

Finance Matters!

Volume 1, Issue 9 September 2008

Palm Beach Community College

New Web Based Reporting Tools !!



This memo was sent out on May 30th, 2008 and we thought this information was important to share again.

Through a collaborative effort with the IT department, a data management and analysis application known as [Microsoft SQL Server 2005](#) has been made available to the [Finance Department](#). As a result, we have designed some web-based reports in order to help you access important Panthernet financial information. Most Panthernet Finance Users now have these additional reports available for your use by going to **Campus User Reports** at <http://www.pbcc.edu/x14943.xml>. Deans and Provosts will have access to some additional information by going to **Monthly Expenditure Reports** at <http://www.pbcc.edu/x14924.xml>. Any of these reports can be easily exported to Excel or PDF format.

Here are some useful things you can

find:

- Open PO balances for your Org Units using **PO Encumbrances for Org Number or User**
- Remaining/available budget balances for your Org Units using the **Org Unit Income and Expense**
- View single or multiple org unit groupings using **YTD Totals-Budget, Com, Enc, Actual**
- Other important information such as general ledger codes using **GL Codes Table**
- Finance User Groups using **Financial User Groups with Org Numbers**
- **Courses/Enrollment by Org Number**
- **Panthernet User Profile** and more!

It is important to understand this information is to be used only as a

tool for your use. It is not an official report of the college's financial information. Panthernet still serves as the official financial record keeping for the College. Please be careful whenever extracting information since there can be a slight chance of occasional omissions (for example, a download from Panthernet has a problem). It will be your responsibility, and highly recommended, to verify any information that is extracted. Further training on the use of these systems is on the horizon-and may be based upon your suggestions and availability.

Many of these reports are simple to use and extract so we wanted to make them available for those who can make use of them prior to formal training.

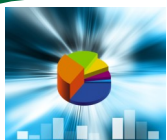
Some things to remember:

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1. When selecting a report, you will be asked for user ID and password – which will be your full email address (likexxx@pbcc.edu) and then your regular logon password for network/PantherNet.
2. Be careful of large ranges, fiscal years vs. month and year, and remember basic GL groupings (like GLs starting with a 5 are your payroll related items, starting with a 6 are expenses, etc). You may not be as interested in GL codes starting with 1-4.
3. A few Queries/outputs can result from using “wildcard” characters – which, in this program, is the Percent character “%”. For example, if a free form range allows input (rather than a drop down list) and you wanted all student activity accounts (which we know start with org numbers 251), you could ask for org units 251% and then a qual of “%” and location of “%”. This would result in all student activity accounts for the college as a whole. If you wanted Lake Worth related then substitute “10” for the location and only Lake worth will output – with the same parameters restricted to location 10.
4. After you select your parameters, the output may be on one or MORE screens. You can page through them, or to the last page etc.
5. Multiple screens may be best suited for export where you can view them combined in a different unrestricted format.
6. After the report/queries are complete - Exports can be done to Excel, PDF, etc, but you must select the type you want first, then click on the word “Export”.
7. Besides the ‘page selection’ and ‘export’ functions located in the tool bar after generating a report, you may also use the ‘Find’ feature which can help you locate a search term (word, number, partial phrase, etc.) – especially helpful if an item you’re looking for is on a different page of output than you are viewing.
8. Some views are summarized and can be ‘expanded’ to detail or rolled back up (look for “+” signs or “-” signs, or expand True or expand False).

9. Remember that PantherNet screens are where the real data exists and you should always view PantherNet to ensure the data is in sync and accurate. The data is downloaded daily in most cases depending on the nature of the information (again unless there is a problem). Some issues this may solve for you immediately are:

- Quick summary access to multiple accounts, without manually compiling data, from multiple screens
- Ease of export of useful data – so that you may further manipulate, sort, re-arrange and share. PDF formats can allow for non-editable use.

Don’t be afraid to experiment a bit to get used to the data/output as this may be the best way to find your best uses for the information. These queries/reports will not affect PantherNet. If additional information is needed regarding Financial Reports or Tools, please contact Suresh Wijetunga (wijetuns@pbcc.edu) or Pam Harrison (harrisop@pbcc.edu) by email so they may follow up with you. ■



Grant

Is a Grant Award In Your Future ?

