

## Instructions for on-line budget access current as of August, 2003

There are two ways to access budget information through GC-Online.

### Jenzabar Web Services

1. Open Internet Explorer (large blue E).  
**Start\Internet Apps\Internet Explorer**  
(Can also be opened through Mozilla, but printing is not an option).
2. Go to GC On Campus Page.  
[www.goshen.edu/oncampus](http://www.goshen.edu/oncampus) or  
[www.goshen.edu](http://www.goshen.edu) Faculty & Staff link  
Log-in to GC Online.
3. In GC-Online, look for the "GC Online III/Jenzabar Web Services box. (yellow, usually the top box on the right). Click on "Personal, Academic, Financial Information".
4. Click on the Finances tab. This loads the 'Choose Accounts to Display' window.
5. Enter the range of accounts you would like to look at.
  - You will generally be searching using the third component of the account number (1-10-xxxx...) so you can often just enter numbers in the third box. If you are interested in looking at a specific type of expenses, for example, all the office supply accounts, you can use the fourth box only.
  - If you want to view all the accounts you have access to you do not need to enter anything in the beginning and ending account fields.
6. Make sure the right fiscal year is requested (it currently defaults to the correct one)
7. Click the 'View Accounts' button. You will now see
  - a list of all the accounts you have selected
  - the budget for each account
  - how much has been spent YTD
  - the remaining (free) balance
  - encumbrance (not currently used by GC)The total for the page or the account shows at the bottom. You may print this page for your records if you would like.
8. If you would like to view transactions for a specific account, check the check box on the left side of the list and then click on the 'View Transactions' button on the top or bottom of the screen. **WARNING:** once you click this button you will **not** be able to get back to this listing of accounts. Pressing the back button on your browser will give you a 'data missing' error. You will need to do your search again by clicking on GL Inquiry in the gray bar at the top of the page.
9. When you are finished, log out of GC Online.
10. If you do not have access to the correct accounts or have questions about the financial information, please contact Lavonn Hostetter (x7510), DeLane Graber (x7715) or Deanna Risser (x7557). For technical problems, contact Velin Kounev (x7706).

### Employee Services – Display Account Information

1. Open Internet Explorer or Mozilla.
2. Go to GC On Campus Page.  
[www.goshen.edu/oncampus](http://www.goshen.edu/oncampus) or  
[www.goshen.edu](http://www.goshen.edu) Faculty & Staff link  
Log-in to GC Online.  
(or Start ? GC Utilities ? GC Online)
3. In GC-Online, look for the "Employee Services" yellow box. (usually in the middle of the right column). Click on "Display Account Information".
4. Select which fiscal year's data you want to see, then click view.
5. This will load information for all the accounts you have access to.
6. For each account, the following information is displayed:
  - Current budget
  - Transaction detail, including date, description and amount.
  - Running total of expenses
  - Remaining available budget
7. At the end of each department section is a summary section showing total transaction amount, total budget allocated to the department, and total budget amount remaining.