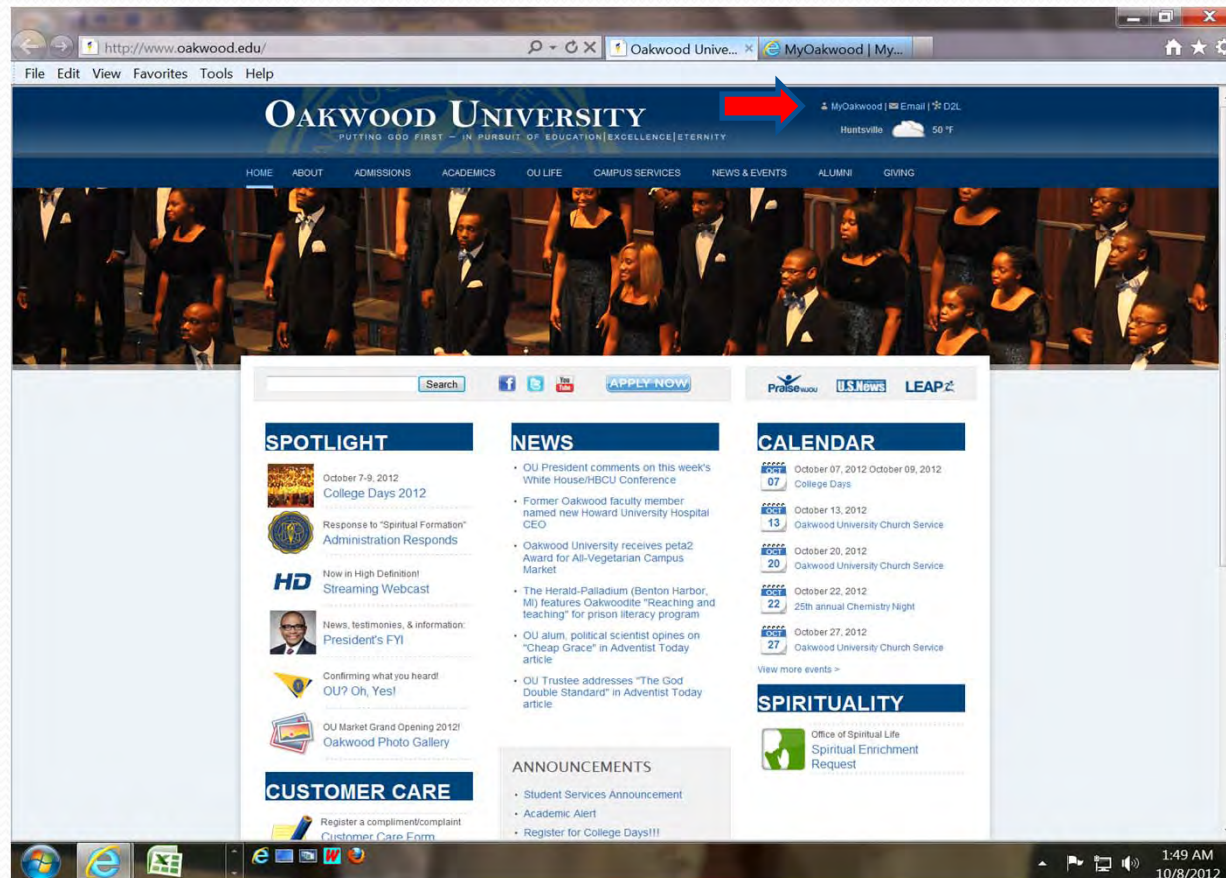




Budget and Requisition Approval in MYOakwood

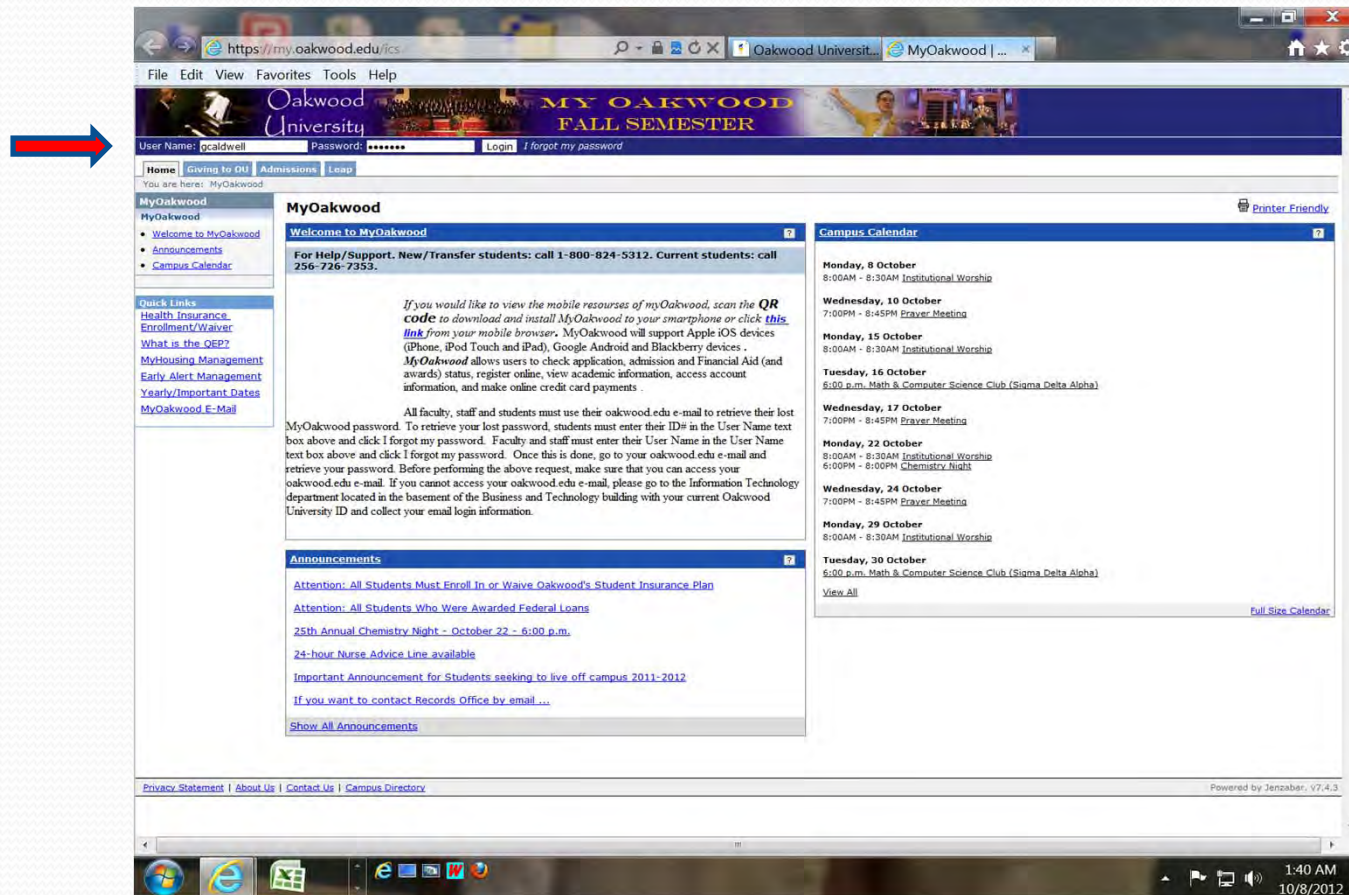
- Gail Caldwell

Login MyOakwood



Click on MYOakwood (see red arrow)

Login MyOakwood



The screenshot shows the MyOakwood login page in a web browser. A red arrow points to the 'User Name' field, which contains the text 'gcaldwell'. The 'Password' field is masked with asterisks. The 'Login' button is visible next to the password field. The page header includes the Oakwood University logo and the text 'MY OAKWOOD FALL SEMESTER'. The left sidebar contains links for 'Home', 'Giving to OU', 'Admissions', 'Leap', and 'MyOakwood'. The main content area has a 'Welcome to MyOakwood' section with contact information for help/support, a QR code section, and an 'Announcements' section. The right sidebar features a 'Campus Calendar' with dates from Monday, 8 October to Tuesday, 30 October. The footer includes links for 'Privacy Statement', 'About Us', 'Contact Us', and 'Campus Directory', along with the text 'Powered by Jenzaber, v7.4.3'.

https://my.oakwood.edu/ics

File Edit View Favorites Tools Help

Oakwood University MY OAKWOOD FALL SEMESTER

User Name: gcaldwell Password: ***** Login I forgot my password

Home Giving to OU Admissions Leap

You are here: MyOakwood

MyOakwood

- Welcome to MyOakwood
- Announcements
- Campus Calendar

Quick Links

- Health Insurance
- Enrollment/Waiver
- What is the QEP?
- MyHousing Management
- Early Alert Management
- Yearly/Important Dates
- MyOakwood E-Mail

MyOakwood

Welcome to MyOakwood

For Help/Support, New/Transfer students: call 1-800-824-5312. Current students: call 256-726-7353.

