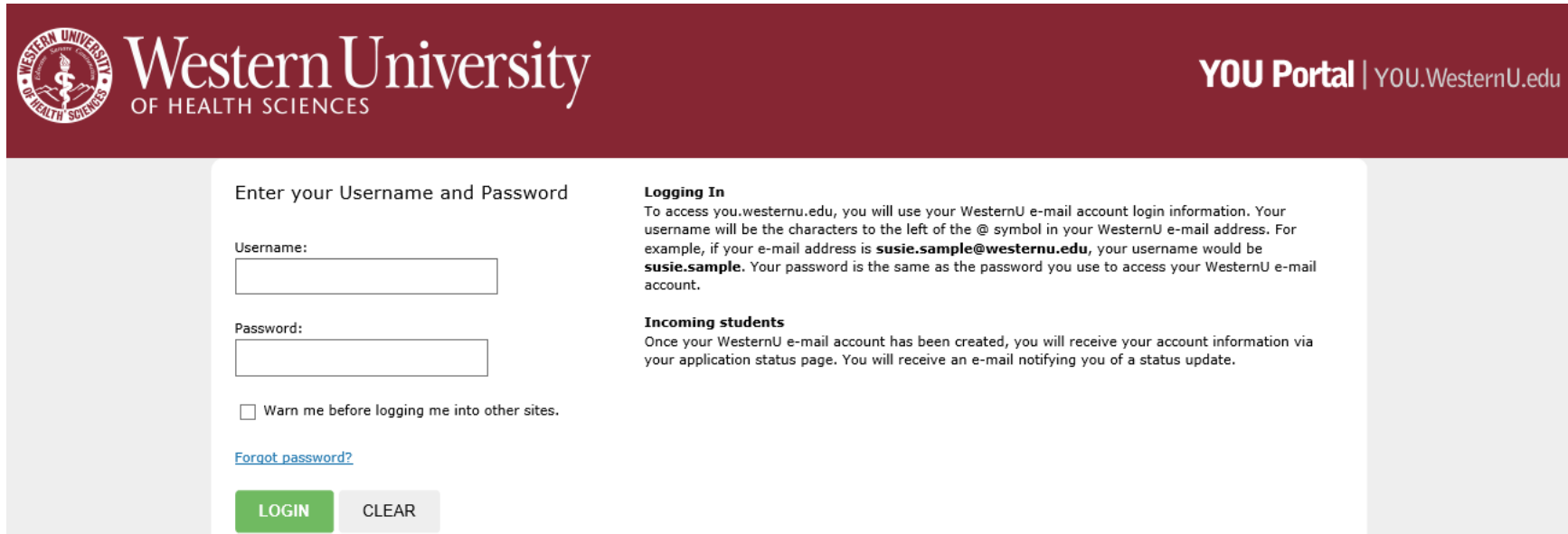


How to Access Club/Class Account through the YouPortal or on Banweb

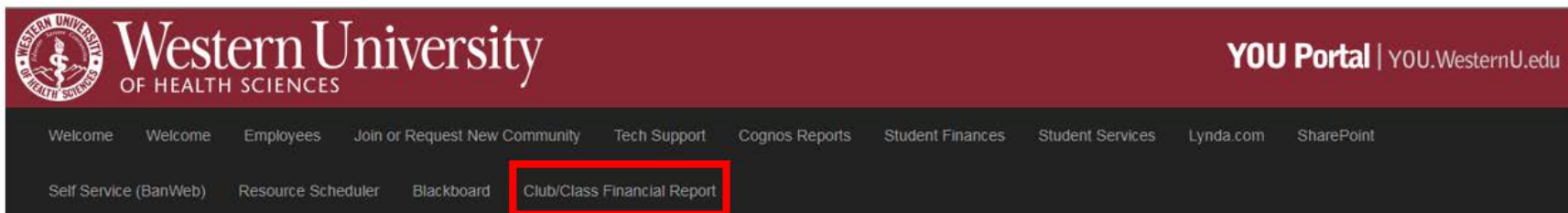
YouPortal

- 1) Login to YouPortal

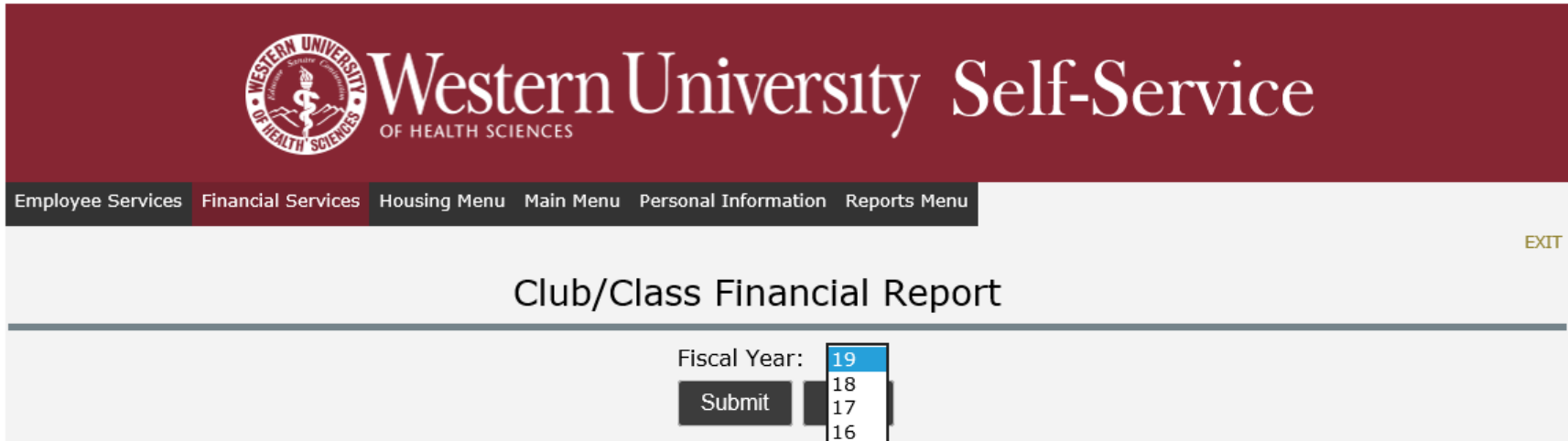


The screenshot shows the login page for the Western University YouPortal. The header features the Western University of Health Sciences logo and the text "YOU Portal | YOU.WesternU.edu". The main content area is titled "Enter your Username and Password" and contains two input fields for "Username:" and "Password:". Below these fields is a checkbox labeled "Warn me before logging me into other sites." and a link for "Forgot password?". At the bottom of the form are two buttons: "LOGIN" (green) and "CLEAR" (grey). To the right of the form, there is a "Logging In" section with instructions on how to use the login information, and an "Incoming students" section with information about account creation and email notifications.

- 2) Once YouPortal opens, click on "Club/Class Financial Report" in the header



3) Select appropriate Fiscal Year from dropdown (ex: FY 19 = July 1, 2018 – June 31, 2019, etc.)



