

How to View Expenditure in SSB – Creating Transparency

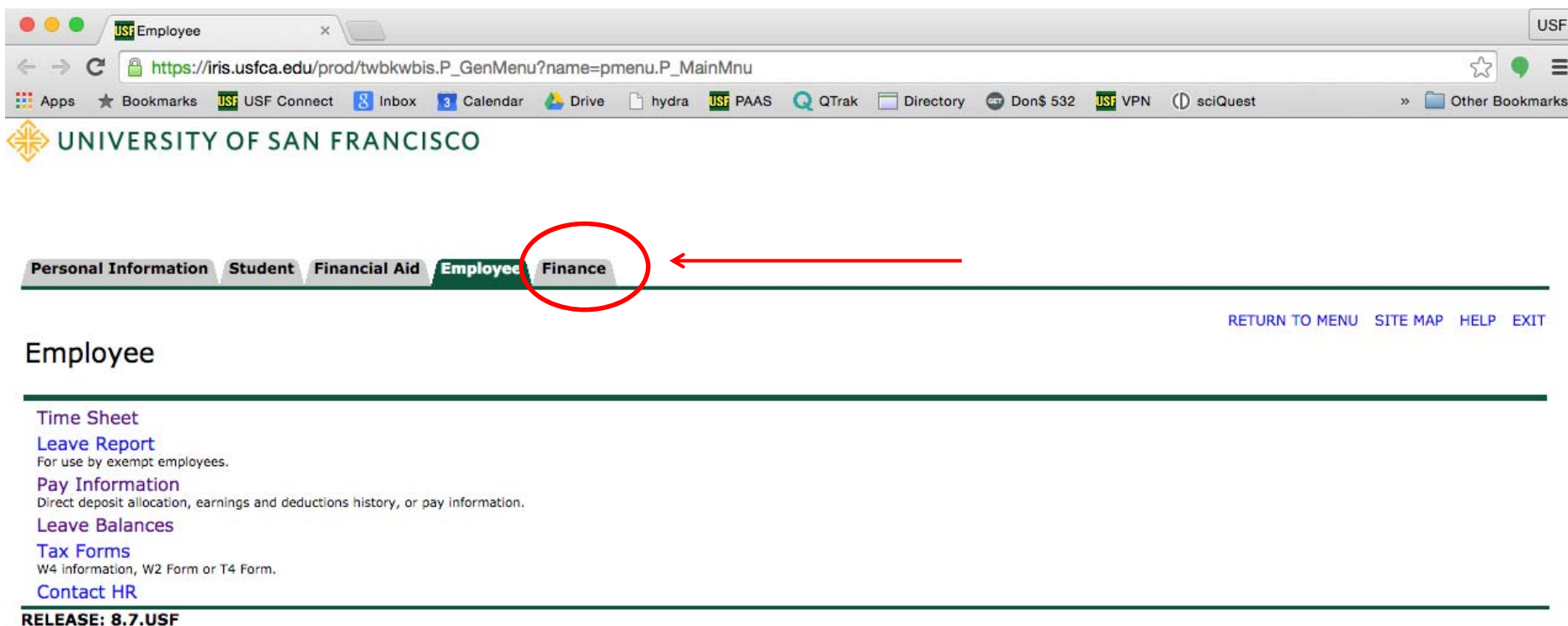
The screenshot shows a web browser window with the URL `myusf.usfca.edu/user/1469/view`. The browser's address bar and bookmarks are visible at the top. Below the browser, the myUSF interface features a header with the University of San Francisco logo and the text "UNIVERSITY OF SAN FRANCISCO". A navigation bar includes a "Sites" button, "myUSF", "Fav Apps", and a search field. The main content area is titled "myUSF" and contains four primary menu categories: "Email", "Self-Service", "Concur", and "Courses". The "Self-Service" category is highlighted with a red circle around the "EMPLOYEE" option. To the right, a "QUICK LINKS" sidebar lists various services such as "View & Pay", "Academic Calendar", and "Accounting & Business Services".