If so, the Finance Department would like you to be aware that a support system is in place for you. Implementing a new project and managing the monetary and program requirements for the project can be a daunting assignment.

In an effort to transition smoothly

from development to actuality, and in conjunction with the [Grants Development Office](#), Finance schedules a Grants Orientation Meeting for all new grantees. This meeting introduces the new grantee to representatives from [Grants Accounting](#), [Human Resources](#) and [Payroll](#). In the meetings, we will discuss the basics of setting up the

grant in our PantherNet system, hiring grant employees and making sure your payroll expenses are accurately reflected in the grant. Reporting requirements and the difference between Program Reports and Financial Reports are also discussed.

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Is a Grant Award In Your Future ? (Cont'd)

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These introductory meetings focus on the various resources both internal and external that are available to you.

The Grants 101 [PowerPoint](#)

[Presentation](#) addresses many of the topics covered at these informative meetings.

If the future is already here for you and you are managing an existing award, know that the Finance Department and Grants

Development Office have begun to hold informative sessions biannually.

The inaugural session was held September 26th. ■

Important Payroll Dates - October 2008

Pay Date	10/15/2008	10/31/2008
Cutoff for Assignment Changes to HR	October 6	October 22
Cutoff for Direct Deposit Changes	October 7	October 23
Time & Attendance Due in PantherNet	October 8	October 24
Pay Period for Full-time & Salary Employees	Oct 1-15	Oct 16 - 31
Pay Period for Adjunct Salary Employees	Oct 1-15	Oct 16 - 31
Pay Period for Hourly Employees	Sept 23 - Oct 7	Oct 8 - 23
Overtime to be paid for dates worked	Sept 13 - 26	Sept 27 - Oct 10



College Café Menu for [October 08](#).

Helpful Hints: Budget Transfers, Assign Your Alias



- **Budget transfers that come to the Budget queue in a NO-EDIT, EDITED, or MODIFIED STATUS.**

Transfers in the Budget office

queue in these forms will be delayed in approval. They require extra look up on the part of the Budget office and nine times out of 10 require an email to be sent. Please refer to this site for the proper way to enter a budget request – paying extra attention to item #7. [How Do I](#) ... Create a Budget Transfer.

- **Approvers not assigning their Alias to someone.**

When an approver is out of the office and has not approved

someone to be their Alias it slows down the Department Request and PCard approval path. A good rule of thumb is to assign your Alias at the beginning of the College year (July 1st) for the entire year – July through June. That way if you have an unexpected leave for illness, etc. or forget to assign your Alias when you are on vacation or out of the office on a college trip the approval process will not stop. See this site for Alias assignment procedure. [How Do I](#) ... Assign your Alias. ■

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Receiving - Please Ensure Completeness/Correctness

When you contact Receiving to tell them you have received something did you check all line items of your Purchase Order to verify delivery is complete? Did you forward the invoice to Accounts Payable? Trying to get credit after the fact is difficult and time consuming- and means we've overpaid for items not received – plus adds difficulty and time lags in getting backorders satisfied.

New PCard users:

You will not be able to use your PCard for the first time unless and until you get this friendly reminder message in Outlook and complete the training session:

Subject: PCARD - New Cardholder Training
When: Date and Time
Where: Central Campus - IT 206

Your Purchasing Card has arrived. You must attend New Cardholder Training to receive your card.

Profile: Blanche Belk

Blanche Belk is the Bursar at our Eissey Campus. Blanche has been with PBCC since 1981 when the Eissey Campus was under construction and we were still known as the Peanut Butter and Jelly College.

Blanche migrated south from Georgia and attended business college in Jacksonville. Blanche joined PBCC after obtaining a business certificate from North Technical School in Riviera Beach. In the early days the business offices were housed in trailers at 45th Street and Congress Avenue. After moving to the new campus, Blanche was a jack of all trades:

she registered students, worked with Financial Aid and was the Cashier. At that time, the bookstore was located in the vault of the Cashiers Office and Blanche was responsible for selling books as well! Her responsibilities also included typing all the budgets, purchasing and bulk mailings.

With growth came specialization. Today, as bursar, Blanche handles cash and deposits at the North Campus. While she no longer sells textbooks, Blanche still enjoys working at PBCC and helping students.

[Cashier's Office - Palm Beach Gardens](#) (MS #45)



Phone: 207-5610 or dial 2-5610 internally. ■