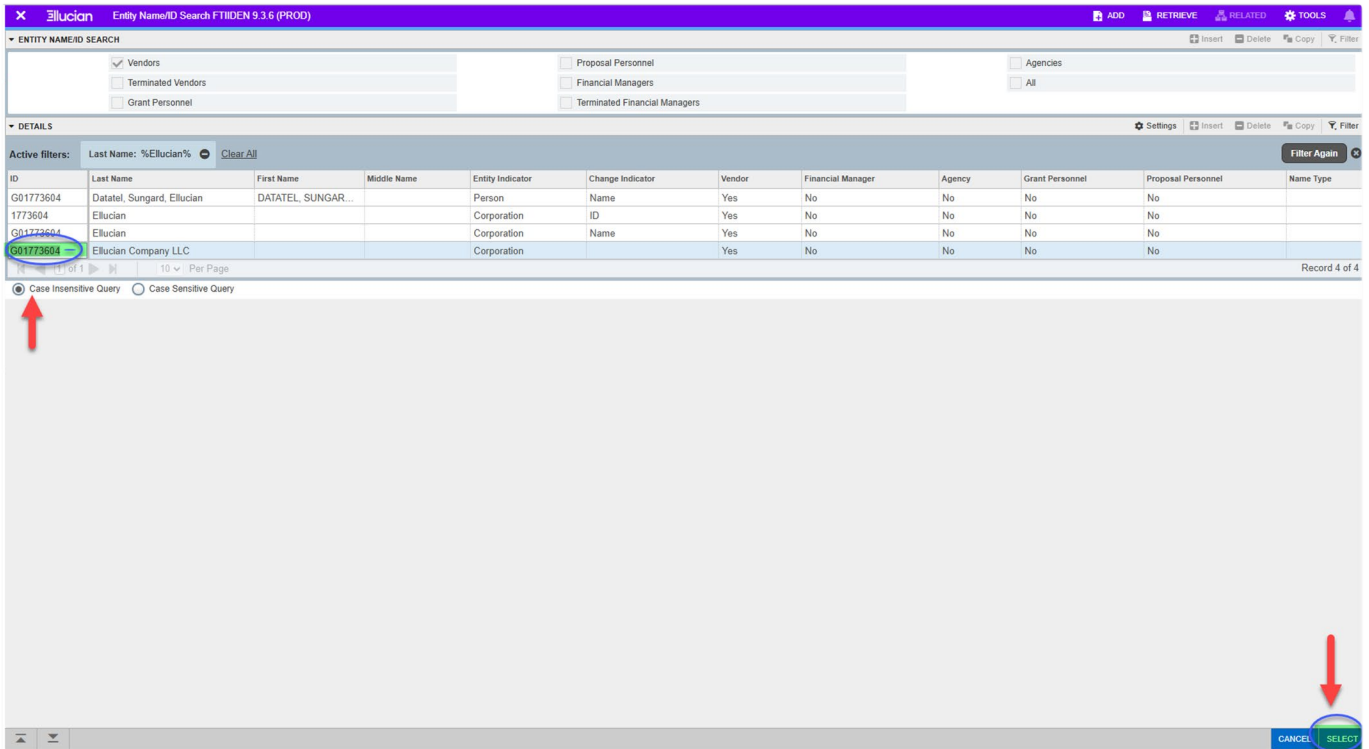
Step 2: Click on “Entity Name.ID Search”



Step 3: Type Company Name under Last Name. Using wild character % before and after a text will provide more data.



Step 4: Select the vendor by double clicking on the ID.



Entity Name/ID Search FTIENDH 9.3.6 (PROD)

Active filters: Last Name: %Elucian% Clear All Filter Again

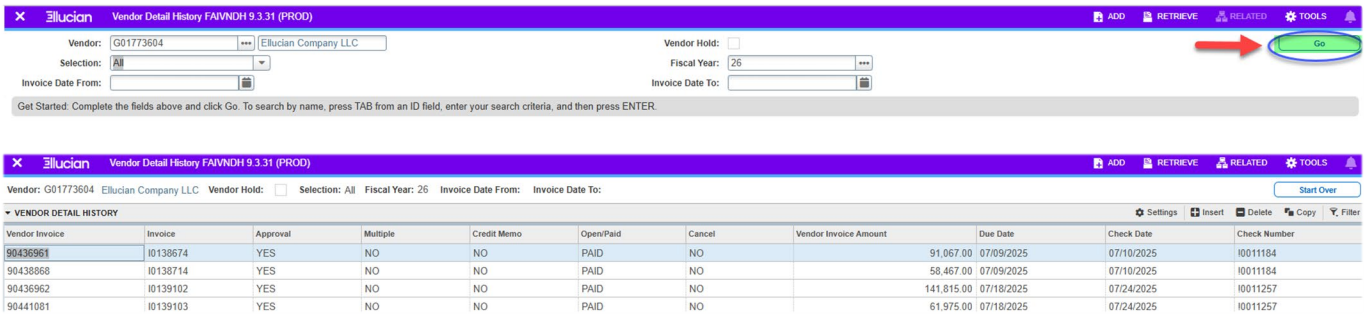
ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
G01773604	Datatel, Sungard, Elucian	DATATEL, SUNGAR...		Person	Name	Yes	No	No	No	No	
1773604	Elucian			Corporation	ID	Yes	No	No	No	No	
G01773604	Elucian			Corporation	Name	Yes	No	No	No	No	
G01773604	Elucian Company LLC			Corporation		Yes	No	No	No	No	

Record 4 of 4

Case Insensitive Query Case Sensitive Query

CANCEL SELECT

Step 5: Click on Go to view list of vendor invoice and payment information.



Vendor Detail History FAIVNDH 9.3.31 (PROD)

Vendor: G01773604 Elucian Company LLC Vendor Hold: Selection: All Fiscal Year: 26 Invoice Date From: Invoice Date To: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

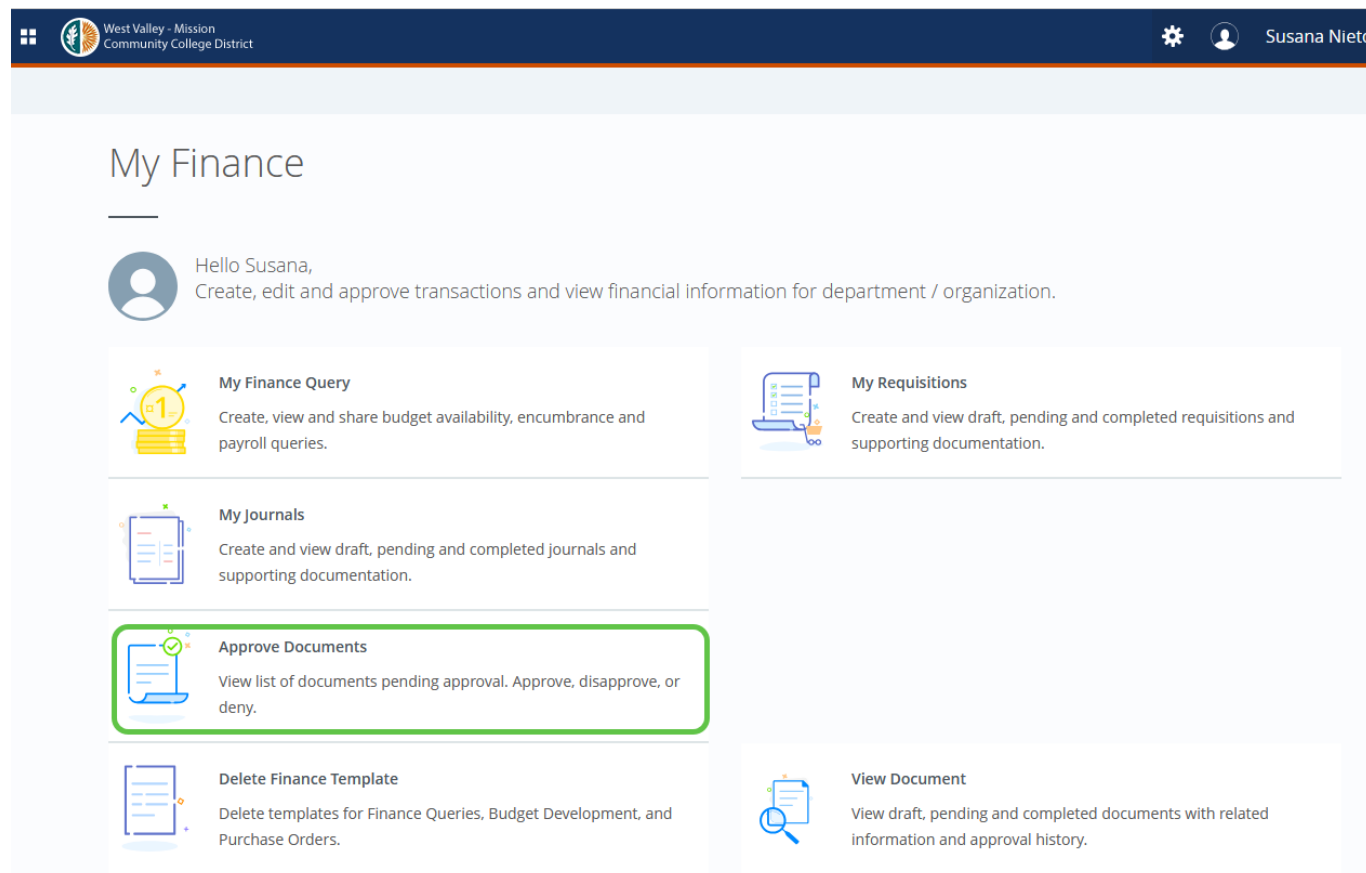
Start Over

Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date	Check Number
90436961	I0138674	YES	NO	NO	PAID	NO	91,067.00	07/09/2025	07/10/2025	I0011184
90438868	I0138714	YES	NO	NO	PAID	NO	58,467.00	07/09/2025	07/10/2025	I0011184
90436962	I0139102	YES	NO	NO	PAID	NO	141,815.00	07/18/2025	07/24/2025	I0011257
90441081	I0139103	YES	NO	NO	PAID	NO	61,975.00	07/18/2025	07/24/2025	I0011257

Approving and Disapproving Documents

Approving and Disapproving Documents in SSB9

Step 1: Access SSB9 and click on **Approve Documents** within Finance to approve or disapprove documents.



The screenshot shows the 'My Finance' dashboard in SSB9. The header includes the West Valley-Mission Community College District logo and the user name 'Susana Nieto'. The main content area is titled 'My Finance' and includes a greeting: 'Hello Susana, Create, edit and approve transactions and view financial information for department / organization.' Below this, there are several action tiles:

- My Finance Query**: Create, view and share budget availability, encumbrance and payroll queries.
- My Requisitions**: Create and view draft, pending and completed requisitions and supporting documentation.
- My Journals**: Create and view draft, pending and completed journals and supporting documentation.
- Approve Documents** (highlighted with a green border): View list of documents pending approval. Approve, disapprove, or deny.
- Delete Finance Template**: Delete templates for Finance Queries, Budget Development, and Purchase Orders.
- View Document**: View draft, pending and completed documents with related information and approval history.

Step 2: The system will display the User ID. Select **User ID is next approver** to see documents in queue that requires approval. To view all documents that may require approval, select **All documents User may approve**. Click on **Submit** to see the list of documents. There is an option to enter the single document number and approve.

[My Finance](#) • [Approve Documents](#)

Approve Documents

 The radio buttons related to next approver apply when a User ID is present.

User ID

Document Number

☒ User ID is next approver ☐ All documents User may approve

Step 3a: Click on the document number to see the detail document. Click on the paper clip under Attachments to view supporting documents. Select  symbol under History to view the levels of approvals and approval history. Click on the document number to review and **Approve** to approve document.

[My Finance](#) • [Approve Documents](#)

Approve Documents

Queried Parameters

[Another Query](#)

Approve Documents List 3

 Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the Attachments icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment....

Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	Attachments	History	Disapprove	Approve
R0039473	REQ	-	-	RHUYNH	80,067.12	Yes	Yes	NSF			Disapprove	Approve
R0039526	REQ	-	-	ETABLAN	15,000.00	Yes	Yes	NSF			Disapprove	Approve
MM000099	JV	-	0	MMEI	454,385.56	Yes	-	DOC			Disapprove	Approve



West Valley-Mission CCD Training Manual Version 5

JOURNAL VOUCHER

Journal Voucher Number	MM000099	Document Total	454,385.56	Status	Pending
Submission	0	User ID	MMEI		
Transaction Date	02/23/2026	Activity Date	02/24/2026		
Public Comments	02-2026 US Bank Credit Card Statement				

Accounting Distributions

SEQ	Description	FY- Period	Budget Period	Rule Class	Chart- Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/ Credit	Currency	Bank Code	NSF Override	Status	Document Reference Number
1	02-26 US Bank CC Statem ent	26- 08		JE16	D - - 110000 - - 951014 - - -	225,319.28	C	USD	00	No	P	
2	NATIONAL CAREER DEVEL OPME	26- 08		JE16	D - - 110000 - 251002 - 500136 - 631000 - - -	36.00	D	USD	00	No	P	
3	SPO*WORLDWRAPPSSAN TACLARA	26- 08		JE16	D - - 110000 - 251002 - 500136 - 631000 - - -	198.61	D	USD	00	No	P	
4	AMAZON.COM*M40BD1B P3	26- 08		JE16	D - - 110000 - 251002 - 500136 - 631000 - - -	39.29	D	USD	00	No	P	
5	BAHIA RESORT HOTEL - LO DG	26- 08		JE16	D - - 110000 - 251002 - 500136 - 631000 - - -	100.00	C	USD	00	No	P	
6	BAHIA RESORT HOTEL - LO DG	26- 08		JE16	D - - 110000 - 251002 - 500136 - 631000 - - -	458.40	D	USD	00	No	P	
7	PANDA EXPRESS #2367 P	26- 08		JE16	D - - 110000 - 251002 - 500136 - 631000 - - -	190.86	D	USD	00	No	P	
8	WINGSTON 020	26- 08		JE16	D - - 110000 - 251002 - 500136 - 631000 - - -	465.28	D	USD	00	No	P	

History



Document Number

MM000099

Document Type

Journal Document

Originator

MMEI

Originator Name

Mei Mei

Related Documents



No Related Documents information available for MM000099

Approvals Required

Queue	Description	Level	Approvers
JD04	District Expense Transfers Grant	20	Susan Victoria
JD04	District Expense Transfers Grant	25	Ngoc Chim Susan Victoria

Approvals Recorded			
Queue	Level	Date	User
JD01	10	Feb 24, 2026	Mei Mei
JD01	15	Feb 24, 2026	Mei Mei
JD02	10	Feb 24, 2026	Mei Mei
JD02	15	Feb 24, 2026	Mei Mei
JD03	10	Feb 24, 2026	Mei Mei
JD03	15	Feb 24, 2026	Mei Mei
JD04	10	Feb 24, 2026	Sandy Dinh
JD04	10	Feb 24, 2026	Sandy Dinh
JD04	15	Feb 24, 2026	Sandy Dinh
JD01	20	Feb 24, 2026	Susan Hutton
JD02	20	Feb 24, 2026	Susan Hutton
JD02	20	Feb 24, 2026	Susan Hutton
JD02	25	Feb 24, 2026	Susan Hutton
JD03	20	Feb 24, 2026	Susan Hutton
JD03	20	Feb 24, 2026	Susan Hutton
JD03	25	Feb 24, 2026	Susan Hutton

Step 3b: After clicking **Approve** or **Disapprove**, the screen below will appear. Select **Approve** to continue process.

Approve Documents List 3

i Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the Attachments icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment....

Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	Attachments	History	Disapprove	Approve
R0039473	REQ	-	-	RHUYNH	80,067.12	Yes	Yes	NSF			<button>Disapprove</button>	<button>Approve</button>
R0039526	REQ	-	-	ETABLAN	15,000.00	Yes	Yes	NSF			<button>Disapprove</button>	<button>Approve</button>
MM000099	JV	-	0	MMEI	454,385.56	Yes	-	DOC			<button>Disapprove</button>	<button>Approve</button>

Approve Document



Document Number

MM000099

Document Type

JV

Change Sequence

-

Submission

0

Amount

454,385.56

Comment

This document has been approved.

Cancel

Approve

When a document (Budget or Expense Transfers) is disapproved:

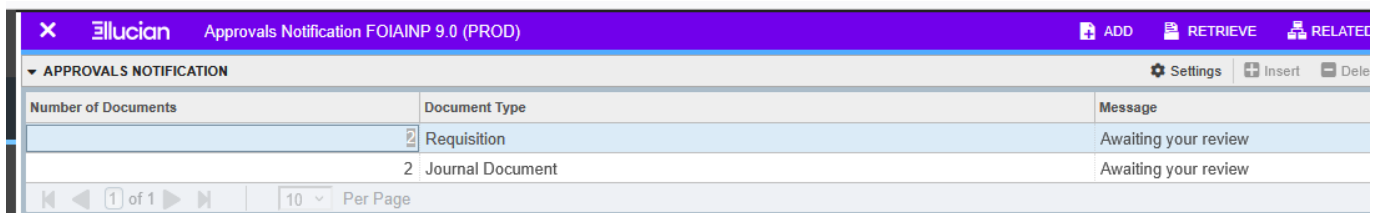
- The person disapproving the document needs to notify the initiator and provide an explanation.
- The option to recall a document to make corrections is only available if the document has not been posted.

OPTIONAL - Approving Documents in INB/Administrative

The forms below will allow users to approve documents and perform approval related inquiries as it pertains to documents in approval queue and approval history.

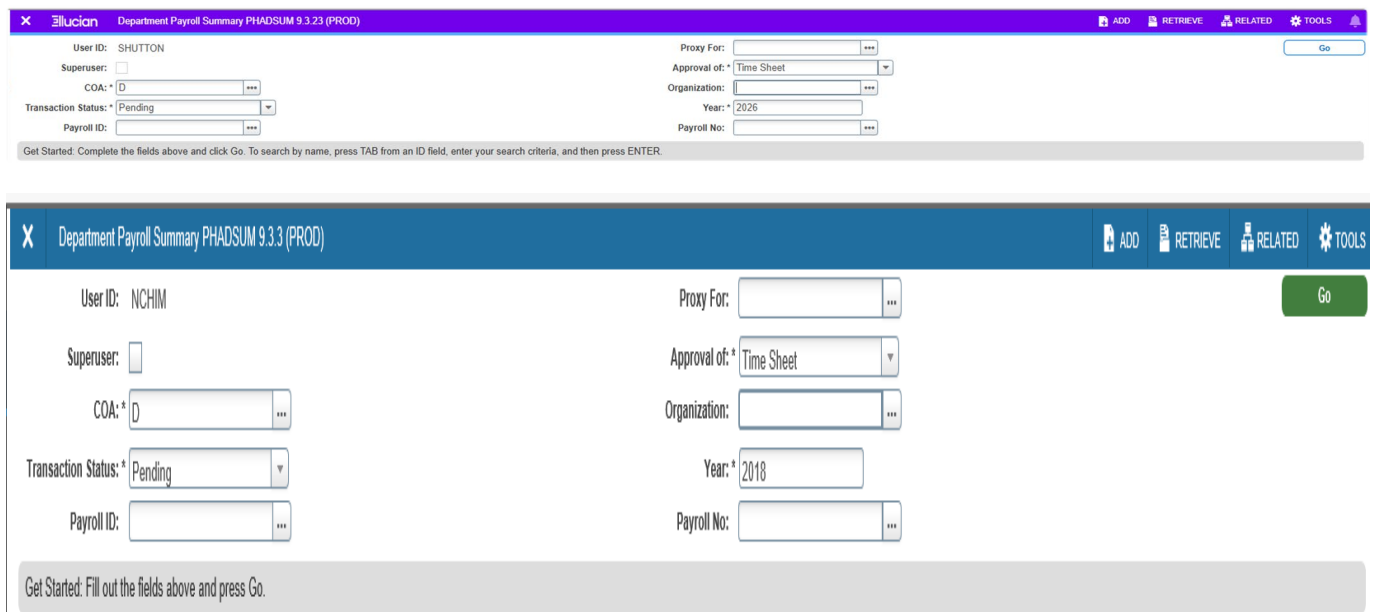
FOAUAPP	User Approval	Approve documents
FOAAINP	Document Approval	Display all the queues/levels responsible for the approval of a specified document
FOIAINP	Approvals Notification	Display all documents that await your approval

Note: When users (as approvers) log into INB daily and attempt to go to any form, an approval notification will automatically display on the screen notifying users of pending documents that require their approval. Approvers can either go to SSB or INB to approve.



Number of Documents	Document Type	Message
2	Requisition	Awaiting your review
2	Journal Document	Awaiting your review

Example below shows a timesheet that is pending approval.



Department Payroll Summary PHADSUM 9.3.23 (PROD)

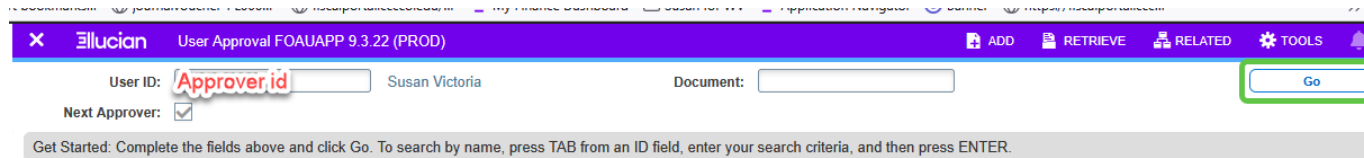
User ID: NCHIM
 Superuser: ☐
 COA: * D
 Transaction Status: * Pending
 Payroll ID:

Proxy For:
 Approval of: * Time Sheet
 Organization:
 Year: * 2018
 Payroll No:

Get Started: Fill out the fields above and press Go.

Approving documents through FOAUAPP

Step 1: After activating **FOAUAPP** form, the user ID for the individual logging-in should automatically populate. Click on **Go** to see documents that require user approval.

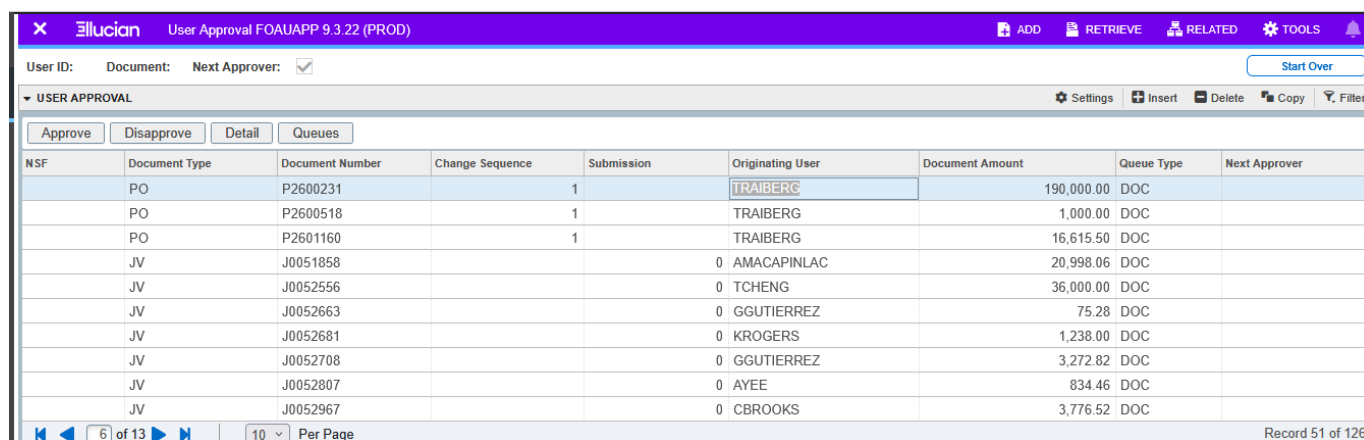


User ID: **Approver.id** Document: Susan Victoria

Next Approver: ☒

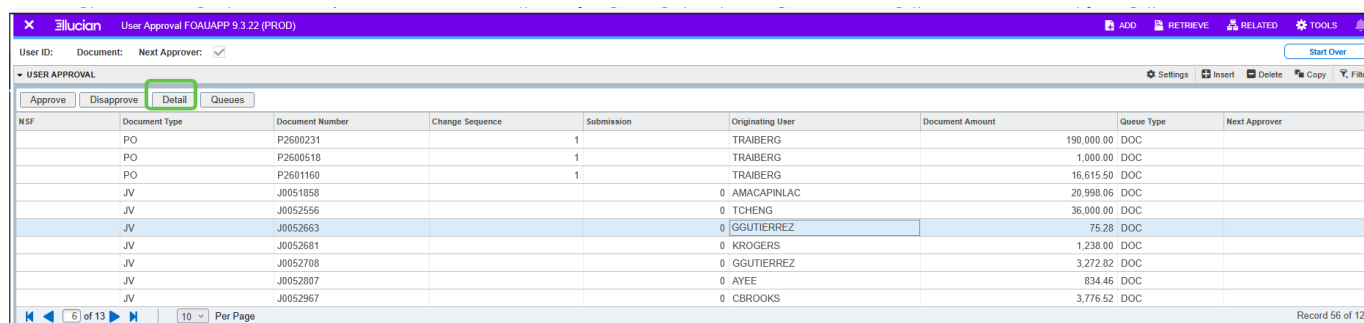
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Note: To see all documents pending approval Districtwide for all users, do not enter a User ID.



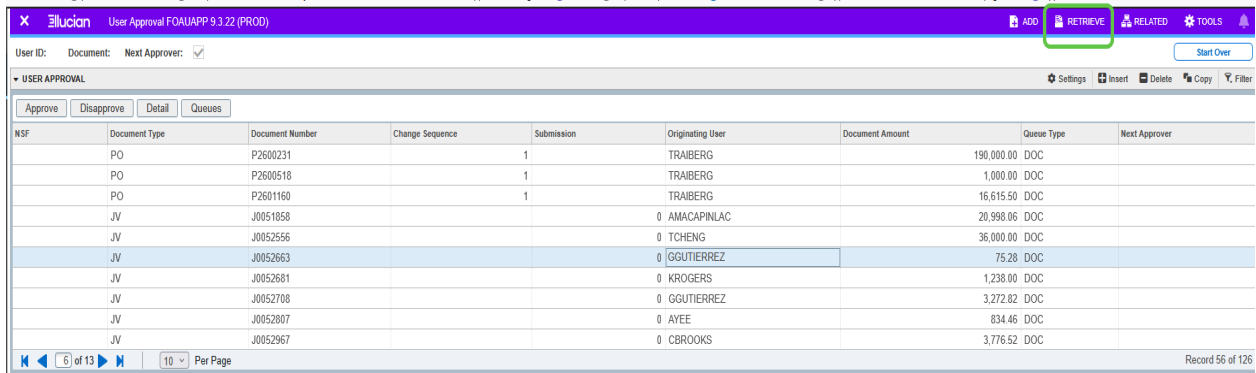
NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	PO	P2600231		1	TRAIBERG	190,000.00	DOC	
	PO	P2600518		1	TRAIBERG	1,000.00	DOC	
	PO	P2601160		1	TRAIBERG	16,615.50	DOC	
	JV	J0051858		0	AMACAPINLAC	20,998.06	DOC	
	JV	J0052556		0	TCHENG	36,000.00	DOC	
	JV	J0052663		0	GGUTIERREZ	75.28	DOC	
	JV	J0052681		0	KROGERS	1,238.00	DOC	
	JV	J0052708		0	GGUTIERREZ	3,272.82	DOC	
	JV	J0052807		0	AYEE	834.46	DOC	
	JV	J0052967		0	CBROOKS	3,776.52	DOC	

Step 2: Approvers can click on **Detail** to see detail information pertaining to the document. After viewing, click on 'X' in the top left corner to go back to FOAUAPP.



NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	PO	P2600231		1	TRAIBERG	190,000.00	DOC	
	PO	P2600518		1	TRAIBERG	1,000.00	DOC	
	PO	P2601160		1	TRAIBERG	16,615.50	DOC	
	JV	J0051858		0	AMACAPINLAC	20,998.06	DOC	
	JV	J0052556		0	TCHENG	36,000.00	DOC	
	JV	J0052663		0	GGUTIERREZ	75.28	DOC	
	JV	J0052681		0	KROGERS	1,238.00	DOC	
	JV	J0052708		0	GGUTIERREZ	3,272.82	DOC	
	JV	J0052807		0	AYEE	834.46	DOC	
	JV	J0052967		0	CBROOKS	3,776.52	DOC	

Step 3: Click on the **Retrieve** button to view supporting documents in BDM.



Elucian User Approval FOAUAPP 9.3.22 (PROD)

User ID: Document: Next Approver: ☒

ADD RETRIEVE RELATED TOOLS

Start Over

USER APPROVAL

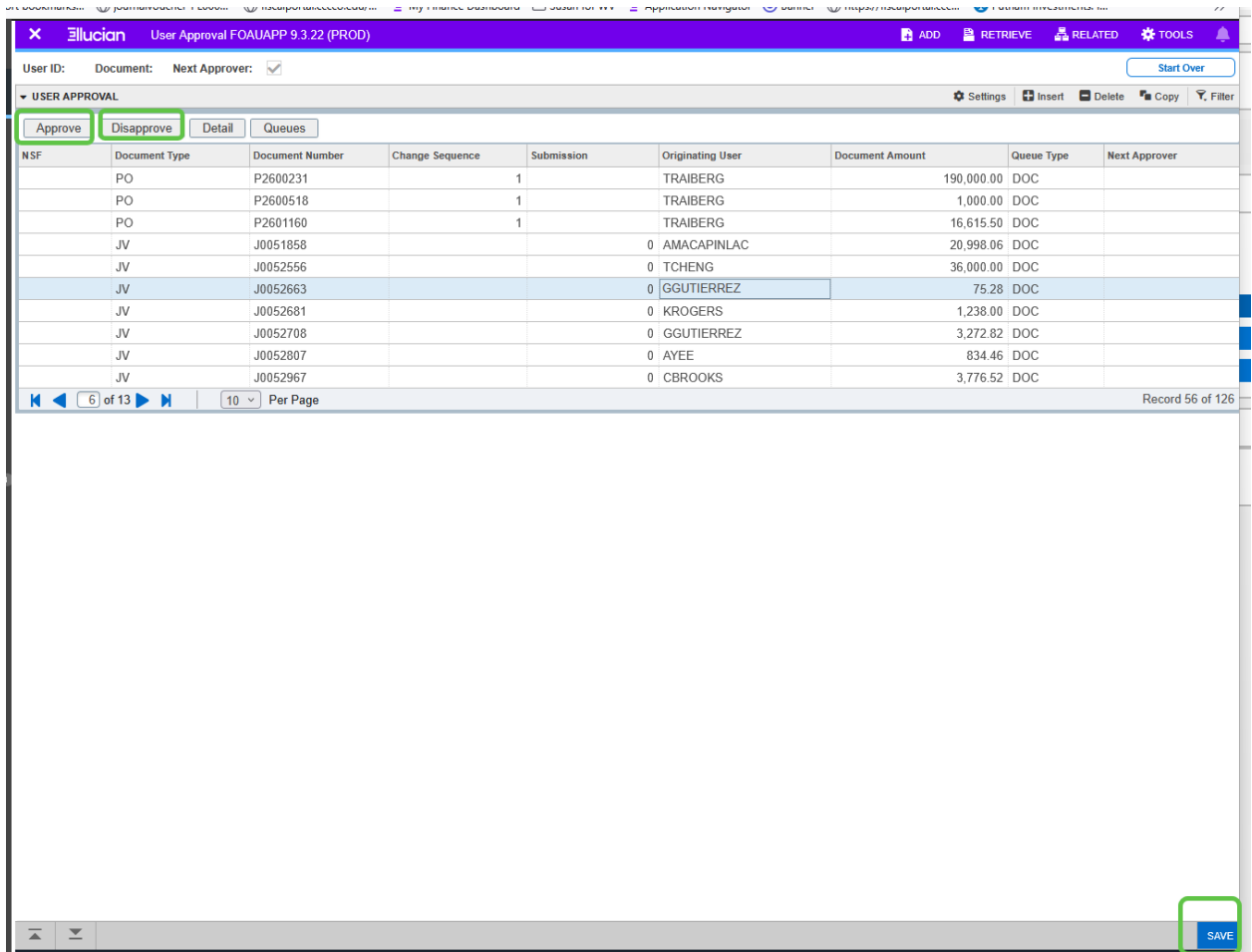
Settings Insert Delete Copy Filter

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	PO	P2600231		1	TRAIBERG	190,000.00	DOC	
	PO	P2600518		1	TRAIBERG	1,000.00	DOC	
	PO	P2601160		1	TRAIBERG	16,615.50	DOC	
	JV	J0051858			0 AMACAPINLAC	20,998.06	DOC	
	JV	J0052556			0 TCHENG	36,000.00	DOC	
	JV	J0052663			0 GGUTIERREZ	75.28	DOC	
	JV	J0052681			0 KROGERS	1,238.00	DOC	
	JV	J0052708			0 GGUTIERREZ	3,272.82	DOC	
	JV	J0052807			0 AYEE	834.46	DOC	
	JV	J0052967			0 CBROOKS	3,776.52	DOC	

6 of 13 Per Page Record 56 of 126

Step 4: Select **Approve** or **Disapprove**. Write down the journal number for your record. For disapproved documents, users will be able to type an explanatory message to say why the document was disapproved. Notify users and approvers for the disapproved journal. Click on **Save** located in the bottom right on the screen to complete the process.



Elucian User Approval FOAUAPP 9.3.22 (PROD)

User ID: Document: Next Approver: ☒

ADD RETRIEVE RELATED TOOLS

Start Over

USER APPROVAL

Settings Insert Delete Copy Filter

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	PO	P2600231		1	TRAIBERG	190,000.00	DOC	
	PO	P2600518		1	TRAIBERG	1,000.00	DOC	
	PO	P2601160		1	TRAIBERG	16,615.50	DOC	
	JV	J0051858			0 AMACAPINLAC	20,998.06	DOC	
	JV	J0052556			0 TCHENG	36,000.00	DOC	
	JV	J0052663			0 GGUTIERREZ	75.28	DOC	
	JV	J0052681			0 KROGERS	1,238.00	DOC	
	JV	J0052708			0 GGUTIERREZ	3,272.82	DOC	
	JV	J0052807			0 AYEE	834.46	DOC	
	JV	J0052967			0 CBROOKS	3,776.52	DOC	

6 of 13 Per Page Record 56 of 126

SAVE

Step 5: **Optional:** Choose a document and click on the **Queues** button to determine who the next approvers are. Select the queue ID by placing the cursor on the row and the name of the approvers will appear in the approver list.

Elucian User Approval FOAUAPP 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

User ID: Document: Next Approver: ☒ Start Over

USER APPROVAL Settings Insert Delete Copy Filter

Approve Disapprove Detail **Queues**

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	PO	P2600231		1	TRAIBERG	190,000.00	DOC	
	PO	P2600518		1	TRAIBERG	1,000.00	DOC	
	PO	P2601160		1	TRAIBERG	16,615.50	DOC	
	JV	J0051858		0	AMACAPINLAC	20,998.06	DOC	
	JV	J0052556		0	TCHENG	36,000.00	DOC	
	JV	J0052663		0	GGUTIERREZ	75.28	DOC	
	JV	J0052681		0	KROGERS	1,238.00	DOC	
	JV	J0052708		0	GGUTIERREZ	3,272.82	DOC	
	JV	J0052807		0	AYEE	834.46	DOC	
	JV	J0052967		0	CBROOKS	3,776.52	DOC	

6 of 13 10 Per Page Record 56 of 126

Elucian Document Approval FOAAINP 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Document: J0052663 Type: JV Change Sequence: Submission: 0 Start Over

QUEUE AND LEVEL LIST Settings Insert Delete Copy Filter

Queue ID	Queue Description	Queue Level	Approval Level
JD03	DISTRICT EXPENSE TRANSFERS DS		10 +
JD03	DISTRICT EXPENSE TRANSFERS DS		15 +
JD03	DISTRICT EXPENSE TRANSFERS DS		20
JD03	DISTRICT EXPENSE TRANSFERS DS		25
JD10	District JV Chancellor		20
JD10	District JV Chancellor		25

1 of 1 10 Per Page Record 1 of 6

+ Indicates what will be approved

APPROVER LIST Settings Insert Delete Copy Filter

Queue	Level	User
JD03	10	Christina Thomas

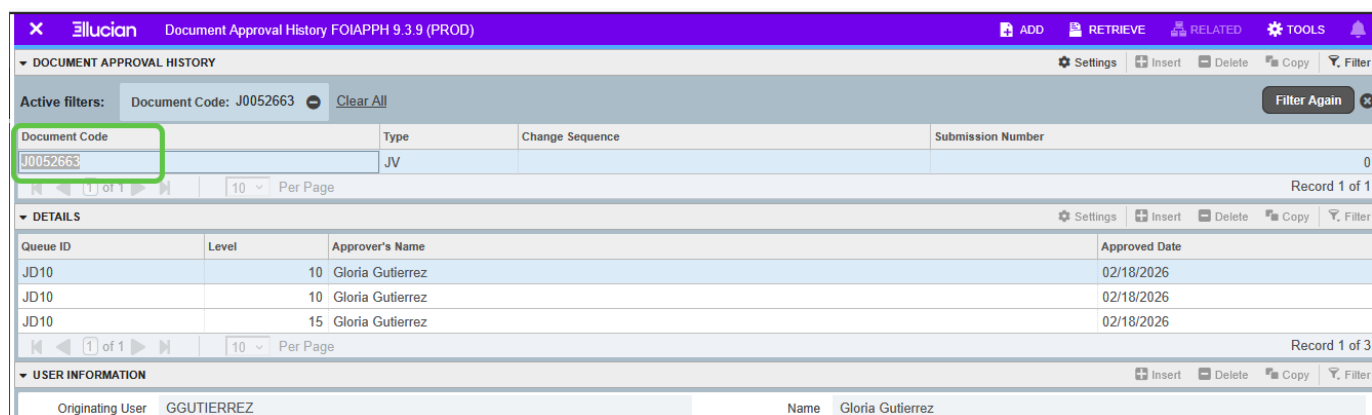
1 of 1 10 Per Page Record 1 of 1

In suspense Approve Disapprove Detail

Displaying Approval History for a Specific Document

The Document Approval History Form **FOIAPPH** displays the approval history for a specified document. This form best illustrates approval tracking for a document.

Access the Document Approval History Form **FOIAPPH**. Enter the document number and press **F8** click **Go** to view the approval history for the document.



Document Approval History FOIAPPH 9.3.9 (PROD)

Active filters: Document Code: J0052663 [Clear All](#) [Filter Again](#)

Document Code	Type	Change Sequence	Submission Number
J0052663	JV		0

Record 1 of 1

DETAILS

Queue ID	Level	Approver's Name	Approved Date
JD10	10	Gloria Gutierrez	02/18/2026
JD10	10	Gloria Gutierrez	02/18/2026
JD10	15	Gloria Gutierrez	02/18/2026

Record 1 of 3

USER INFORMATION

Originating User	Name
GGUTIERREZ	Gloria Gutierrez

Review of Finance Forms and Procedures

Go to wvm.edu, under District Services->Financial Services and select Budget and Accounting or Payroll to access the forms and procedures.

West Valley College | Mission College

Employees | Students | Visitors | Alumni

DIRECTORY

LOG IN

SEARCH



West Valley - Mission
Community College District

District Services ▾

Forms & Documents

Calendars

News

About ▾

Budget and Accounting Forms

[Home](#) / [District Services](#) / [Financial Services](#) / [Budget and Accounting](#) / [Forms](#)

Budget and Accounting >

Reports

Chart of Accounts

• Forms

Banner Training Materials

Contacts

EXPAND/COLLAPSE ALL →

→ Accounting Services

↓ Accounts Payable

ACH Authorization Agreement Employee 
ACH Authorization Agreement Vendor 
Accts Payable Invoice 

Check Request (AP 6310)

The Check Request Form shall not be used to pay for the purchase of equipment and furniture. All equipment and furniture purchases must go through General Services.

To request payment for items that cannot be purchased using a purchase order or to request reimbursement for items that cannot be reimbursed through petty cash, employees should adhere to the following:

- Check requests shall be used in the following situations when a purchase order is not an option:
 - Registration fees/conference fees
 - Employee reimbursements
 - Memberships
 - Subscriptions
 - Received Materials and Services
- Original detailed receipts and/or appropriate back-up documentation are required for reimbursement or payment. The Check Request Form, along with original receipts, shall be submitted no later than 45 days after receiving the invoice, event, or purchase.