The image shows a screenshot of the Western University Self-Service portal. At the top, there is a dark red header with the Western University logo and the text "Western University Self-Service OF HEALTH SCIENCES". Below the header is a navigation bar with several menu items: "Employee Services", "Financial Services", "Housing Menu", "Main Menu", "Personal Information", and "Reports Menu". The "Financial Services" menu item is highlighted. On the right side of the navigation bar, there is an "EXIT" link. The main content area is titled "Club/Class Financial Report". Below the title, there is a "Fiscal Year:" label followed by a dropdown menu. The dropdown menu is open, showing a list of years from 01 to 19. The year "19" is currently selected and highlighted in blue. To the left of the dropdown menu is a "Submit" button.

[[Approve Documents](#) | [Budget Development Menu](#) | [Budget Queries](#) | [Budget Transfer](#) | [Club/Class Financial Report](#) | [Delete Finance Template](#) | [Encumbrance Query](#) | [Finance Related Documents](#) | [Finance Security Profile Report](#) | [Multiple Line Budget Transfer](#) | [Request Report](#) | [View Documents](#) | [Vendor Invoice Query](#) | [Vendor Address Report](#)]

RELEASE: 1.0

4) View Club/Class Financial Report (*download reports, view recent transactions/current balance*)



Western University Self-Service

OF HEALTH SCIENCES

Employee Services | Financial Services | Housing Menu | Main Menu | Personal Information | Reports Menu

