Department Administrator Help Sheet

As Department Administrators, your core C-Track tasks include assigning Oracle transactions, creating manual transactions, and creating departmental reports. Below is a quick “how-to” guide. For additional help please refer to the C-Track Help Page at: https://ctrack.ccas.gwu.edu/help/

Navigating through C-Track

- Click Department > Faculty Member > Account
  - NOTE: Faculty members that have a ‘triangle’ symbol next to their name indicate an active account.
  - On the Accounts page there are three tabs: Overview, Active Transactions and Completed Reimbursements
    - Overview Tab provides an account summary.
    - Active Transactions Tab enables Dept. Admin to Assign Oracle Transactions and Add Manual Transactions
    - Completed Reimbursements Tab provides a detail record of all completed reimbursements

Assigning an EAS/Oracle Transactions- shows transactions made through the EAS System

- Click Department > Faculty Member > Account
  - Then click the Active Transactions Tab scroll down and click Assign Oracle you to a page of untagged Oracle transactions.
  - The Untagged Oracle Transactions page has several options
    1. Update to view a time bound group of transactions
    2. View Inactive Transactions- lists all inactive transactions and has a button that permits activation
    3. Assign Transactions- allows for untagged transactions to be tagged and categorized
    4. Make Inactive- allows for untagged transactions to be made inactive
  - Once you've selected or “tagged” the transactions you want, click Assign Transactions, select the category and hit OK. Return to the Faculty Member’s Active Transaction Tab, select the new transactions and Submit

Creating a Manual Transaction- should be created for only for payroll/compensation, lengthy purchase orders and split expenses.

- Click Department > Faculty Member > Account
  - Click Active Transactions Tab then click Add Manual Transaction which leads to a pop-up form that allows you to submit information. Click add to create.

Creating a Report- C-Track can make tailored department reports

- Click on the Tools drop down menu located on the top right hand corner then click Reports.
  - There are three tabs: Transactional, Account Balance and Faculty
  - Select one tab and enter the necessary information; then click Submit Query to generate a report.

Need Technical Support?
Contact the OTS Help Desk for technical assistance at: http://columbian.gwu.edu/ots/contact
Phone: (202) 994-8096 or Email: ots@gwu.edu