If you would like to view the mobile resources of myOakwood, scan the QR code to download and install MyOakwood to your smartphone or click [this link](#) from your mobile browser. MyOakwood will support Apple iOS devices (iPhone, iPod Touch and iPad), Google Android and Blackberry devices. MyOakwood allows users to check application, admission and Financial Aid (and awards) status, register online, view academic information, access account information, and make online credit card payments.

All faculty, staff and students must use their oakwood.edu e-mail to retrieve their lost MyOakwood password. To retrieve your lost password, students must enter their ID# in the User Name text box above and click I forgot my password. Faculty and staff must enter their User Name in the User Name text box above and click I forgot my password. Once this is done, go to your oakwood.edu e-mail and retrieve your password. Before performing the above request, make sure that you can access your oakwood.edu e-mail. If you cannot access your oakwood.edu e-mail, please go to the Information Technology department located in the basement of the Business and Technology building with your current Oakwood University ID and collect your email login information.

Announcements

Attention: All Students Must Enroll In or Waive Oakwood's Student Insurance Plan

Attention: All Students Who Were Awarded Federal Loans

25th Annual Chemistry Night - October 22 - 6:00 p.m.

24-hour Nurse Advice Line available

Important Announcement for Students seeking to live off campus 2011-2012

If you want to contact Records Office by email ...

Show All Announcements

Campus Calendar

Monday, 8 October

8:00AM - 8:30AM Institutional Worship

Wednesday, 10 October

7:00PM - 8:45PM Prayer Meeting

Monday, 15 October

8:00AM - 8:30AM Institutional Worship

Tuesday, 16 October

6:00 p.m. Math & Computer Science Club (Sigma Delta Alpha)

Wednesday, 17 October

7:00PM - 8:45PM Prayer Meeting

Monday, 22 October

8:00AM - 8:30AM Institutional Worship

6:00PM - 8:00PM Chemistry Night

Wednesday, 24 October

7:00PM - 8:45PM Prayer Meeting

Monday, 29 October

8:00AM - 8:30AM Institutional Worship

Tuesday, 30 October

6:00 p.m. Math & Computer Science Club (Sigma Delta Alpha)

View All

Full Size Calendar

Privacy Statement | About Us | Contact Us | Campus Directory

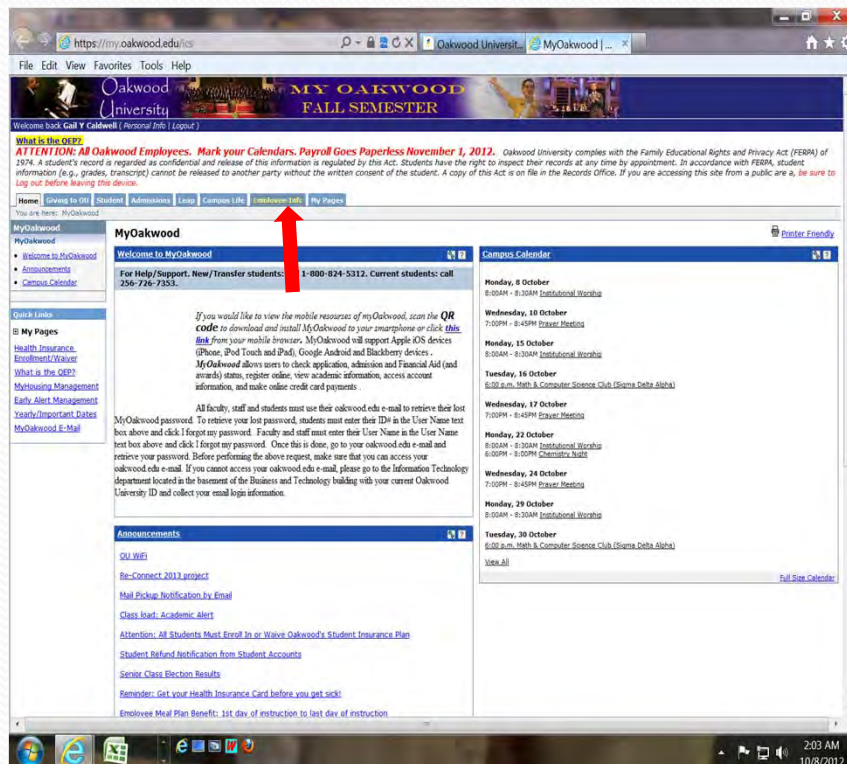
Powered by Jenzaber, v7.4.3

1:40 AM 10/8/2012

Type in your User Name and Password

Access Employee Information

Click on the Tab “Employee Info”