EXIT

Club/Class Financial Report

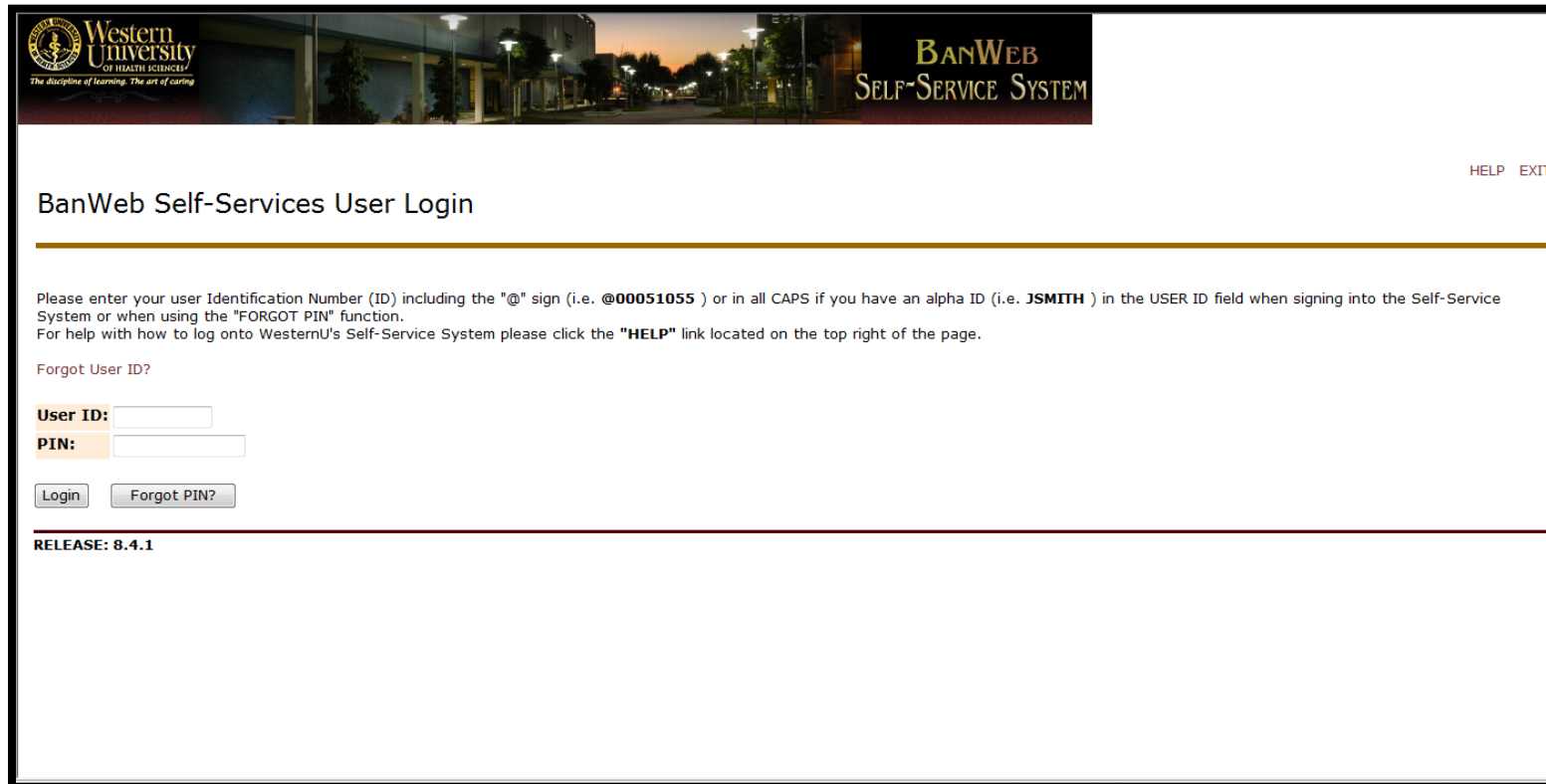
Fiscal Year: 19
Period: 14
As of: 11/29/2018 10:25:55 AM


[Download Clubs Summary](#)

FUND - Club Name	Click Account to Expand Details	Download	Detail
70850 - Miscellaneous			Year-To-Date
70899 - Clearing			Year-To-Date
Available Balance			

Banweb

1) Log into BanWeb



 **Western University**
OF HEALTH SCIENCES
The discipline of learning. The art of caring.

BANWEB
SELF-SERVICE SYSTEM

HELP EXIT

BanWeb Self-Services User Login

Please enter your user Identification Number (ID) including the "@" sign (i.e. @00051055) or in all CAPS if you have an alpha ID (i.e. JSMITH) in the USER ID field when signing into the Self-Service System or when using the "FORGOT PIN" function.
For help with how to log onto WesternU's Self-Service System please click the "**HELP**" link located on the top right of the page.