Category	Sub-Category
Email	FACULTY/STAFF
	STUDENT
Self-Service	STUDENT
	EMPLOYEE
Concur	FACULTY/STAFF
	CANVAS
Courses	CANVAS

QUICK LINKS

- View & Pay
- Academic Calendar
- Accounting & Business Services
- Center for Institutional Planning & Effectiveness
- Contracts and Grants
- Employee Benefits
- Events Management & Guest Services

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The screenshot shows a web browser window with the URL https://iris.usfca.edu/prod/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu. The browser's address bar and bookmarks are visible. Below the browser, the University of San Francisco logo and name are displayed. A navigation menu contains the following items: Personal Information, Student, Financial Aid, Employee, and Finance. The 'Finance' item is circled in red, and a red arrow points to it from the right. Below the navigation menu, the text 'Employee' is displayed. To the right of 'Employee', there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below these links, a list of menu items is shown: 'Time Sheet', 'Leave Report' (with a sub-note 'For use by exempt employees.'), 'Pay Information' (with a sub-note 'Direct deposit allocation, earnings and deductions history, or pay information.'), 'Leave Balances', 'Tax Forms' (with a sub-note 'W4 information, W2 Form or T4 Form.'), and 'Contact HR'. At the bottom left of the page, the text 'RELEASE: 8.7.USF' is displayed.

USF Employee

USF

https://iris.usfca.edu/prod/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

Apps Bookmarks USF USF Connect Inbox Calendar Drive hydra USF PAAS QTrak Directory Don\$ 532 USF VPN sciQuest Other Bookmarks

UNIVERSITY OF SAN FRANCISCO

Personal Information Student Financial Aid **Employee** Finance

RETURN TO MENU SITE MAP HELP EXIT

Employee

Time Sheet

Leave Report
For use by exempt employees.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay information.

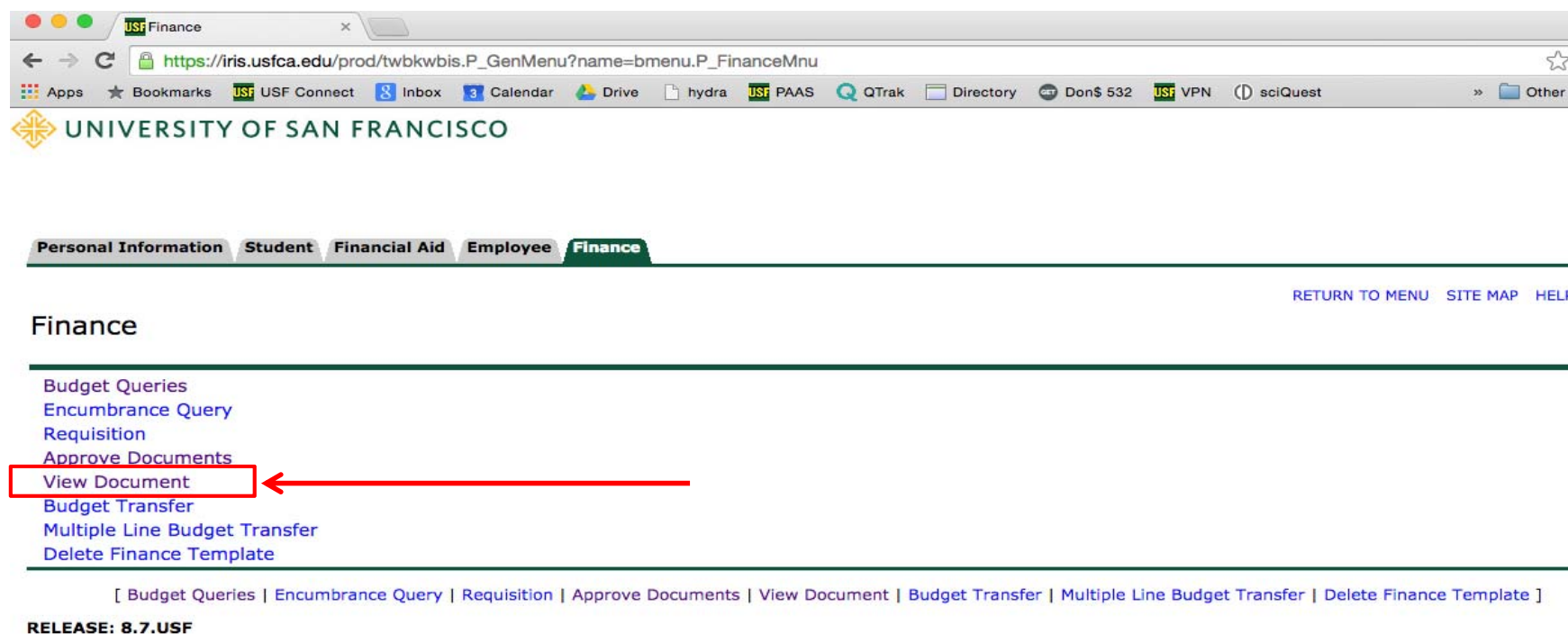
Leave Balances

Tax Forms
W4 information, W2 Form or T4 Form.