Click on the “Staff” Title in the Left Column

Approving Requisitions

The screenshot shows the Oakwood University Employee Info system. The browser address bar displays https://my.oakwood.edu/ICS/Employee_Info/Staff.jnz. The page header includes the Oakwood University logo and the text "MY OAKWOOD FALL SEMESTER". A welcome message for Gail Caldwell is visible. A navigation bar contains links: Home, Giving to OU, Student, Admissions, Leap, Campus Life, Employee Info, and My Pages. The "Employee Info" section is active, showing a sidebar with "Employee Information", "Item Approval", "GL Account Lookup", and "Requisition Entry". The "Item Approval" section is expanded, displaying a table of requisitions. A red arrow points from the "Item Approval" link in the sidebar to the "Item Approval" section header. A blue arrow points from the "Item Approval" section header to the "Detail" link in the first row of the table. A text box on the right says "Click on 'Item Approval'".

What is the QEP?
ATTENTION: All Oakwood Employees. Mark your Calendars. Payroll Goes Paperless November 1, 2012. Oakwood University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student's record is regarded as confidential and release of this information is regulated by this Act. Students have the right to inspect their records at any time by appointment. In accordance with FERPA, student information (e.g., grades, transcript) cannot be released to another party without the written consent of the student. A copy of this Act is on file in the Records Office. If you are accessing this site from a public area, be sure to Log out before leaving this device.

Home Giving to OU Student Admissions Leap Campus Life Employee Info My Pages

You are here: Employee Info > Staff

Employee Info

Home

Staff

- Employee Information
- Item Approval
- GL Account Lookup
- Requisition Entry

Quick Links

My Pages

- Health Insurance Enrollment/Waiver
- What is the QEP?
- MyHousing Management
- Early Alert Management
- Yearly/Important Dates
- MyOakwood E-Mail

Staff

Employee Information

- Review your deduction information
- Review your position information
- Review your tax information
- Review your dependent information
- Review your time off accrual

GL Account Lookup

- Lookup GL Account Information

Requisition Entry

- Requisition Entry
- Check Requisition Status

Item Approval

Reference Number	Amount	Within Budget
20194	\$225.00	Detail
20192	\$300.00	Detail
20191	\$300.00	Detail
20190	\$300.00	Detail
20189	\$300.00	Detail
20188	\$300.00	Detail
20187	\$480.00	Detail
20186	\$171.00	Detail
20185	\$480.00	Detail
20182	\$47.00	Detail
20180	\$399.00	Detail
20179	\$117.00	Detail
20178	\$832.00	Detail
20177	\$275.00	Detail
20176	\$10.25	Detail
20171	\$212.63	Detail

Click on "Item Approval"

Approving Requisitions

- Select “Item Approval” under the Staff Title on the Left.
- At bottom of Screen click “view more detail” This will give you more information about your requisition.
- Review your Requisition budget, description of items purchased and account number.
- Select box for requisitions to be approved.
- Click on the button below “Approve Selected Items” to approve requisition and erase them from your approval list.

The screenshot shows a web browser window with the URL https://my.oakwood.edu/ICS/Employee_Info/Staff.jnz. The page displays a table of requisitions with columns for a selection box, requisition number, amount, and status. A blue arrow points to the selection box for requisition 20095. A red arrow points to the 'Approve Selected Items' button at the bottom of the table.