[Forgot User ID?](#)

User ID:

PIN:

RELEASE: 8.4.1

2) Once Main Self-Services Menu opens, click on Financial Services Menu (***For authorized use only***)

Employee Services **Financial Services** **Housing Menu** **Main Menu** **Personal Information** **Reports Menu**

Search Back SITE MAP HELP EXIT

Main Self-Services Menu

Welcome, Blessing C. Nnoruka, to the WesternU Banweb Self-Services System. Last web access on Apr 01, 2013 at 11:14 am

LINKS:
[Banner Intranet Site](#) | [Banner Live 8](#) | [Blackboard Portal](#) | [Lebanon Campus Classifieds Ads](#) | [Pomona Campus Classifieds Ads](#) | [WU Computing Resources](#) | [WU Website](#)

- ◆ **EMPLOYEE SERVICES MENU**
Benefits & Deductions Information | Time record entry form | Vacation, Sick, and Leave time off Current Balances & History | Policies & Procedures | Rotations Contact Information
- ◆ **FEDERAL WORK STUDY POSITIONS**
Use to search for open Federal Work Study Positions
- ◆ **FINANCIAL SERVICES MENU** ←
Create Requisitions, Purchase Orders & Budget Transfers | Approve Financial Documents | Query Budget & Encumbrance data | View financial document details or their approval history
- ◆ **HOUSING MENU**
Available Rentals | List My Property Form | Roommate Request Form
- ◆ **PERSONAL INFORMATION SERVICES MENU**
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status | View name change & social security number change information | Change your PIN | Customize your directory profile | Request Parking Pass or Waiver | Edit License Plate Information
- ◆ **REPORTS MENU**
Advancement Office Reports | CDIHP Reports Menu | Employee Reports | Financial Aid Reports | Human Resources Office Reports | Library Reports Menu | President Reports Menu | Student Reports | University Financial Services & Treasury Reports Menu

RELEASE: 8.4

3) In the Financial Services Menu, click on Budget Queries.

Employee Services Financial Services Housing Menu Main Menu Personal Information Reports Menu

Search Go MENU SITE MAP HELP EXIT

Financial Services Menu

- ◆ Approve Documents
- ◆ Budget Queries ←
- ◆ Budget Transfer
- ◆ Multiple Line Budget Transfer
- ◆ Encumbrance Query
- ◆ Requisition
- ◆ Finance Related Documents (Replaced View Document)
- ◆ Requisition Report
- ◆ Budget Development Menu
- ◆ View Documents
- ◆ Vendor Invoice Query
Query and view vendor invoices
- ◆ Vendor Address Report
- ◆ Delete Finance Template

- 4) Once Budget Queries opens, in “Create a New Query” select Budget Status by Account and in “Retrieve Existing Query” select None (it should be set as a default). Click on Create Query to continue to the next screen.

The screenshot shows a web application interface for "Budget Queries". At the top, there is a navigation menu with links for "Employee Services", "Financial Services", "Housing Menu", "Main Menu", "Personal Information", and "Reports Menu". Below the menu is a search bar with a "Go" button and links for "MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Budget Queries". Below the heading is a horizontal line and a paragraph of instructions: "To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query." There are two sections: "Create a New Query" and "Retrieve Existing Query". The "Create a New Query" section has a "Type" dropdown menu set to "Budget Status by Account" and a "Create Query" button. A red arrow points to the "Create Query" button. The "Retrieve Existing Query" section has a "Saved Query" dropdown menu set to "None" and a "Retrieve Query" button.

Employee Services Financial Services Housing Menu Main Menu Personal Information Reports Menu

Search MENU SITE MAP HELP EXIT

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

Retrieve Existing Query

Saved Query

5) Check mark the following boxes in Budget Queries as shown below. It will then be set as a default. Click "Continue"

Employee Services Financial Services Housing Menu Main Menu Personal Information Reports Menu

Search MENU SITE MAP HELP EXIT

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances (PO)
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations (Req)
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments(Both)
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

←

- 6) Fill in the following information as shown below and check mark Include Revenue Accounts. You will only have to insert the information one time; it will then be set as a default. Enter Club fund number to view account information. If for some reason you click on the back arrow to look up a new account always make sure to clear the “Account” information because it will only show clearing expenses. Click on Submit Query to continue to the next screen.

