

Pending Travel/Purchasing Card Claims: Now has a "Status" column and "Role" column:

University of Idaho
VandalWeb

Welcome, Kimberly E. Salisbury!

Personal Information | Students | Financial Aid & Scholarships | **Employees** | Finance | Advancement | Payroll Deduction Gifts | Sponsored Programs

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RELEASE: 8.7

Welcome, Kimberly E. Salisbury!

Home > Employee Main Menu

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Benefits	Payroll	Electronic Personnel Action Form (EPAF)	Employee Information
Financial Tasks	UI Administrative Tasks	Finance Query for Non-Banner Users	Purchasing Service Contract

Welcome, Kimberly E. Salisbury!

Home > Employee Main Menu > Financial Tasks

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Benefits	Payroll	Electronic Personnel Action Form (EPAF)	Employee Information
Financial Tasks	UI Administrative Tasks	Finance Query for Non-Banner Users	Purchasing Service Contract
<ul style="list-style-type: none">A/P AdminPending ApprovalsTravel WebStudent Fee Payment FormStudent Fee Payment and Student Resource FormAsset Change Requests	<ul style="list-style-type: none">Claim Voucher EntryPending Travel/Purchasing card claimsTravel Web ApprovalsJournal Document ImagingStudent Fee Payment and Student Resource Processing Page	<ul style="list-style-type: none">Finance Self Service for Non-Banner UsersPurchasing Card StatementsTravel Claims ProcessingStudent Fee Payment AdministrationPurchasing Contract Log	



Home > Employee Main Menu > Financial Tasks > Pending Travel/Purchasing card claims

Travel documents submitted or approved in the last 30 days

Trip ID	Claim ID	Title	Destination	Department	Status	Submitted	Role
	NT00832948	TESTING for NSF button		Testing	Pending AP approval	02-SEP-2015	Traveler
T00479107	PC00832928	test blanket authorization	blanket test	Testing	Awaiting your approval	25-AUG-2015	Traveler
T00479107		test blanket authorization	blanket test	Testing	Approval Complete	25-AUG-2015	Traveler
	NT00832888	testing for history on travel authorizations.		Testing	Awaiting your approval	25-AUG-2015	Traveler
T00479087	CL00832908	Testing for approver/traveler views	test	Testing	Awaiting approval from Beery, Michael A.	25-AUG-2015	Approver
T00479087		Testing for approver/traveler views	test	Testing	Awaiting your approval	12-AUG-2015	Traveler

List trips submitted or approved in the last days.

Additional breadcrumbs in Travel Web:

TRAVELWEB

Create New Trip

List Current Trips

List Archived Trips

Trips | Claims | Advances | Check A/R | Purchasing Card | Admin

Trip Search

Trip ID

Department

Trip Title

Destination

Traveler Last Name

Depart Date From

To

Return Date From

To

Archived All Trips
 Current Trips
 Archived Trips

ID	Department	Trip Title	Destination	Travelers	Depart	Return
T00479107	Testing	test blanket authorization	blanket test	Kimberly Salisbury	08/01/2015	01/09/2016
T00479087	Testing	Testing for approver/traveler views	test	Kimberly Salisbury Michael Beery	08/13/2015	08/28/2015

Printing from DOAR report in Vandal Web:

Must use the Banner Printer name of your Printer as shown below.

University of Idaho
VandalWeb

Personal Information | Students | Financial Aid & Scholarships | Employees | **Finance** | Advancement | Payroll Deduction Gifts | Sponsored Programs

Home > Finance > DOAR Report

Enter Report Parameters

Enter Printer Name to Send Report to (Blank to not print).	bsas-m401dne-210
Enter Your Banner Password.	
Enter chart of accounts (9 or F).	9
Enter fiscal year in YY format.	
Enter start of period range (01 for Jul, 07 for Jan, etc).	
Enter end of period range (01 for Jul, 07 for Jan, etc).	
Enter beginning of organization range.	
Enter ending of organization range.	

Other changes over the summer:

- FWRACTD now shows Primary Expense code.
- Purchasing Service Contracts
- Departmental Inventory Reports in ARGOS