	Requisition Number	Amount	Status
<input type="checkbox"/>	20134	\$2,172.52	Detail
<input type="checkbox"/>	20129	\$45.43	Detail
<input type="checkbox"/>	20125	\$800.00	Detail
<input type="checkbox"/>	20123	\$1,208.00	Detail
<input type="checkbox"/>	20120	\$170.00	Detail
<input type="checkbox"/>	20116	\$4,141.90	Detail
<input checked="" type="checkbox"/>	20095	\$47.52	Detail
<input type="checkbox"/>	20094	\$140.00	Detail
<input type="checkbox"/>	20092	\$108.90	Detail
<input type="checkbox"/>	20069	\$262.42	Detail
<input type="checkbox"/>	20066	\$369.87	Detail
<input type="checkbox"/>	20065	\$125.00	Detail
<input type="checkbox"/>	20064	\$85.00	Detail
<input type="checkbox"/>	20063	\$300.00	Detail
<input type="checkbox"/>	20061	\$492.00	Detail
<input type="checkbox"/>	20045	\$43.88	Detail
<input type="checkbox"/>	20043	\$117.00	Detail
<input type="checkbox"/>	20019	\$500.00	Detail
<input type="checkbox"/>	19995	\$870.87	Detail
<input type="checkbox"/>	19968	\$316.64	Detail
<input type="checkbox"/>	19951	\$199.50	Detail
<input type="checkbox"/>	19950	\$199.50	Detail
<input type="checkbox"/>	19931	\$934.00	Detail
<input type="checkbox"/>	19662	\$500.00	Detail
<input type="checkbox"/>	19507	\$27.00	Detail
<input type="checkbox"/>	19441	\$275.00	Detail
<input type="checkbox"/>	19439	\$1,420.00	Detail

Buttons at the bottom: [Approve Selected Items](#) [View more detail](#)

Footer: [Privacy Statement](#) | [About Us](#) | [Contact Us](#) | [Campus Directory](#) Powered by Jenzabar, v7.4.3

Taskbar: 2:17 AM 10/8/2012

Approving Requisitions

Item Number	Amount	Status	Employee Name	Vendor Name	Requisition Type
20134	\$2,172.52	✓ Detail	Melanie D Gurley	Pollard	Requisition
20129	\$45.43	✓ Detail	Jerilyn M Johnson	A-Z Office Resources Inc	Requisition
20125	\$800.00	✓ Detail	Florence S Marchand	A-Z Office Resources Inc	Requisition
20123	\$1,208.00	✗ Detail	Rebecca D. Sauls	Quality Sound Systems	Requisition
20120	\$170.00	✗ Detail	Rebecca D. Sauls	Applewhite	Requisition
20116	\$4,141.90	✗ Detail	Debbe Millet	American Express	Requisition
20095	\$47.52	✓ Detail	Quamille R. Moses	King	Requisition
20094	\$140.00	✓ Detail	Quamille R. Moses	Clark	Requisition
20092	\$108.90	✓ Detail	Virginia Alexander	Educational Innovations Inc	Requisition
20069	\$262.42	✓ Detail	Quamille R. Moses	AT&T	Requisition
20066	\$369.87	✗ Detail	Quamille R. Moses	Knology of Huntsville	Requisition
20065	\$125.00	✓ Detail	Florence S Marchand	Jefferson Carpet	Requisition
20064	\$85.00	✓ Detail	Florence S Marchand	Jefferson Carpet	Requisition
20063	\$300.00	✓ Detail	Florence S Marchand	Pacific Computer Technologies	Requisition
20061	\$492.00	✓ Detail	Florence S Marchand	KWIKBOOST	Requisition
20045	\$43.88	✓ Detail	Shelia H Jackson	Lai Hing	Requisition
20043	\$117.00	✓ Detail	Dianne Cheddar	American Express	Requisition
20019	\$500.00	✓ Detail	Dianne Cheddar	WAAV-TV	Requisition
19995	\$870.87	✓ Detail	Gretchen Scott	Warren	Requisition
19968	\$316.64	✓ Detail	Karen Felicia Smith	Foster	Requisition
19951	\$199.50	✓ Detail	Tiffany M. M. Hall	Massey	Requisition
19950	\$199.50	✓ Detail	Tiffany M. M. Hall	Pitman	Requisition
19931	\$934.00	✓ Detail	Denise W Finley	Anderson	Requisition
19662	\$500.00	✗ Detail	Michelle Ramey	Oakwood University	Requisition
19507	\$27.00	✓ Detail	Karen Felicia Smith	Arc of Madison County, Inc.	Requisition
19441	\$275.00	✓ Detail	Janelle Phillips-Flint	Hannah	Requisition
19439	\$1,420.00	✓ Detail	Janelle Phillips-Flint	Isaac	Requisition

Approve Selected Items Decline Selected Items

(Display of Detail of Items)

GL Account Lookup

- Click “GL Account Lookup” under the Staff Title.
- Fill in your information and criteria.
- Full year or Period Range (July – Sept.)
- Full account number or Partial (just dept code; 3rd component)
- Select the year beginning the Fiscal year. Ex. Select 2012 for fiscal year 2012-2013.
- Begin Period (July is the first month of the Fiscal year)
- End Period (June would include the entire year)
- Click Go.

