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**Verbiage**

<table>
<thead>
<tr>
<th>Tagged</th>
<th>Associating a transaction with a particular start up account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untagged</td>
<td>Placing a tagged transaction back in the department transaction pool to associate with a different account.</td>
</tr>
<tr>
<td>New</td>
<td>Currently assigned to faculty account and can be edited or untagged.</td>
</tr>
<tr>
<td>Submit Transactions</td>
<td>Submit to the CCAS Finance office for reimbursement.</td>
</tr>
<tr>
<td>Under Review</td>
<td>Transaction has been submitted to CCAS Finance for reimbursement processing.</td>
</tr>
</tbody>
</table>
Overview

The Columbian College Financial Tracking System (C-Track) is a web-based expense tracking system to assist the Columbian College Finance Team and the Departmental Finance Administrators in classifying, submitting, and processing departmental and college expenses and reimbursements for CCAS faculty awards. C-Track provides departments with:

- A single web-portal for the tracking and managing start-ups and other non-operational expenses
- A simplified process for submitting all reimbursement requests
- A customized dashboard that provides a financial overview at the college, department and faculty levels.

C-Track complements the Oracle Enterprise Accounting System (EAS) by adding a business intelligence tool to the management of departmental expenses. With C-Track, individual departments will gain a new visibility into departmental expenses, reimbursement tracking, and financial planning. C-Track was built by the Columbian College and thus is customized to the school’s existing business processes and procedures. As the system has grown new adaptations and functionality will be added according to College and Departmental requirements and suggestions.
Accessing the Site
The Navigation Bar (Figure 2) will be your most valuable navigation tool and allow you to quickly and easily peruse your respective Department. To navigate to the website, simply follow the instructions below:

1. For security purposes, users must **be connected to the Columbian College’s wired network access C-Track**.
2. The URL for the C-Track Financial System is [https://ctrack.ccas.gwu.edu](https://ctrack.ccas.gwu.edu).

Upon navigating to C-Track in the browser of your choice, you will see the login screen below.

1. Updates and Notices
   The Updates and Notices Section (in Figure 1) will provide notices and updates as new data is added and new C-Track features are deployed. **Please be sure to check for new announcements before logging in.**

2. User Login
   To login into C-Track, simply use your **ColumbianID** and password. If you are unsure of your account, please contact OTS at [ots@gwu.edu](mailto:ots@gwu.edu) or by phone at 202-994-8096. Currently, this system is available to only to CCAS and Department Finance Administrators. If you would like to request access, click on “Contact C-Track” in the footer to send an email to the C-Track team.

3. Help – Data Dictionary
   For help with C-Track, you can access the Help Page via the “Help” link at the bottom of any page. The Help Page contains a FAQ Section with common questions and link to documentation for further assistance. Next to the Help Page is the Data Dictionary Page that provides assistance with terminology.

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Navigating the Site

Once signed in to C-Track you will be taken to your Department’s Overview Page (Figure 4). The key tools and features of the C-Track system are described and highlighted below. These components are uniform throughout the environment and will help you navigate the site, quickly gather information, and alert you to important events.

1. The Navigation Bar

   This is your most important navigation tool. The navigation bar allows you to quickly and easily locate faculty and their accounts. You can also search any part of the faculty’s name in the search box. The navigation bar is organized in the following fashion:
   ⇒ Department
   ⇒ Faculty Member
   ⇒ Account

2. Financial Dashboard

   The dashboard provides a quick financial overview of the department, faculty member, or account. C-Track dashboards includes tailored graphs, charts and pertinent information according to overview type.

3. Data Tables

   Data tables vary based on the page and provide more detailed financial information, including account balances, pending transactions, etc.
Department Page
The Department view is an overarching depiction of the financial status of your department. It provides a department-wide view of all Faculty Members and Accounts currently managed by C-Track. An example Department Overview Page is provided in Figure 4. The components are described below.

1. **Department Dashboard.** Summation of the Department’s accounts within C-Track and quick facts about the Department’s financial information.
2. **Expiring Funds within the next 90 Days.** Accounts with funding set to expire within the next 90 days.
3. **Faculty List.** Data table of faculty members and their respective accounts and balances.
Faculty Page

The Faculty Overview Page provides detail information about a faculty member. This overview page facilitates access to the Faculty Accounts and Research tabs. The accounts tab provides a summary of accounts associated with a faculty member. The research tab provides a summary of research associated with a faculty member.

Figure 5: Faculty Member Overview
Account Overview
The Account Overview Page provides detailed information about the current status of the respective faculty account. The page components are described below.

1. **Account Breakdown.** Breakdown of funding sources.
2. **Detailed Account Breakdown.** Contains detailed information regarding the current balance of the account.
3. **Funding Sources.** Provides a view of the Funding Source and detailed information regarding the available funds.
4. **Notes.** Provides a freeform dashboard for Department Administrators and the CCAS Finance Team to store notes and pertinent information regarding the respective account. Each entry is recorded with the user’s name and timestamp.