Special circumstances will be allowed, but must have the approval of the College Vice President of Administrative Services or the District Executive Director of Financial Services. An employee cannot authorize payment for himself or herself. His/her supervisor must sign the Check Request Form to reimburse a budget administrator.

Common cause of payment/reimbursement delays:

1. Missing itemized receipts
2. Missing proper signatures
3. Incomplete form (e.g., address, missing FOAP, etc.)
4. No budget



DISTRICT FINANCE DEPARTMENT ACCOUNTS PAYABLE CHECK REQUEST FORM

Voucher #: _____
For District Use Only

Requestor:	Extension #:	Department:	Date:
------------	--------------	-------------	-------

PURPOSE (Reference guidelines below)	AMOUNT
TOTAL	\$0.00

PAYABLE TO

Name:	
Address line 1:	
Address line 2:	
City, State, Zip Code:	
Email:	

Payee Banner ID #: (If known: GO)	
-----------------------------------	--

ACCOUNT NUMBER

Fund	Organization	Account	Program	Amount or %

SELECT PAYMENT TYPE

- ☐ Check (Please see below)
- ☐ ACH (ACH Form [LINK](#) if bank account is not on file with Accounts Payable.)

SPECIAL CHECK HANDLING INSTRUCTIONS

- ☐ Mail Check
- ☐ Hold for pick up (AP staff will notify requestor when check is ready.)
- ☐ Return check to: _____
- ☐ Other: _____

Budget Administrator (Print Name)

Budget Administrator Signature

Date

College VP of Administrative Services

(College only)

Date

GUIDELINES FOR CHECK REQUEST

NO EQUIPMENT AND/OR FURNITURE PURCHASE

Check Request may be used for the following:

- Employee Reimbursements
- Memberships/Subscriptions
- Prepay Registration, Conference Fees, Airline Tickets, and Hotel
- Meals and Lodging for Athletic Events and Student Activities

Original itemized receipts and/or appropriate back-up documentation must be included with the check request. Must be complete within 45 days of event invoice.

Revised: 6/08/20

Submit paper form to District Finance Office OR electronic form to invoice@wvm.edu

Travel and Conference Reimbursement (AP 6311 in process of being updated)

District employees and members of the Board of Trustees are entitled to request reimbursement for travel and conferences made on the District's behalf. All claims for reimbursement must be accompanied by original receipts. The claim shall be submitted no later than **45 days** after the date of travel.

Prior Board approval must be obtained for any travel at District expense if the total travel expense will exceed \$10,000 for any one event or purpose, without regard to the number of individuals traveling.

If the employee is issued a District credit card, the employee should use the card to pay for all expenses related to official business travel, including event registration, lodging, meals, and transportation. Meals shall not exceed the per diem rates.

Employees shall make their own travel arrangements.

It is the District's intent that no employee shall incur a personal financial gain as a result of traveling on district business.

Prior to travel

Prior to traveling for a district-related conference or event, the employee must complete "Section I" of the Conference Attendance Reimbursement form and submit it to his/her supervisor/budget administrator for approval regardless of the funding source. Once approved, retain the form and complete it after attending the conference.

Prepayment

Prepayment for registration, hotel, and airfare may be made through a District/personal credit card or a check request. Claims for prepayment reimbursements may be processed upon incurring the cost and prior to the conference or event. The employee shall submit a check request for each vendor who is to receive a check for prepayment. A copy of the approved and signed conference attendance form and back-up documentation for the prepayment expenses must accompany the check request.

Upon completion of travel

After the conference, complete "Section II" of the original form (including all prepaid expenses), attach all applicable original receipts, secure appropriate approval signatures, and submit the form to Accounts Payable. The reimbursement request should include all expenses (hotel, airfare, car rental, mileage etc.) for the one event. The form and



documentation will be reviewed by Accounts Payable prior to issuing a reimbursement check or ACH transfer.

Meals

For a one-day trip (less than 24 hours) that does not require an overnight stay, no meal reimbursement will be provided.

For trips that exceed 24 hours, the average of the daily California per diem meal reimbursement rate established by the U.S. General Services Administration shall be applied. Employees are not eligible for meal reimbursement if the conference is providing the meals or if the meals are charged on a District-issued credit card. If meals are charged on a District-issued credit card, the employee will be responsible for the difference of the actual charge and the per-diem limit.

Rental Cars

The standard size for automobile rental is a “compact” unless more than two employees share a single vehicle. Car rentals are allowed one day before or after the conference.

There will be no reimbursement for car rentals that are beyond the conference period.

Airfare

Air travel shall be by regularly scheduled airlines in coach class with standard check-in. All expenses above the regular coach class and standard check-in *will not be reimbursed* by the District. Upgrading to a more expensive class or early check-in is allowed but only at the employee’s expense.

Hotel

While traveling on District business, employees are encouraged to stay at moderately priced hotels. Employees are also encouraged to stay within the hotel where the conference is taking place. Expense items for the following will not be reimbursed: expenses for spouse or children, personal use items, hotel laundry, in-house movies, alcoholic beverages, telephone calls or wireless internet (other than for Conference/District business). Hotel stays are allowed one day before or no more than one day after the conference, depending on the location of the conference. Hotel stay that exceeds the conference period will be at the employee’s expense.

Mileage

Mileage for the use of a personal vehicle will be reimbursed at the current IRS-approved rate. The rate is intended to cover all costs associated with operation of the vehicle, including insurance, repairs, fuel, and other operating expenses. In most cases reimbursement will be based upon the distance from the District/College to the conference destination using the “Standard Mileage” list. If the destination is not identified on the “Standard Mileage” list, you may be asked to provide an internet map showing the total miles traveled. If attending a meeting or conference, a copy of the agenda or announcement with location and date must also be provided (excluding meetings at the District or colleges).

When traveling between campuses, mileage may be claimed for roundtrip travel if the employee is returning to his/her primary work location to continue the workday. If the employee travels to the sister college and ends his/her work day at that location, mileage may only be claimed one way. If an employee starts and/or ends his/her workday at a location other than the primary work location, mileage may be claimed from the primary work location to the off-site work location (not including District sites).

Mileage expenses may be allowed between the employee’s residence and the common carrier or destination if the business travel originates or terminates before or after the employee’s working hours, or during a regularly scheduled day off. Under all circumstances, the shortest route should be chosen for mileage reimbursement purpose. Mileage for personal excursions while at a conference will not be reimbursed. If it is determined that airfare to the conference/event, plus the estimated cost of a rental car, would have been less expensive than the reimbursement for using a personal vehicle, the employee will be reimbursed at the cost of the airfare, plus the estimated cost of a rental car.

Claims for mileage reimbursements may be submitted as frequently as needed, but at least once a quarter.

The use of personal vehicles by employees on District business is at the employee’s own risk. An employee’s personal vehicle insurance is considered primary coverage.



**DISTRICT FINANCE DEPARTMENT
ACCOUNTS PAYABLE
CONFERENCE ATTENDANCE REIMBURSEMENT FORM**

Voucher #: _____
For District use only

SECTION I: COMPLETE PRIOR TO CONFERENCE

Claimant: _____ Employee ID #: _____ Date Prepared: _____

Department: _____ Contact #: _____ Campus Location: _____

Name of Conference: _____ Conference Location: _____

Attach conference announcement or agenda to this form. (Required)

Sponsoring Organization: _____ Dates of Conference: _____

Purpose of Trip: _____

Do you have a District-issued credit card? ☐ Yes ☐ No If yes, you should use your credit card for all travel expenses.

Estimated Total Expense: \$ _____ - If you need to make advance payments, a check request must be attached to this form.

Committee Faculty Approval: _____ (Faculty Conference per Article 35) Date: _____

Dept. Supv./Mgr.: _____ Date: _____ Budget Admin: _____ Date: _____

ACCOUNT NUMBER: _____ AMT. OR % ALLOCATION: _____

SECTION II: COMPLETE UPON RETURN FROM CONFERENCE

Within **45** days of the date of travel, submit the completed, signed Conference Attendance Reimbursement form. Itemized original receipts must be attached for all claims except for meals at the per diem rate. For mileage claim, utilize the mileage on the "Mileage Chart" located on the District website (Fiscal Services/Accounts Payable/Forms) for distances traveled between frequently used destinations. You may be asked to provide an internet map for non frequently used destinations for auditing purpose. If attending non-district events, a copy of the agenda with location and dates must be provided (AP 6311).

Description	Amount	District Prepaid Amount	District Vendor/Check #
Registration	\$ -	\$ -	
Airfare	\$ -	\$ -	
Lodging	\$ -	\$ -	
Taxi/Shuttle	\$ -	\$ -	
Auto Rental	\$ -		
Mileage	\$ -		
Parking	\$ -		
Bridge Toll	\$ -		
Meals	\$ -		
Total Reimb.	\$ -		

Meals	Amt.	# Meals	Cost
Breakfast	\$14.00	0	\$ -
Lunch	\$21.00	0	\$ -
Dinner	\$35.00	0	\$ -
Total Meal Reimb.		0	\$ -

0 Provide total miles traveled. 2020 rate: \$ 0.575 per miles

SELECT REFUND TYPE
☐ Check ☐ ACH (Click LINK below if bank account is not on file with Accounts Payable.)

Meal reimbursements are only for overnight business travel. If the cost of the conference registration covers meals, there shall be no meal reimbursement.

Signature of Claimant: _____ Date: _____ [LINK](#)

I certify that the following is a summary of necessary, true and actual expenses incurred by me in connection with my attendance at the above conference.

Dept. Supv./Mgr.: _____ Date: _____

VP of Administrative Services: _____ Date: _____
(College only)

Submit form to District Finance Office

Revised: 10/1/19



**DISTRICT FINANCE DEPARTMENT
ACCOUNTS PAYABLE
QUARTERLY MILEAGE REIMBURSEMENT FORM**

For District Use Only

Extention: _____ Department: _____ Date: _____

Revised: 01/02/20

Petty Cash (AP 6300)

Petty cash in the amount of \$5,000 is held in each college A&R Office for the purpose of covering minor expenditures that may arise. Requests can be made to reimburse employees for the purchase of supplies and postage expenditures of \$100 or less. Supplies are defined as items costing \$100 or less that are necessary to sustain or conduct day-to-day business of a particular department.

Requests are limited to an aggregate of \$100 per employee, per month. Multiple receipts may be submitted. Splitting an expense of \$100 between two or more employees is not allowed. Requests must have the signature of the appropriate budget administrator and the Vice President of Administrative Services or designee.

Original receipts must accompany each request and must contain: transaction date, vendor name and address, a detailed list of the items purchased, the cost of each item, and the total cost of all items. Copies of receipts and/or calculator tapes will not be accepted. Merchandise purchased on-line must be delivered to the District Warehouse in order to receive reimbursement. Items delivered to personal addresses will not be reimbursed.

Petty Cash requests must be submitted within **45** days of the date of the transaction.

Petty Cash requests will not be processed for reimbursement of food for meetings.

District Finance will conduct a random audit of Petty Cash. Budget Administrators will be held accountable for improprieties identified by the Finance Department.



West Valley - Mission
Community College District

Clear Form

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT PETTY CASH REIMBURSEMENT FORM

REQUESTOR

Name:	Extension:	Department:	Date:
-------	------------	-------------	-------

PURPOSE

AMOUNT

Total	0.00

Budget Administrator (Print Name)

Extension

Account Number

Budget Administrator (Signature)

Date

VP of Administrative Services (Signature)
(College only)

Date

Recipient (Signature)

Date

Cashier (Signature)

Date

Requests must be submitted within forty-five (45) days of the date of the transaction. Merchandise purchased on-line must be delivered to the District Warehouse. Petty cash requests will not be processed for reimbursement of food for meetings. Reference the "Petty Cash" section of AP 6300 for additional guidance.

Submit form to Admissions and Records Office

Revised 9/30/19

District Credit Cards (AP 6330)

A Procurement Card Program is a credit card program that enables the District to expedite the purchase and accounting of low-cost and frequently needed items and execute transactions that may not accept Purchase Orders. In all such cases, the District shall follow procedures that provide checks and balances for the procurement methods in use. All use of credit cards shall be for official district and college business purposes. The cardholder shall be personally liable for inappropriate and unauthorized charges and shall be personally responsible for the settlement of any dispute on any purchase with a vendor. The cardholder shall reimburse the District immediately for any such charges with a personal check made payable to "West Valley-Mission Community College District."

The cardholder shall hold a regularly established permanent position at the District and shall agree to all terms and conditions established for the issuance of a District credit card. Card issuance requires approval from the requester's budget administrator, the appropriate Vice President of Administrative Services for the colleges, and the Vice Chancellor of Finance and Administration for District Services. The budget administrator is responsible for monitoring the budget to ensure the cardholder does not exceed their department budget.

All merchandise purchases that are shipped shall be delivered to the district warehouse.

The regular monthly credit card limits shall be set as follows:

VP of Administrative Services	Up to \$25,000
Executives	Up to \$10,000
Admin. Assist./Managers/Athletic Coaches	Up to \$5,000
All Others	Up to \$1,000

The following credit card transactions are prohibited:

- Personal purchases.
- Furniture and equipment, not limited to computers, copiers, printers, AV and media equipment, and/or telecommunication devices.
- Contract Services, Consultants, and any type of service or licensing agreements (Examples: Lease Agreements, Rental Agreements, Professional Services Agreements, Independent Contractors, Instructors, Speakers, Performers, Maintenance/Repair Agreements, Facility Rental Agreements, and Equipment Rental Agreements).
- **Alcoholic** beverages, narcotics, or any other controlled substances.
- Gambling and contest or raffle expenses.