Contact HR

RELEASE: 8.7.USF

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The screenshot shows a web browser window with the URL https://iris.usfca.edu/prod/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu. The browser's address bar and toolbar are visible at the top. Below the browser, the University of San Francisco logo and name are displayed. A navigation menu contains tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance', with 'Finance' being the active tab. To the right of the 'Finance' tab, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main content area is titled 'Finance' and lists several options: 'Budget Queries', 'Encumbrance Query', 'Requisition', 'Approve Documents', 'View Document', 'Budget Transfer', 'Multiple Line Budget Transfer', and 'Delete Finance Template'. The 'View Document' option is highlighted with a red rectangular box, and a red arrow points to it from the right. At the bottom of the page, there is a breadcrumb trail: '[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]' and the text 'RELEASE: 8.7.USF'.

UNIVERSITY OF SAN FRANCISCO

Personal Information Student Financial Aid Employee Finance

RETURN TO MENU SITE MAP HELP

Finance

- Budget Queries
- Encumbrance Query
- Requisition
- Approve Documents
- View Document**
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

RELEASE: 8.7.USF

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The screenshot shows a web browser window with the URL https://iris.usfca.edu/prod/bwfkvdoc.P_ViewDoc. The page header includes the University of San Francisco logo and navigation tabs for Personal Information, Student, Financial Aid, Employee, and Finance. The main content area is titled "View Document" and contains a help message: "To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. 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." Below this, there are input fields for "Choose type:" (set to "Requisition"), "Document Number" (set to "RZ000017"), "Submission#:", "Change Seq#", and "Reference Number". There are also sections for "Display Accounting Information" (radio buttons for Yes/No), "Display Document/Line Item Text" (radio buttons for All/Printable/None), and "Display Commodity Text" (radio buttons for All/Printable/None). At the bottom, there are buttons for "View document" and "Approval history". A footer contains a list of links: [Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

Data Inputs:

Document Type = Requisition

Document Number : RZxxxxxx from the completed p-REQ.

Display Accounting Information = Yes

Display Document/Line Item Text = All

Display Commodity Text = All

Select 'View Document'

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[Click here to ATTACH supporting documentation](#)
[Click here to VIEW attached documents](#)

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
RZ000017	Aug 25, 2015	Aug 25, 2015	Sep 15, 2015		14,790.01

Origin: BANNER
 Complete: Y Approved: Y Type: Procurement
 Cancel Reason:
 Requestor: Luis Diaz 561001 Purchasing
 Accounting: Document Level
 Ship to: DO NOT PRINT
 Attention: Luis Diaz
 Contact: default
 Phone Number:
 Vendor: 20147465 VWR International
 PO Box 7900
 San Francisco, CA 94120-7900
 Phone Number: 800-932-5000
 Fax Number: 415-330-4074
 Document Text: Questions regarding this order
 should be directed to
 Luis Diaz, Purchasing & Ancillary Services,
 415.422.6696, HH LL.

Fax Number: 415-330-4074

Document Text: Questions regarding this order
should be directed to
Luis Diaz, Purchasing & Ancillary Services,
415.422.6696, HH LL.

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount		
					Disc	Addl	Tax	Cost
1		#412 - Chocolate Chip Cookies	EA	30		5	150.00	
					0.00	0.00	13.13	163.13
2		#789 - Oatmeal Rasin Cookies	EA	900		5	4,500.00	
					0.00	0.00	393.75	4,893.75
3		#541 - Red Velvet Cookies	EA	190		5	950.00	
					0.00	0.00	83.13	1,033.13
4		#936 - Vanilla Ice Cream	GAL	2000		4	8,000.00	
					0.00	0.00	700.00	8,700.00
Total:							14,790.01	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	16		110000	561001	712320	1600				N	N	N	14,790.01
Total of displayed sequences:														14,790.01

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Feb 23, 2015	Purchase Order	P0018725	Approved
Feb 26, 2015	Receiving Documents	Y0013251	Completed
Mar 25, 2015	Invoice	I0103349	Paid
Mar 26, 2015	Check Disbursement	I0077373	

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget

Related supporting documentation is referenced, including supporting documentation (X-tender), PO, invoicing, check disbursement reference number and if applicable, receiving information. If the document type is highlighted in blue in the 'Document Code' Box, you may drill down to view the document.

Note: Access to SSB is dependent on Finance security managed by ABS.