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2013	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	W	Index	
Fund	3157		
Organization	4099	Location	
Grant		Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

Submit Query

Insert club fund number to look up account information

7) A sample of the Query Result list is below. Clearing means money in or deposits. Miscellaneous means money paid out or reimbursements.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2013

As of Apr 22, 2013

Chart of Accounts	W Western University of Health Scienc	Commitment Type	All
Fund	3157 Doctor of Nursing Practice Assoc	Program	All
Organization	4099 Student Accounts	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Accounted Budget	FY13/PD14 Year to Date	FY13/PD14 Encumbrances (PO)	FY13/PD14 Reservations (Req)	FY13/PD14 Available Balance
70850	Miscellaneous	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	(1,200.00)
70899	Clearing	0.00	0.00	0.00	0.00	(2,371.62)	0.00	0.00	2,371.62
Report Total (of all records)		0.00	0.00	0.00	0.00	1,171.62	0.00	0.00	

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

This is the account balance

- 8) Select Miscellaneous link in the query result list to retrieve detail information of “Money Paid Out or Reimbursement” to students, vendors or third parties.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2013

As of Apr 22, 2013

Chart of Accounts W Western University of Health Scienc Commitment Type All
Fund 3157 Doctor of Nursing Practice Assoc Program All
Organization 4099 Student Accounts Activity All
Account All Location All

Query Results

Account	Account Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Accounted Budget	FY13/PD14 Year to Date	FY13/PD14 Encumbrances (PO)	FY13/PD14 Reservations (Req)	FY13/PD14 Available Balance
70850	Miscellaneous	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	(1,200.00)
70899	Clearing	0.00	0.00	0.00	0.00	(2,371.62)	0.00	0.00	2,371.62
Report Total (of all records)		0.00	0.00	0.00	0.00	1,171.62	0.00	0.00	

Shared

Click here

9) Sample screen of Miscellaneous and click "Next" for additional list of transactions.

Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending Jun 30, 2013

As of Apr 22, 2013

Chart of Accounts: W Western University of Health Scienc Commitment Type: All
Fund: 3157 Doctor of Nursing Practice Assoc Program: All
Organization: 4099 Student Accounts Activity: All
Account: 70850 Miscellaneous Location: All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Dec 20, 2012	Jan 14, 2013	J0041225	Donation-Tropy/Award Cabinet fr CGN	1,200.00	JE16
Report Total (of all records):				1,200.00	

Available Budget Balance: (1,200.00)

Shared

10) Select Clearing link in the query result list to retrieve detail information of “Money Paid In/Deposits” into the account.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2013

As of Apr 22, 2013

Chart of Accounts	W Western University of Health Scienc	Commitment Type	All
Fund	3157 Doctor of Nursing Practice Assoc	Program	All
Organization	4099 Student Accounts	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Accounted Budget	FY13/PD14 Year to Date	FY13/PD14 Encumbrances (PO)	FY13/PD14 Reservations (Req)	FY13/PD14 Available Balance
70850	Miscellaneous	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	(1,200.00)
70899	Clearing	0.00	0.00	0.00	0.00	(2,371.62)	0.00	0.00	2,371.62
Report Total (of all records)		0.00	0.00	0.00	0.00	1,171.62	0.00	0.00	

Shared

Click here

11) Sample screen of Clearing and click “Next” for additional list of transactions.

Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending Jun 30, 2013

As of Apr 22, 2013

Chart of Accounts: W Western University of Health Scienc Commitment Type: All

Fund:	3157 Doctor of Nursing Practice Assoc	Program:	All
Organization:	4099 Student Accounts	Activity:	All
Account:	70899 Clearing	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Mar 13, 2013	Mar 14, 2013	H0032954	Dues	(110.00)	DCSR
Jan 08, 2013	Jan 17, 2013	H0031721	Lunch bags fundraiser Cash	(23.00)	DCSR
Sep 12, 2012	Sep 25, 2012	H0030021	Fundraising - Cash	(94.83)	DCSR
Sep 12, 2012	Sep 25, 2012	H0030021	Lunchbags	(150.00)	DCSR
Jul 01, 2012	Jul 23, 2012	F0024990	Doctor of Nursing Practice Assoc	(1,993.79)	JE15
Report Total (of all records):				(2,371.62)	

Available Budget Balance: 2,371.62

[Download](#)

Key items when viewing your club account:

Miscellaneous – Money paid out or reimbursements

Clearing – Money in or deposits paid into the account

With Parenthesis – Money in/deposits

Without Parenthesis – Money out/reimbursements

If you have any questions please contact Jared Greene in the Office of University Student Affairs at greenej@westernu.edu or (909)469-5340.