- Weapons, explosives, hazardous/toxic materials, or other items deemed by the District to be dangerous (excluding the District Police).
- Cash advances, money orders, or other cash equivalent items.
- Facility or building improvement goods or services (e.g., paint, carpet, window coverings).
- Medical products, drugs, pharmaceutical products, or medical services.
- Any purchase resulting in personal gain.
- Gifts, donations, stipends, honorariums, or contributions to individuals or organizations.
- Fuel for a personal vehicle. (Employees are eligible to submit mileage reimbursement if they use their vehicle for business purposes.)
- If gratuity is included in the invoice or receipt, adding additional gratuity is not allowed. The total gratuity shall not exceed the minimum suggested amount on the bill.

Exceptions may be authorized by the Vice Chancellor of Finance and Administration or designee.

Advanced approval by the Vice Chancellor of Finance and Administration or designee is required before utilizing a credit card for the following purchases:

- **Food** expenditures shall be **reasonable and justifiable** and must have a clearly defined business or educational purpose. All food purchases shall comply with the **Food Purchases Operating Procedure**. The credit card log shall include supporting documents for prior approval, a list of people attending the meeting/event, the reason for the meeting/event, and the itemized receipt of the expenses. **The college President or designee may approve purchases up to \$10,000.**
 - Expenses for meals while attending a conference shall follow the travel and conference procedure. All meal amounts that exceed the per diem rate shall be reimbursed to the District.
- **Gift card** purchases and distribution shall comply with the internal gift card operating procedure.
- Software/computer or phone applications or software licenses.
- Purchases from eBay or Craigslist.

Safeguarding the credit card:

- The cardholder shall sign his/her card immediately upon taking possession of the card.

- The cardholder shall immediately notify the Finance Department if the credit card is lost, stolen, or in the possession of an unauthorized person.
- The cardholder shall take reasonable precautions with the credit card.
 - Keep the card in view after it is given to a clerk and re-securing it as soon as possible.
 - Verify the amounts on the receipt before signing.
 - Never lend the card to anyone.
 - Always secure the card and receipts.
 - Never give the card number over the phone unless you are dealing with a company you are sure is legitimate.
 - Whenever possible, use those vendors identified by the Purchasing Department.

The district-issued credit card may be revoked for the following reasons:

- Purchases that are prohibited as identified above.
- Failure to submit the Monthly Credit Card Log and supporting documents (receipt, statement, invoice) to the College Administrative Office by its specified deadline, and to the District Finance Office on or before the 22nd of every month (30 days after the statement date).
- Failure to transfer expenses from the credit card clearing account to the proper expense account every month.
- Failure to provide information for any specific purchases.
- Failure to provide the required information for food purchases including prior approval.
- Repeated missing receipts.
- Failure to adhere to the credit card policy and procedures.

Any unauthorized use of the credit card may result in immediate suspension of the card and appropriate action shall be taken depending on the severity of the violation and at the discretion of the Vice Chancellor of Finance and Administration.

The credit card is the property of the bank and the bank may, at any time, revoke card privileges under the provisions of its policies and procedures.

Credit card payments, expense posting/transfers, and reporting process:

The statements are transmitted by the bank to the District on a monthly basis. The charges are posted to each department's designated clearing account. Staff may retrieve or download the credit card statement online.

1. It is the cardholder's responsibility to complete the **Monthly Credit Card Log Report**: attach his/her monthly credit card receipts, supporting documents, credit card statement, and submit it to his/her supervisor and budget administrator for review and approval.
 - If missing a receipt, a Missing Receipt Form must be submitted with the monthly purchase report.
 - If the credit card was used for travel and conference costs, the cardholder must submit a copy of the approved Travel and Conference Form.
2. The department manager and/or budget administrator shall validate each transaction on the credit card statement. The manager shall approve and date the report to acknowledge the appropriate expenditures and sufficient supporting documents.
 - It is the responsibility of the department manager to submit the approved Monthly Credit Card Log along with the credit card statements and the receipts to the Administrative Services Office for college staff and the Finance Office for district staff promptly.
 - The complete log, statements, and supporting documents shall be submitted to the Finance Office no later than 30 days after the statement date.
3. The budget administrator is responsible for ensuring that expenses are transferred out of the credit card clearing account into the appropriate expense accounts every month.
 - **Expense transfers** are initiated through Self-Service Banner (SSB). A copy of the signed monthly Credit Card Log and a copy of the credit statement must be uploaded to SSB.

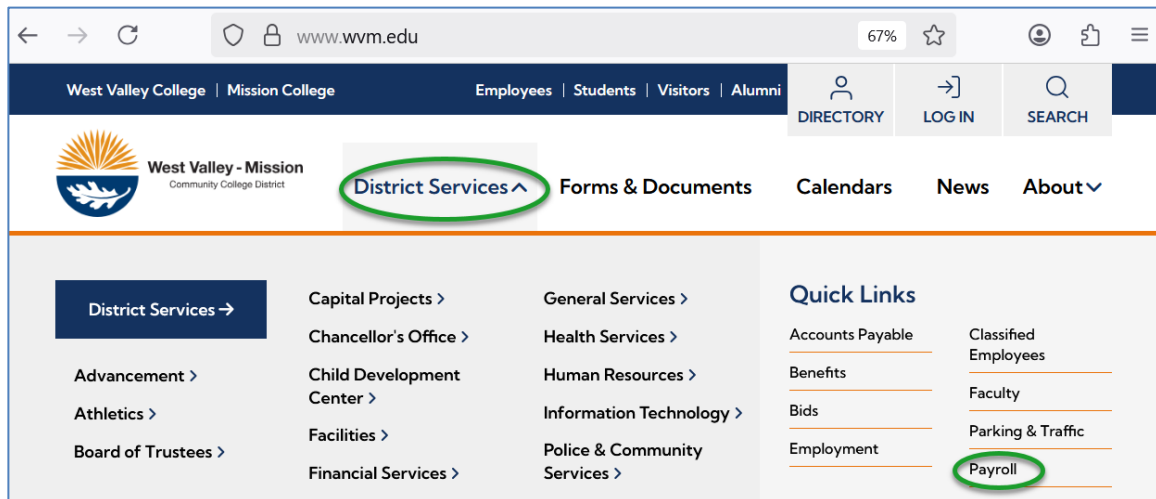
Payroll Process

End-of-Month Payroll

Payroll Forms and Timesheets

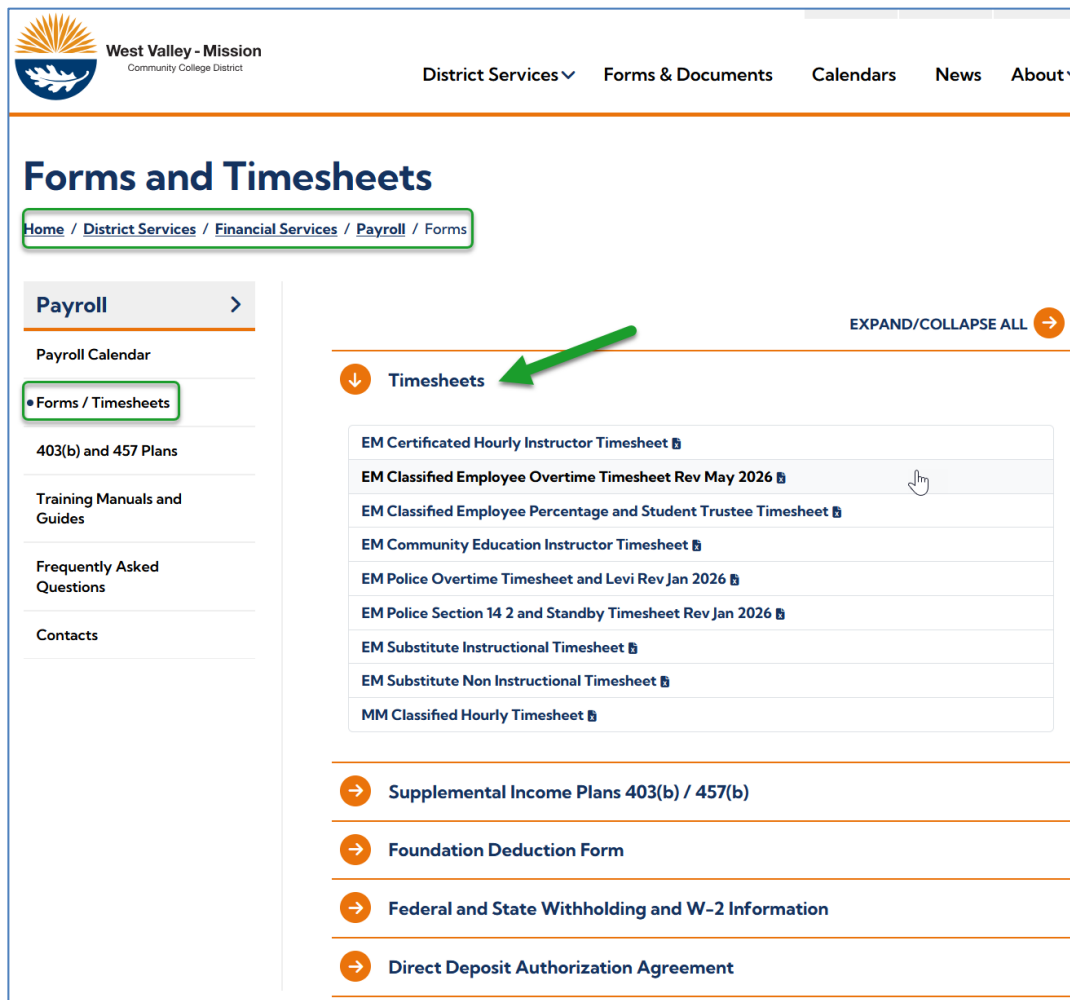
1. Retrieve Timesheets

- Access timesheets through the District's Payroll website: www.wvm.edu
- From the homepage, hover over **District Services** and select **Payroll**.



- Select **Form/Timesheets**.

Important: Do not save the timesheet to your desktop, as forms are periodically updated. Always download a new copy from the Payroll website to ensure you are using the most current version.



West Valley - Mission
Community College District

District Services ▾ Forms & Documents Calendars News About ▾

Forms and Timesheets

[Home](#) / [District Services](#) / [Financial Services](#) / [Payroll](#) / [Forms](#)

Payroll >

Payroll Calendar

Forms / Timesheets

403(b) and 457 Plans

Training Manuals and Guides

Frequently Asked Questions

Contacts

EXPAND/COLLAPSE ALL ➔

↓ **Timesheets**

- EM Certificated Hourly Instructor Timesheet
- EM Classified Employee Overtime Timesheet Rev May 2026
- EM Classified Employee Percentage and Student Trustee Timesheet
- EM Community Education Instructor Timesheet
- EM Police Overtime Timesheet and Levi Rev Jan 2026
- EM Police Section 14 2 and Standby Timesheet Rev Jan 2026
- EM Substitute Instructional Timesheet
- EM Substitute Non Instructional Timesheet
- MM Classified Hourly Timesheet

➔ Supplemental Income Plans 403(b) / 457(b)

➔ Foundation Deduction Form

➔ Federal and State Withholding and W-2 Information

➔ Direct Deposit Authorization Agreement

2. Complete the Timesheets

Ensure all sections of the timesheets are completed accurately before submission.

Employee Information

Please verify that the following employee information is complete and accurate:

- Employee's name.
- G0 number (G#) – ensure belong to the employee

Missing or incorrect employee information may delay payroll processing.

Signatures:

- All required signatures must be included before payment can be processed.
- Signatures must be either:
 - Original signatures, or
 - DocuSign signatures
- If you serve as both the Supervisor and Budget Administrator, you must sign both signature lines.
- Missing signatures will delay payroll processing.

FOAP Information:

- A valid FOAP must be included for the timesheet to be considered complete.
- Payroll will not make changes to the FOAP information unless specifically instructed.
- Missing or invalid FOAP information will delay payroll processing.

Break Periods Requirements:

Ensure employees are taking meal breaks in accordance with California labor laws.

- A 30-minute meal break is required when working more than five (5) hours in a day.
- An additional 30-minute meal break when working more than 12 hours in a day.
- If the employee's shift does not exceed 6 hours, the 30-minute meal break may be waived by mutual consent of both the supervisor and employee.
- These labor law requirements do not apply to hourly counselors or police employees.