![Figure 6: Account Overview](image-url)
Transactions and Reimbursements

Overview
In addition to providing better visualization of Department and Faculty finances, C-Track replaces the manual, paper and email intensive, expense reimbursement process with a simplified online process. The overall Department reimbursement process is illustrated in Figure 7.

Getting Started
Navigate to Faculty Account Page
Transactions are processed on the Faculty Account Pages. For this step-by-step guide we will be using the start-up account of fictional faculty member, ‘Johnny Test,’ from the fictional Department, ‘Physical Labor Therapy.’

Assigning Oracle EAS Transactions

Navigate to “Assign Oracle Transaction” (#2) on the “Active Transactions” Tab (#1)
To begin assigning transactions to a respective faculty account, click on the blue "Assign Oracle Transactions" button on the right side of the Active Transactions Page.
Browse and Select Transactions

- The table will be automatically populated with your Department’s transactions from the EAS 329 report.

- Simply select the transactions associated with the current account by checking the box to the left of the row (#1).

- Once you’ve selected the appropriate transactions, assign the transactions by clicking “Assign Transactions” (#2).

- Confirm that you want to tag these transactions via the “pop-up” confirmation, and return to the account screen.

Review Transactions

- After you’ve completed assigning transactions to the respective account, you can view these Transactions in the Account Overview Page (Figure 6).
Creating a Manual Transaction

Occasionally, Department Administrators will need to create a manual transaction. As a general rule, manual transactions should only be created for the following reasons:

1. **Payroll.** Because Oracle does not include separate line items for individual faculty payroll elements, all payroll expenses associated with C-Track account must be entered manually.

2. **Lengthy Purchase Orders.** All Purchase Order line items are also individual line items in Oracle, **POs with more than 20 line items** should be entered as a single manual transaction.

3. **Split Expenses.** All expenses split between two faculty members, two departments, or two accounts must be manually entered into C-Track for all participating entities.

**Step 1:** Navigate to the proper Account Page. Manual Transactions can only be created on the associated Account Active Transactions Tab.

**Step 2:** Click “Add Manual Transaction” on the right of the Account Page. This will generate a popup.

**Step 3:** Complete Manual Transaction Information. Fill out the manual transaction information with as much detail as possible. Once complete, click “Add” to add the manual transaction. You should now see the transaction in the Account’s “Transactions” Table. The amount field should be entered as 1234.54 (no comma)
Untagging/Deleting Transactions
Un-tagging or deleting a transaction allows users to break the association between a transaction and a particular account. Doing so places the transactions back into the pool to be reassigned elsewhere.

Step 1: Navigate to the proper Account Page. Manual Transactions can only be created on the Account Page in which they will be associated.

Step 2: Click on the Transaction that you wish to un-assign. Click on the checkbox to the left of the transaction you would like to untag.

Step 3: Click “Edit” and “Untag/Delete” This will generate a confirmation popup. If you do indeed want to un-assign the respective transaction, click “Confirm.”
Submitting Transactions to CCAS for Reimbursement

When you are ready to submit a transaction to the CCAS Finance Team for reimbursement, you submit them via C-Track.

**Step 1: Navigate to the proper Account.** Transactions are submitted on the Active Transactions Tab associated with the account.

**Step 2: Click on the Transaction that you wish to submit.** Click on the checkbox to the left of the transaction you would like to submit for reimbursement.

**Step 3: Click “Submit for Review”** This will generate a confirmation “pop-up”.

**Step 3A: (Optional) Advanced Reimbursements** – Standard Start-Up account processing requires CCAS funding to be used first and completely exhaust before departmental contributions are utilized. For the very limited occasion when this is not the case, users may access the advanced feature.

- To use the advanced reimbursement allocation, click the **Advanced** button on the submit transaction confirmation box.

- By default, the full transaction totals will be allocated to the CCAS funding. The transaction total will be displayed on the first line and the account balances will be displayed in the right column. If funding exists, you may allocate a specific dollar amount to each funding source by entering the correct numbers in the fields. Entering the value into one box will automatically calculate the other. When finished, click **Add**.
Marking Inactive Transactions
Classifying a transaction as “inactive” will clear the transaction from the overall list across the entire department. Inactive transactions should only be tagged if the transaction will not be a part of any account within C-Track. Essentially, marking an inactive transaction allows users to clear out those transactions that will never be used.

**Step 1: Navigate to “Assign Oracle Transaction” Page**
To begin marking transactions as inactive, click on the blue “Assign Oracle Transactions” button at the bottom of the Faculty Account Page.

**Step 2:** Simply select the transaction(s) you wish to mark as inactive by clicking the box to the left of the row.

**Step 3:** Scroll to the bottom of the page and click “Make Inactive”

Viewing Inactive Transactions

**Step 1: Navigate to “Assign Oracle Transaction” Page**
To begin marking transactions as inactive, click on the blue “Assign Oracle Transactions” button at the bottom of the Faculty Account Page.

**Step 2:** Scroll to the right of the page and click “View Inactive Transactions”