The screenshot shows a web browser window with the URL https://my.oakwood.edu/ICS/Employee_Info/Staff/jnz/portlet=. The page is titled "MY OAKWOOD FALL SEMESTER" and includes a navigation bar with links: Home, Giving to OU, Student, Admissions, Leap, Campus Life, Employee Info, and My Pages. The "Employee Info" section is active, and the "Staff" link is selected in the left sidebar. The "GL Account Lookup - Account Selection" form is displayed, featuring a "Period Range" dropdown, an "Account Number Selection" section with tabs for "Full Acct. #" and "Partial Acct. #", and a "Date Range for Transactions" section. The "Partial Acct. #" tab is selected, showing fields for PROGRAM, FUND, DEPARTMENT (51501), FUNCTION, OBJECT, and SUB-OBJECT. A "Go" button is at the bottom of the form. The footer includes links for Privacy Statement, About Us, Contact Us, and Campus Directory, and a note "Powered by Jenzabar, v7.4.3". The system clock in the bottom right corner shows 2:50 AM on 10/8/2012.

GL Account Lookup

- Doesn't this look Wonderful.
- See your Account Number, Account description displayed
- All Balances reflect the period specified in the previous menu.
- Unposted Balance for unposted or unapprove transactions.
- Posted Balance for Posted transactions.
- Encumbrance for Purchase Orders.
- Total Against the Budget includes Unposted Bal + Posted Bal + Encumbrance.
- Total Budget for period specified.
- Over/Under Budget includes Total Against Budget – Total Budget.

Staff

GL Account Lookup - Account Summary

7/1/2012 Thru 9/30/2012

Account Number	Description	Unposted Balance	Posted Balance	Encumbrance	Total Against Budget	Total Period Budget	Over/Under Budget
1 01 5150180 9100 00	ACCTG-SALARIES	\$0.00	\$77,814.28	\$0.00	\$77,814.28	\$88,750.50	\$10,936.22
1 01 5150180 9130 00	ACCOUNTING-CONTRACT SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9140 00	Current FundACCOUNTING GRANT SLARIE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9200 00	ACCTG-STUDENT	\$0.00	\$82.15	\$0.00	\$82.15	\$969.00	\$886.85
1 01 5150180 9300 00	ACCTG-BENEFITS/SALARY	\$0.00	\$0.00	\$0.00	\$0.00	\$42,600.25	\$42,600.25
1 01 5150180 9329 00	acctg-ADMINISTRATIVE ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$114.50	\$114.50
1 01 5150180 9435 00	ACCTG-CONVENTS/TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$404.75	\$404.75
1 01 5150180 9515 00	ACCTG-BANK CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9550 00	ACCTG-OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
1 01 5150180 9550 01	Current FundACCOUNTING ADMI - OFFIC	\$0.00	\$0.00	\$0.00	\$0.00	\$185.00	\$185.00
1 01 5150180 9560 00	ACCTG-POSTAGE	\$0.00	\$10.92	\$0.00	\$10.92	\$500.00	\$489.08
1 01 5150180 9590 00	ACCTG-NON/CAP EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9610 00	ACCTG-COMPUTER SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9650 00	ACCTG-MEMBERSHIP & DUES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$125.00
1 01 5150180 9670 00	ACCTG-EQUIPMENT REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9705 00	ACCTG-CASH LONG OR SHORT	(\$990.00)	\$0.00	\$0.00	(\$990.00)	\$0.00	\$990.00
1 01 5150180 9706 00	ACCTG-RETURNED CHECKS DR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9706 01	ACCTG-RETURNED CHECKS CR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9710 00	ACCTG-COMPUTER SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$625.00
1 01 5150180 9726 00	ACCTG-DUPPLICATING	\$0.00	\$580.78	\$0.00	\$580.78	\$875.00	\$294.22
1 01 5150180 9748 00	ACCTG-REGISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9753 00	ACCTG-PRINTING	\$0.00	\$375.66	\$0.00	\$375.66	\$500.00	\$124.34
1 01 5150180 9779 00	ACCTG-COLLECTION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9784 00	ACCTG-TELEPHONE RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$948.50	\$948.50
1 01 5150180 9784 01	ACCTG-PHONE INSTAL/REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9785 00	ACCTG-TELEPHONE TOLL	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00
1 01 5150180 9785 01	Cellular Phone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9785 02	ACCTG-Pagers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9790 99	ACCTG-SALES TAX PENALTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9799 00	ACCTG-MISC EXP	\$0.00	\$11.15	\$0.00	\$11.15	\$125.00	\$113.85
1 01 5150180 9799 01	SALARY RECOVERY	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,000.00)	(\$12,000.00)
1 01 5150180 9799 05	ACCTG-FA ADMIN ALLOW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9990 01	ACCTG-DISTRIBUTED EXP. CR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:		-990.00	78,874.94	.00	77,884.94	125,122.50	47,237.56