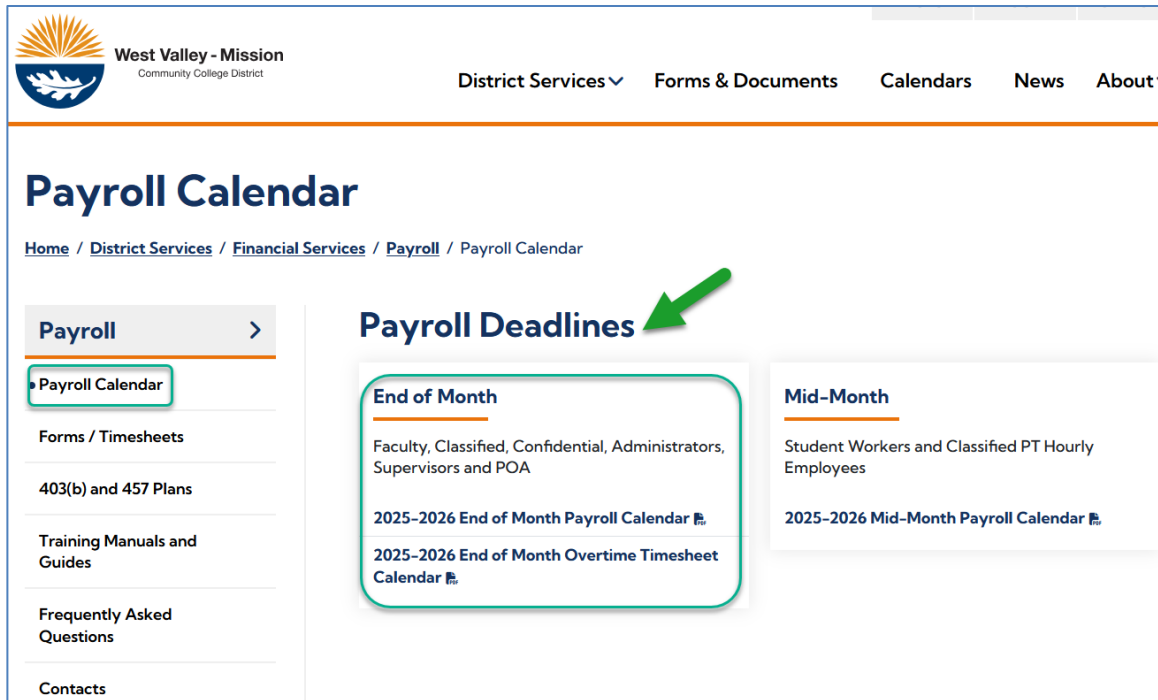
Comment Box:

Use the comments section when applicable.

- If an employee works on a holiday, the supervisor's approval must be noted in the comments box.
- If an employee's regular working hours vary, document this in the comments box.
- Missing required comments may delay payroll processing.

Timesheet Deadlines:

- Payroll calendars are available on the district website.
- Completed timesheet must be submitted to Payroll.services@wvm.edu by 5 pm on the due date.



West Valley - Mission
Community College District

District Services ▾ Forms & Documents Calendars News About

Payroll Calendar

Home / District Services / Financial Services / Payroll / Payroll Calendar

Payroll >

- Payroll Calendar
- Forms / Timesheets
- 403(b) and 457 Plans
- Training Manuals and Guides
- Frequently Asked Questions
- Contacts

Payroll Deadlines

End of Month

Faculty, Classified, Confidential, Administrators, Supervisors and POA

[2025-2026 End of Month Payroll Calendar](#)

[2025-2026 End of Month Overtime Timesheet Calendar](#)

Mid-Month

Student Workers and Classified PT Hourly Employees

[2025-2026 Mid-Month Payroll Calendar](#)

Mid-Month Payroll: Web Time Entry

Supervisor and Managers (Approvers) Responsibilities

An Approver is an individual authorized to review, update, correct, return, and approve employee timesheets submitted through Web Time Entry (WTE).

Approvers are responsible for ensuring that all department employees accurately record and submit their total hours worked for the current pay period by the established payroll deadline.

Approvers must carefully review each timesheet to confirm that all hours and days worked are entered accurately. Any necessary corrections must be completed before the Approver's deadline to ensure employees are paid accurately and on time.

1. Designate at least two Proxies to perform timesheet correction and approval responsibilities during your absence.
2. Ensure employees have access to a computer to regularly enter their time in WTE.
3. Train hourly employees on how to use Web Time Entry in SSB.
4. Verify employees have initiated their timesheets at the beginning of each pay period.
5. Ensure all employees submit their timesheets for approval by the employee [WTE deadline](#). Notify the employees **immediately** if they have not submitted their timesheets.
6. Review and approve timesheets by the Approver's deadline to ensure timely payroll processing.

Approver Checklist

Before approving timesheets, confirm the following:

- The employee has accurately entered the correct work dates and all hours worked.

- Any errors or missing entries have been corrected.
- All timesheets are approved by the Approver's deadline.
- Notify the designated Proxy to review and approve timesheets if you will be unavailable.

Assigning Proxy (Backup Approver) in SSB

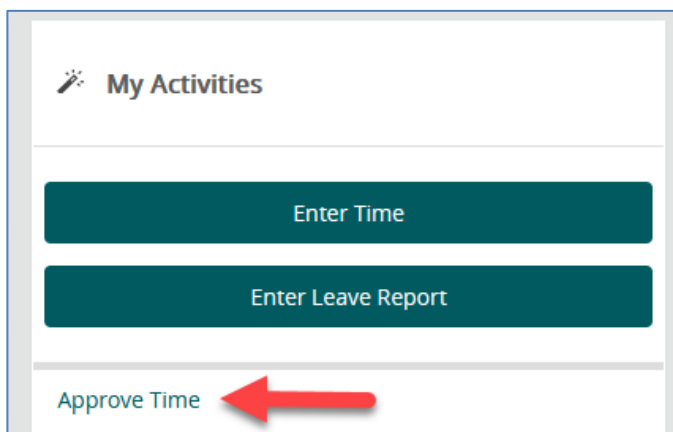
Approvers are responsible for setting up their own proxies within Banner Web Time Entry. Each approver must have (2) two or more proxies. Review your assigned proxies throughout the year to ensure sufficient coverage and avoid last-minute changes at the deadline. The proxy should be able to verify employees' time.

As a general rule, the proxy should be at the same level or higher than the Approver.

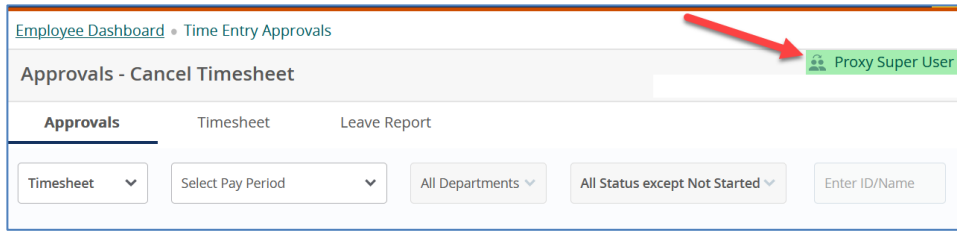
Why assign a Proxy?

It is essential that your proxy know they are authorized to act on your behalf if you are absent, especially to approve and correct timesheets by the monthly Payroll deadline. Communicate with your employees so they know who your department proxy is. They will want to contact the proxy to correct any errors on their timesheet.

- 1.) Select **Approve Time** under **My Activities** to access the employee's timesheets for approval.



2.) Select the **Proxy Super User** link located in the top-right corner of the screen.



Employee Dashboard » Time Entry Approvals

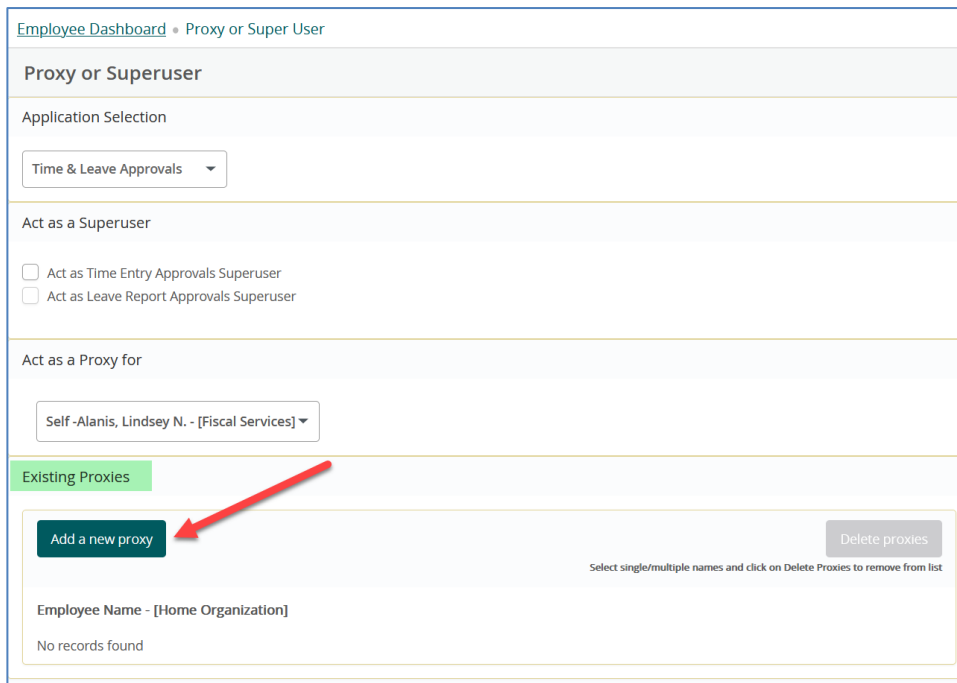
Approvals - Cancel Timesheet

Approvals Timesheet Leave Report

Timesheet Select Pay Period All Departments All Status except Not Started Enter ID/Name

Proxy Super User

3.) Under the **Existing Proxies** section, click **Add a New Proxy**.



Employee Dashboard » Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

☐ Act as Time Entry Approvals Superuser

☐ Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Alanis, Lindsey N. - [Fiscal Services]

Existing Proxies

Add a new proxy Delete proxies

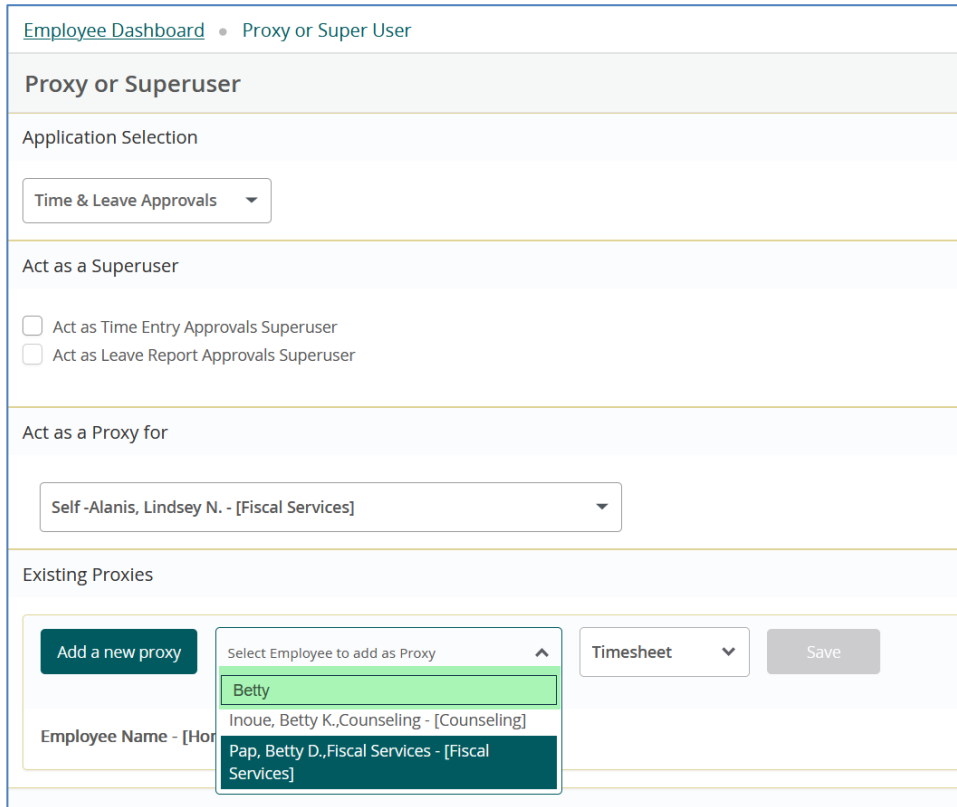
Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

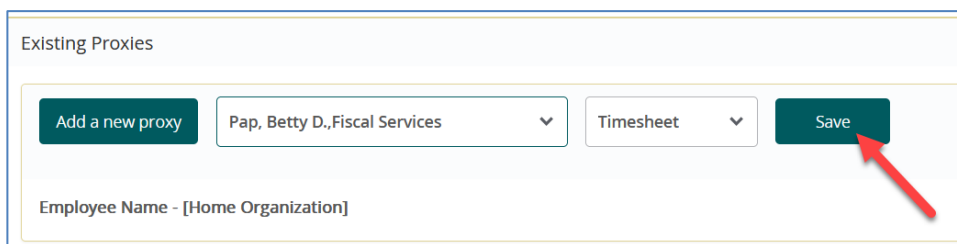
No records found

4.) Enter the employee's name in the search box to assign them as a Proxy.

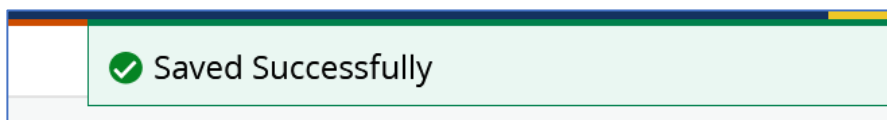
Note: The Proxy must be a full-time employee at the same level or higher than the Approver



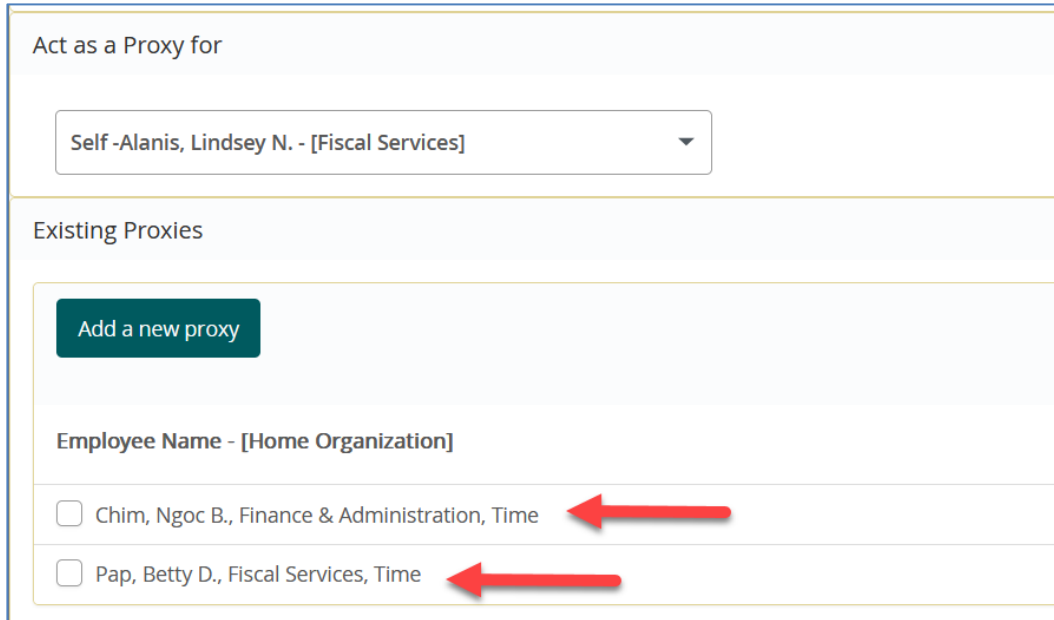
5.) Select the employee who will serve as your proxy and click **Save**.



6.) A confirmation message will appear in the top-right corner of the screen indicating your selection has been saved successfully.



7.) To assign additional Proxies, repeat Steps 3 through 5.



Act as a Proxy for

Self -Alanis, Lindsey N. - [Fiscal Services]

Existing Proxies

Add a new proxy

Employee Name - [Home Organization]

☐ Chim, Ngoc B., Finance & Administration, Time

☐ Pap, Betty D., Fiscal Services, Time

8.) To remove a Proxy:

- Select the checkbox next to the Proxy's name
- Click **Delete Proxies**



Act as a Proxy for

Self -Alanis, Lindsey N. - [Fiscal Services]

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

☒ Chim, Ngoc B., Finance & Administration, Time

☐ Pap, Betty D., Fiscal Services, Time

9.) If the employee's name does not appear in the search result, contact the **IS-Help Desk** for assistance.

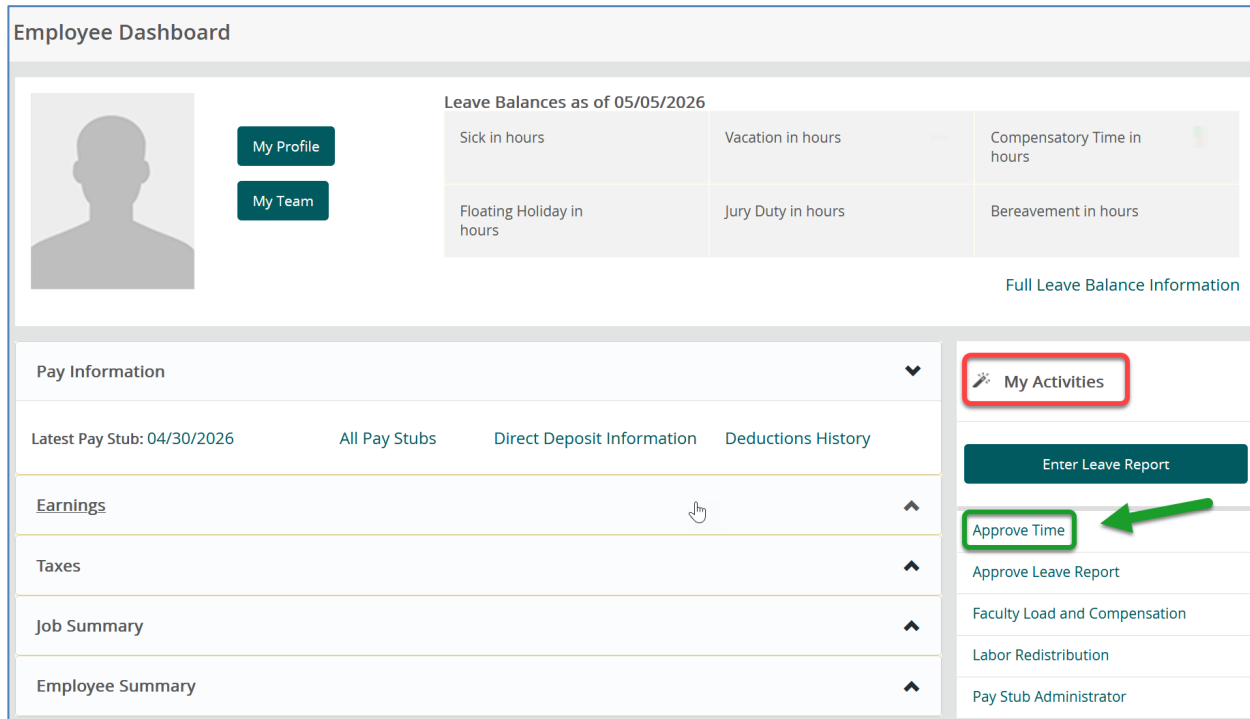
Approving Timesheets

Step 1: Log in to Self-Service Banner (SSB)

Refer to page 10 for detailed SSB login instructions.

Step 2: Access Employee Timesheets

From **My Activities**, select **Approve Time** to review and approve employee timesheets.



Employee Dashboard

My Profile
My Team

Leave Balances as of 05/05/2026

Sick in hours	Vacation in hours	Compensatory Time in hours
Floating Holiday in hours	Jury Duty in hours	Bereavement in hours

Full Leave Balance Information

Pay Information

Latest Pay Stub: 04/30/2026 All Pay Stubs Direct Deposit Information Deductions History

Earnings
Taxes
Job Summary
Employee Summary

My Activities

Enter Leave Report

Approve Time
Approve Leave Report
Faculty Load and Compensation
Labor Redistribution
Pay Stub Administrator

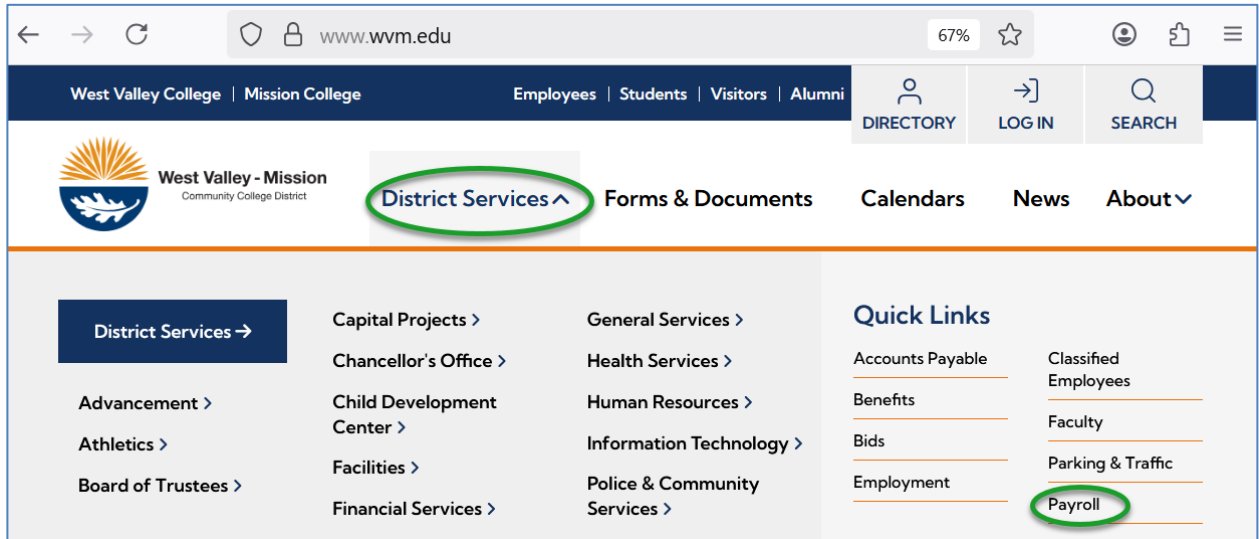
Step 3: Reviewing and Approving Timesheets

Detailed instructions for reviewing, editing, correcting, and approving timesheets are available in the **SSB9 WTE Training Procedures** document.

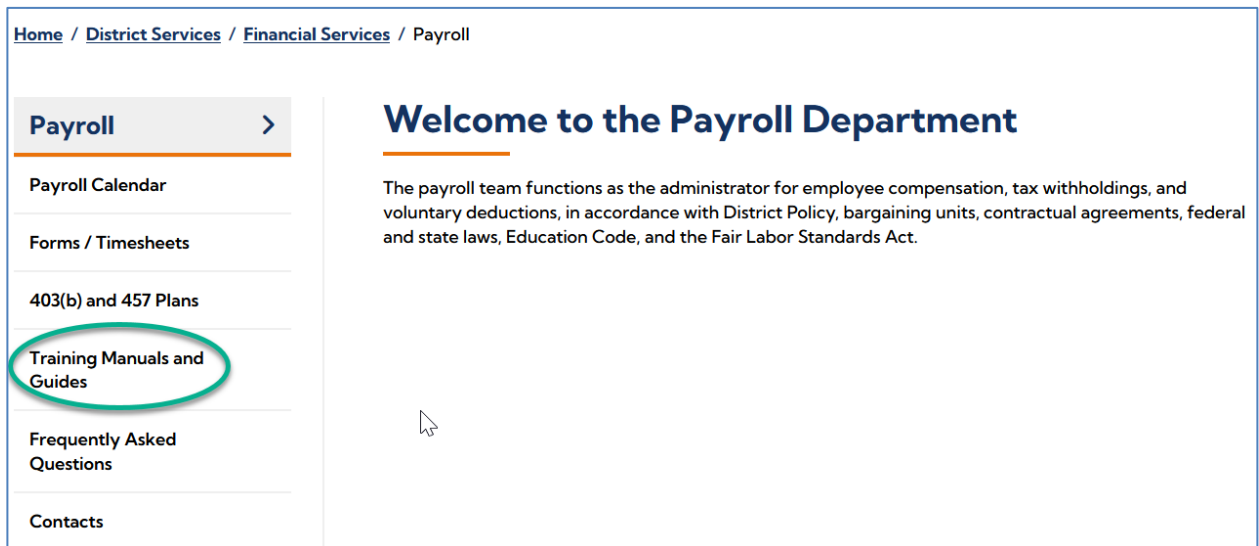
This document can be accessed through the District Payroll website:

1. Visit the **West Valley-Mission CCD** website: www.wvm.edu

2. From the homepage, hover over **District Services** and select **Payroll**.



3. Select **Training Manuals and Guides** to view available training materials.



4. Under **Web Time Entry**, select **SSB9 WTE Training Procedures**

Training Manuals and Guides

[Home](#) / [District Services](#) / [Financial Services](#) / [Payroll](#) / Training Manuals and Guides

Payroll >

Payroll Calendar

Forms / Timesheets

403(b) and 457 Plans

• **Training Manuals and Guides**

Frequently Asked Questions

Contacts

Paystubs

[View and Print Your Pay Stubs](#) PDF

[Understanding Your Banner Pay Stub](#) PDF

Web Time Entry

[Banner SSB9 WTE Payroll Presentation](#) PDF

[SSB9 WTE Training Procedure Sept22](#) PDF

[WTE Approvers Assign Proxy](#) PDF

[WTE Approvers Quick Reference SSB 9](#) PDF

[WTE Employee Quick Reference SSB 9](#) PDF

WTE Common Issues and Solutions

“There are errors on the timesheet that were not corrected before submitting for approval.”

- If it is within the employee deadline, select the option “Return for Correction” and add a comment for why the time is being returned, i.e., no break, holiday hours, overtime, etc.
- If it is after the employee deadline, do not return the time for correction. It is the approver’s responsibility to make corrections on behalf of the employee. See [Editing Timesheets](#)

“I can see my employee entered hours, but I cannot approve them.”

- The timesheet has a status of In-Progress. If it is before the employee deadline, you will not be able to approve in-progress time. See [Timesheet Statuses](#)
-or-
- After the employee deadline, timesheets with an In-Progress status have missed the submission date. The approver will need to push the hours to Pending status by submitting on behalf of the employee. Then the time can be edited (if necessary) and approved.

“I am not the employee’s supervisor and I’m not comfortable with approving the hours.”

- The approver is not necessarily the supervisor. The approver is approving the budget, not the hours. Please connect with the employee’s supervisor to confirm the hours before approving.

“I am unable to approve the hours right now. Can payroll approve them for me?”

- Payroll should not approve WTE. Please contact your proxy to approve if you are unavailable. [See Assigning a Proxy](#)

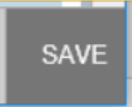
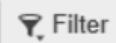
“My employee worked, but I don’t see any hours to approve.”

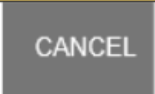
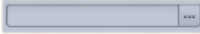
- Verify you are looking at the correct pay period.
-or-
- Your employee did not start their WTE. If it is before the employee deadline (last day of the month), request your employee to start their timesheet, enter hours, and submit for approval.
- If the employee's deadline has passed, contact payroll and request that the timesheet be started. It is the approver’s responsibility to enter hours and approve after the employee deadline.
-or-
- Human Resources has not created a position in the system.