Export To Excel

Refine Search New Search

Privacy Statement | About Us | Contact Us | Campus Directory

Powered by Jenzabar, v7.4.3

2:57 AM
10/8/2012

GL Account Lookup

Here are some of the things you can do in this screen:

- Print to your printer (right top corner)
- Double click on in item underlined in the screen and a drop-down detail report will list the transactions that correlates to the total amount.
- Export budget to EXCEL (bottom left corner)
- Budget Bottom-Line (bottom right corner)
- Overbudget mean Total Against Budget is more than Total Period Budget. This is a "Negative Variance".
- Refine or create a new search by clicking on the tabs at the bottom

The screenshot displays the 'GL Account Lookup - Account Summary' screen for the period 7/1/2012 Thru 9/30/2012. The table lists various accounts and their budget details. Red arrows highlight key features: the 'Print Friendly' link in the top right, the 'Export To Excel' link in the bottom left, and the 'Totals' row in the bottom right.

Account Number	Description	Unposted Balance	Posted Balance	Encumbrance	Total Against Budget	Total Period Budget	Over/Under Budget
1 01 5150180 9100 00	ACCTG-SALARIES	\$0.00	\$77,814.28	\$0.00	\$77,814.28	\$88,750.50	\$10,936.22
1 01 5150180 9130 00	ACCOUNTING-CONTRACT SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9140 00	Current FundACCOUNTING GRANT SLARIE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9200 00	ACCTG-STUDENT	\$0.00	\$82.15	\$0.00	\$82.15	\$969.00	\$886.85
1 01 5150180 9300 00	ACCTG-BENEFITS/SALARY	\$0.00	\$0.00	\$0.00	\$0.00	\$42,600.25	\$42,600.25
1 01 5150180 9329 00	acctg-ADMINISTRATIVE ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$114.50	\$114.50
1 01 5150180 9435 00	ACCTG-CONVENTS/TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$404.75	\$404.75
1 01 5150180 9515 00	ACCTG-BANK CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9550 00	ACCTG-OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
1 01 5150180 9550 01	Current FundACCOUNTING ADMI - OFFIC	\$0.00	\$0.00	\$0.00	\$0.00	\$185.00	\$185.00
1 01 5150180 9560 00	ACCTG-POSTAGE	\$0.00	\$10.92	\$0.00	\$10.92	\$500.00	\$489.08
1 01 5150180 9590 00	ACCTG-NON/CAP EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9610 00	ACCTG-COMPUTER SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9650 00	ACCTG-MEMBERSHIP & DUES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$125.00
1 01 5150180 9670 00	ACCTG-EQUIPMENT REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9705 00	ACCTG-CASH LONG OR SHORT	(\$990.00)	\$0.00	\$0.00	(\$990.00)	\$0.00	\$990.00
1 01 5150180 9706 00	ACCTG-RETURNED CHECKS DR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9706 01	ACCTG-RETURNED CHECKS CR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9710 00	ACCTG-COMPUTER SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$625.00
1 01 5150180 9726 00	ACCTG-DUPLICATING	\$0.00	\$580.78	\$0.00	\$580.78	\$875.00	\$294.22
1 01 5150180 9748 00	ACCTG-REGISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9753 00	ACCTG-PRINTING	\$0.00	\$375.66	\$0.00	\$375.66	\$500.00	\$124.34
1 01 5150180 9779 00	ACCTG-COLLECTION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9784 00	ACCTG-TELEPHONE RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$948.50	\$948.50
1 01 5150180 9784 01	ACCTG-PHONE INSTAL/REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9785 00	ACCTG-TELEPHONE TOLL	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00
1 01 5150180 9785 01	Cellular Phone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9785 02	ACCTG-Pagers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9790 99	ACCTG-SALES TAX PENALTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9799 00	ACCTG-MISC EXP	\$0.00	\$11.15	\$0.00	\$11.15	\$125.00	\$113.85
1 01 5150180 9799 01	SALARY RECOVERY	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,000.00)	(\$12,000.00)
1 01 5150180 9799 05	ACCTG-FA ADMIN ALLOW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 01 5150180 9990 01	ACCTG-DISTRIBUTED EXP. CR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:		-990.00	78,874.94	.00	77,884.94	125,122.50	47,237.56