Tools and Job Aids

Banner 9 Navigation Guide

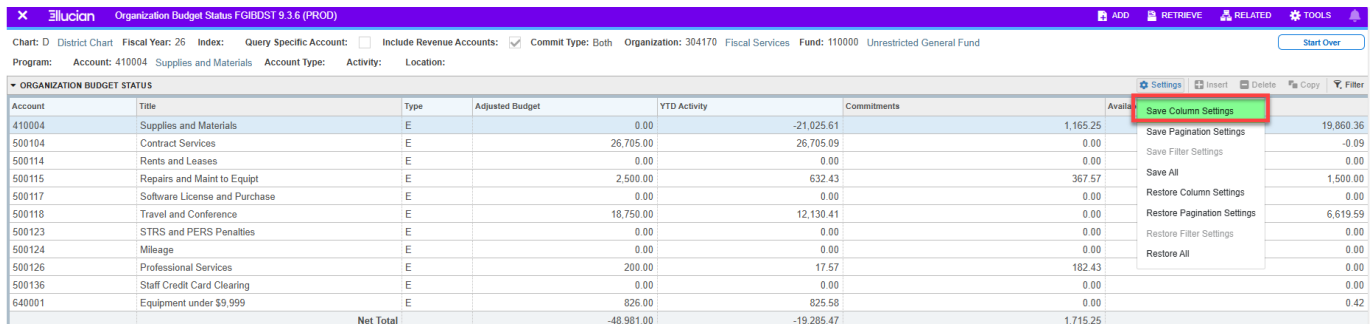
BANNER 8 VS. BANNER 9 NAVIGATION

Banner 8 Icon	Banner 8 Keyboard	Banner 8 Menu	Explanation	Banner 9 Icon	Banner 9 Keyboard
	Save (F10)	File, Save	Saves all changes made in a form since the last time you saved. Banner also refers to save as Commit in some messages.	 Lower right hand corner of screen	Save (F10)
	Rollback (Shift+F7)	File, Rollback	Clears all information and returns you to the Key Block of a form.		Rollback/Refresh (F5)
	Select (Shift+F3)	File, Select	Enters the highlighted value into the current field of the form you are working from. List of values uses OK as the select.		
	Insert Record (F6)	Record, Insert	Inserts a new blank record into a group of existing records.		Insert Record (F6)
	Remove Record (Shift+F6)	Record, Remove	Removes all information for the record. When you Save, the record will be deleted from the database.		Remove Record (SHIFT+F6)
	Previous Record (Up Arrow)	Record, Previous	Moves the cursor to the first enterable field in the previous record.		Previous Record (UP ARROW)
	Next Record (Down Arrow)	Record, Next	Moves the cursor to the next enterable field in the next record. If the cursor is at the last record, a new record is created.		Next Record (DOWN ARROW)
	Previous Block (Ctrl+Pg Up)	Block, Previous	Moves the cursor to the previous information block in a form.		Previous Block/Section (ALT+PG UP)
	Next Block (Ctrl+Pg Down)	Block, Next	Moves the cursor to the next information block in a form. If the next block is in another window of the form, that window will be opened.		Next Block/Section (ALT+PG DOWN)
	Enter Query (F7)	Query, Enter	Puts the form into query mode and lets you enter search criteria to see what information is already in the database.	  Opens new form to add fields for querying – more options.	Enter Query/Filter (F7)
	Execute (F8)	Query, Execute	In query mode, searches the database and displays any records that match the search criteria.		Execute Query/Filter (F8)

Banner 8 Icon	Banner 8 Keyboard	Banner 8 Menu	Explanation	Banner 9 Icon	Banner 9 Keyboard
	Cancel (Ctrl+Q)	Query, Cancel	Cancels a query and takes a form out of query mode.		Cancel (CTRL+Q)
	View/Send Message				
	Print (Shift+F8)	File, Print	Captures the active screen (only what you can see) and prints it to your local printer.	 Actions/Print	Print (CTRL+P)
	Online Help (F1)	Help, Online Help	Displays the Help window for the current field		Help (CTRL+SHIFT+L)
	Exit (Ctrl+Q)	File, Exit	In a menu, the Exit command takes you out of Banner. In a form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.	 Appears on the left side of the screen instead of the right.	Exit (CTRL + Q)
	F5	File, Direct Access	Activates a "Go To..." window, where users can navigate to another form without having to return to the main menu.		Search (CTRL+SHIFT+Y)
		Help, Extract Data	Extracts data to an excel spreadsheet.	 Actions/Export	Export (SHIFT+F1)
	F9	List of values	Lookup Values		List of values (F9)
	F4	Record, Duplicate	Copy Record		Copy Record (F4)
	F3	Options, form	Drills down on some forms		Drills Down on some forms (F3)
		Options menu	Related Forms		Related (ALT+SHIFT+R)
			Toggle Menu	 Brings up Banner Main Menu	Toggle Menu (CTRL+M)
			Toggle Open Applications	 Forms previously opened in Banner	Toggle Open Applications (CTRL+Y)

Save Personal Settings for Banner forms

User can now adjust the settings in any Banner forms and be able to use the same settings when saved after logging-off. Settings such as column width, order the display of the columns, etc are kept by clicking “Settings”, “Save Column Settings”.



Account	Title	Type	Adjusted Budget	YTD Activity	Commitments	Avails	
410004	Supplies and Materials	E	0.00		-21,025.61	1,165.25	19,860.36
500104	Contract Services	E	26,705.00	26,705.09	0.00	0.00	-0.09
500114	Rents and Leases	E	0.00	0.00	0.00	0.00	0.00
500115	Repairs and Maint to Equip	E	2,500.00	632.43	367.57	0.00	1,500.00
500117	Software License and Purchase	E	0.00	0.00	0.00	0.00	0.00
500118	Travel and Conference	E	18,750.00	12,130.41	0.00	0.00	6,619.59
500123	STRS and PERS Penalties	E	0.00	0.00	0.00	0.00	0.00
500124	Mileage	E	0.00	0.00	0.00	0.00	0.00
500126	Professional Services	E	200.00	17.57	182.43	0.00	0.00
500136	Staff Credit Card Clearing	E	0.00	0.00	0.00	0.00	0.00
640001	Equipment under \$9,999	E	826.00	825.58	0.00	0.00	0.42
Net Total			-48,981.00	-19,285.47	1,715.25		

Fund Description

General Fund

Fund 110 – Unrestricted General Fund is used to account for resources available for the general purposes of District operations and support of its education program. This fund is used to account for revenues received from State apportionment, property taxes, student tuition, interest income, lottery receipts, non-resident tuition, and several miscellaneous sources.

Fund 12X, 130-135 Grants and Categorical Fund are the restricted general fund used to account for resources (grants and categorical) available for the operation and support of the educational programs that are specifically restricted by laws, regulations, donors, or other outside agencies as to their expenditure. These multi-year grants require multiple funds to track carryover and prior year money.

Fund 136 – Other Restricted Fund is the restricted general fund use to account for non-grant operation that are specifically restricted by laws, regulations, donors, or other outside agencies as to their expenditures.

Fund 138 – Health Services Fund is the restricted general fund used to account for the operation of the Student Health Centers on both campuses.

Fund 139 – Parking Fund is the restricted general fund used to account for the parking fees and revenues from citations. The fees are used for the parking security and other parking lot maintenance.

Debt Service Fund

Funds 212 – General Obligation Bonds Redemption Fund are designated funds to record principal and interest payments for the General Obligation Bonds.

Fund 292 – Lease Revenue Bonds Debt Service Fund is designated to track the principal and interest payments for the Lease Revenue Bonds.

Fund 297 – 2011 Lease Revenue Bonds Debt Service Fund is designated to track the principal and interest payments for the 2011 Lease Revenue Bonds.

Special Revenue Fund

Fund 330 – Child Development Fund is designated to account for all revenues derived from the operation of child care and development services.

Capital Projects Fund

Fund 410 – Capital Projects Fund is established to track major facility projects, physical plant, special repairs and equipment acquisitions. The resources to fund these projects come from the State or local Redevelopment Agency (RDA) money.

Funds 430 – General Obligation Bonds Capital Projects Fund are designated for the deposit of proceeds from the sale of the bonds. The proceeds are used for the acquisition or construction and all expenditures related to the authorized voter approved projects.

Enterprise Fund

Fund 591 – Community Education / Workforce and Economic Development Fund is used for non-credit, fee supported community education programs and services. Typical fee-supported offerings consist of career focus classes, computer, health,

fitness, and enrichment. It is also used to record the revenue and expenditures for contract education programs.

Fund 597 – Entrepreneurial Fund is used to account for an operation when it is the intent of the governing board to operate as a business and to account for its total operating costs.

Fund 690 – Retiree Health Benefits Fund is used to report the accumulation of resources for, and the payment of, general long-term debt. This fund was established for the payment of the District's future liability for benefits of District eligible retirees.

Trust Fund

Funds 711 – Associated Students Trust Fund records student fees paid at the time of enrollment and revenues generated from student activities. The District serves as an agent for these funds and as such disburses the funds in accordance with instruction provided by the student government.

Fund 722 – Student Representative Fee Trust Fund – records monies collected to support student government representatives stating their positions and viewpoints before city, county, and district government as well as offices and agencies of the State government.

Funds 731 – Student Body Center Fee Trust Fund are used to records monies collected by the District to support the student body center facilities.

Funds 741 – Financial Aid Trust Fund are used to account for the monies received from federal and state agencies in support of the Federal/State Financial Aid Programs.

Fund 751 – Land Corp Endowment Fund are used to account for the monies received from the Land Corporation for scholarship programs.

Funds 752 – Scholarship Funds are used to account for the monies collected by the District for the West Valley-Mission scholarship programs.

Fund 791 – OPEB Trust Fund records activities for CalPERS Trust Fund. This fund is restricted to paying retiree benefits.

Fund 792 – Pension Stabilization Trust Fund records activities for investment activities through PARS. This fund is restricted to funding pension cost.



Contact Information

College Administrative Services Office

Mission College:

Chris Bibat, (408) 855-5581

West Valley College:

Elizabeth Maciel, (408) 741-2148

Cher Vinson, (408) 741-2650

Finance Banner Security and Approval Queue Maintenance

Christina Booth, (408) 741-2085

Banner Fund and Organization security Access, Credit Card audits

District Finance - Accounting Services

Susan Hutton, (408) 741-2474

General Accounting, County Bank Reconciliation (General Fund), County Bank Reconciliation (Bonds), Wire Transfers, County Liaison.

Paige Le, (408) 741-4609

General Accounting Support, Cash Transfers (Bonds), Fixed Asset, Cash Flow, Initiate Wire Transfers, Special Projects, Budget Support, and Payroll Posting & Reconciliations, Bank Reconciliation (Payroll Account).

Jeanette Froelich (408) 741-4098

Student Accounts Receivable, Bank Reconciliation (Cash Clearing, Credit Card Clearing & Revolving Accounts), Salary Redistribution, Nelnet Liaison.

Chris Thomas, (408) 741-4087

Financial Aid Transmittal, Drawdowns, Student Refunds, Expense Transfer Uploads, Liaison with External Collection Agency.

Tuyet Nguyet, (408) 741-2090

Accounts Receivable (non-students), Bank Liaison, Bank deposits, Expense Transfer, Bank Reconciliation (Citations), Petty Cash Reconciliation, Student Club Accounts

District Finance - Accounts Payable

MuWen Tan, (408) 741-4086

Accounts Payable (Bonds, Utilities), Check Requests, Special Payment Agreements, Employee Reimbursements

Eric Nguyen, (408) 741-2695

Accounts Payable (A-L), Check Requests, Special Payment Agreements, Employee Reimbursements

Mei Mei, (408) 741-2084

Accounts Payable (M-Z) Coordinate Printing of 1099, District Credit Card Postings, Conference Attendance Reimbursement, Bank Reconciliation (AP, Student Club & Flexible Spending Accounts), Check Requests, Employee Reimbursements, Sales and Use Tax Returns, Accounts Payable Support and Backup

District Finance - Budget Services

Susan Sanchez, (408) 741-4089, Manage budget development process, External Reporting (CCFS-311, CCFS 320, WCI/PIPS, PT Faculty Hours and Medical Benefits, 50% Law, IPEDS, GANN Limit, OPEB Contributions)

Sandy Dinh, (408) 741-2051

Budget Position Control, Budget Transfers, Review Personnel Action Request, Budget Verification for Recruitment, Quarterly Financial and Budget Report, Financial Analysis

Victoria May, (408) 741-2082

Categorical/Grants Oversight, Budget Support (Fixed Cost), Banked Overload Reconciliation, Budget Transfers, Financial Analysis

District Finance - Payroll Services

Betty Pap, (408) 741-2141

Payroll – Department Support and Supervision

Kevin Brundage, (408) 741-2083

Payroll – CalPERS Reporting, Garnishment, TSA, Taxes, Reports

Lindsey Alanis, (408) 741-2693

Payroll – CalSTRS Reporting, Student Workers, and Short-Term (WTE)

Rima Rahnemoon, (408) 741-2576

Payroll - Faculty and FT Classified

General Services

Michael Robins, (408) 741-2187

General Services operations, procedures, and policies; PO/contracts oversight and approval; risk assessment, management and insurance; claims and reporting; warehouse and mailroom oversight.

Don Mackessy, (408) 741-2133

Contracts management, writing, negotiation, and approval; construction bidding and contracting; cooperative contracts; compliance and risk management.

Gina Venn, (408) 741-2549

Purchasing inquiries, Purchase Order and Change Request Management, Requisition Assignment, Account Support for Home Depot, ODP and Amazon

Robert Curtis, (408) 741-2504

Purchasing Inquires, Bond and Construction Projects, Amazon Ordering

Tatiana Raiberg, (408) 741-2151

Purchasing Inquires, Requisition and PO Processing, PO Change Request, Certificate of Insurance Request, Office Depot

Jayson Cabuag, (408) 741-2600

Warehouse Services