At the bottom of the screen, there are links for 'Privacy Statement', 'About Us', 'Contact Us', and 'Campus Directory'. The system is powered by Jenzabar v7.4.3.

Transaction Detail Example

The screenshot displays a web browser window with the URL https://my.oakwood.edu/ICS/Employee_Info/Staff.jnz. The page features a blue header with the Oakwood University logo and a banner for the "MY OAKWOOD FALL SEMESTER". A welcome message for Gail Y Caldwell is visible. A prominent red alert states: "ATTENTION: All Oakwood Employees. Mark your Calendars. Payroll Goes Paperless November 1, 2012." Below this, a navigation bar includes links for Home, Giving to OU, Student, Admissions, Leap, Campus Life, Employee Info, and My Pages. The left sidebar contains a menu for Employee Info with links to Home, Staff, Employee Information, Item Approval, GL Account Lookup, and Requisition Entry. A Quick Links section lists various university services. The main content area, titled "Staff", shows a "GL Account Lookup - Transaction Detail" for account number 1 01 5150180 9200 00, description ACCTG-STUDENT, and a balance of \$82.15. A table displays transaction details for the period 7/1/2012 Thru 9/30/2012, with a single entry for Donielle Y. Lindsay on 09/17/2012 for \$82.15. The table includes columns for Source Code, Group Number, Line Number, Date, Description, Amount, Status, and Other Transaction Information. A "Totals" row shows a total amount of \$82.15. The page footer includes a Privacy Statement link and a note that the system is powered by Jenzabar v7.4.3. The Windows taskbar at the bottom shows the time as 3:29 AM on 10/8/2012.

https://my.oakwood.edu/ICS/Employee_Info/Staff.jnz

File Edit View Favorites Tools Help

Oakwood University MY OAKWOOD FALL SEMESTER

Welcome back Gail Y Caldwell (Personal Info | Logout)

What is the OEP?
ATTENTION: All Oakwood Employees. Mark your Calendars. Payroll Goes Paperless November 1, 2012. Oakwood University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student's record is regarded as confidential and release of this information is regulated by this Act. Students have the right to inspect their records at any time by appointment. In accordance with FERPA, student information (e.g., grades, transcript) cannot be released to another party without the written consent of the student. A copy of this Act is on file in the Records Office. If you are accessing this site from a public area, be sure to Log out before leaving this device.

Home Giving to OU Student Admissions Leap Campus Life Employee Info My Pages

You are here: Employee Info > Staff

Employee Info

- Home
- Staff
- Employee Information
- Item Approval
- GL Account Lookup
- Requisition Entry

Quick Links

My Pages

- Health Insurance Enrollment/Waiver
- What is the OEP?
- MyHousing Management
- Early Alert Management
- Yearly/Important Dates
- MyOakwood E-Mail

Staff

GL Account Lookup - Transaction Detail

Account Number: 1 01 5150180 9200 00
Account Description: ACCTG-STUDENT
Beginning Posted Balance: \$0.00
Ending Balance: \$82.15

7/1/2012 Thru 9/30/2012

Source Code	Group Number	Line Number	Date	Description	Amount	Status	Other Transaction Information
LB		332	09/17/2012	Donielle Y. Lindsay	82.15	Posted	View
Totals					\$82.15		

[Export to Excel](#)

[Back](#) [New Search](#)

[Printer Friendly](#)

Powered by Jenzabar, v7.4.3

3:29 AM 10/8/2012



WHAT'S COMING IN ACCOUNTING

- Payroll Automation Nov. 1st – Be sure to sign-up for the training. (Oct. 23)
- Accounting RPA Refresher Training (Oct. 18, 22, 29) Sign-up at Distribution.
- All trainings will be in the BB&T Building bottom floor.
- You will be responsible for the information given at these training whether you attend or not. And please take time to view our Website and Financial Affairs Policy Manual.



ARE THERE ANY
QUESTIONS?