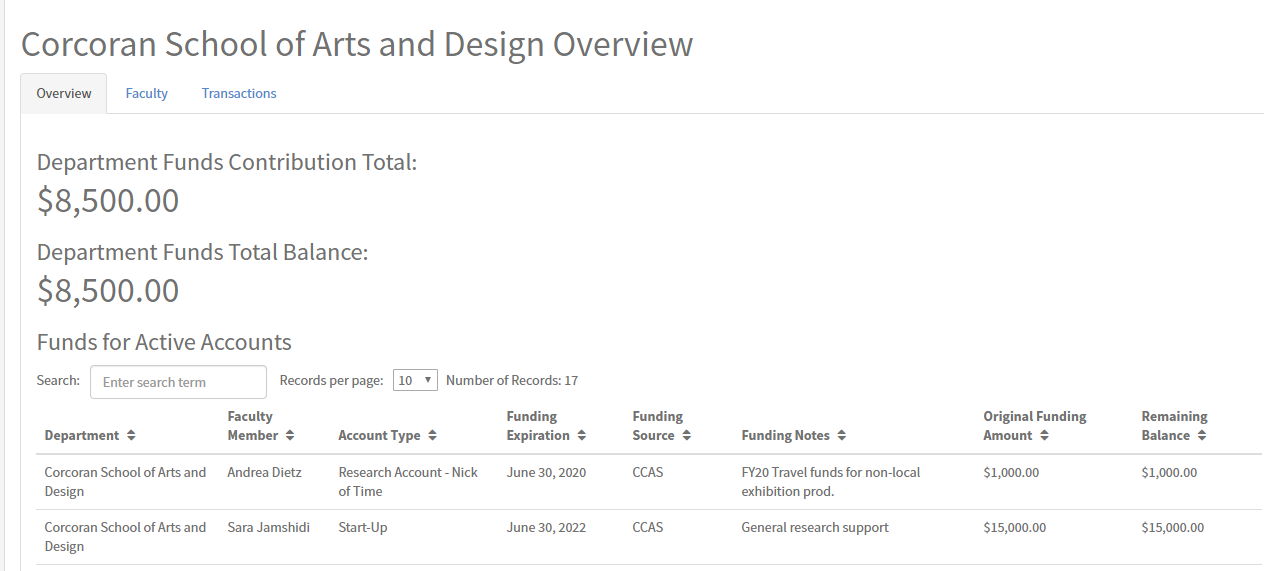
Department Administrators use **Hamilton** to manage faculty internal awards/funds by tracking and assigning expenses, and requesting reimbursement from CCAS.

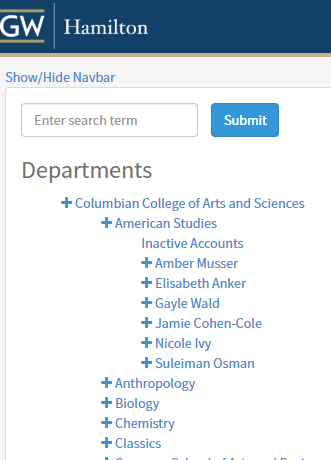
**Reviewing a Summary of Departmental Accounts**

* Click your *Department* in the navigation tree
* On the Overview page there are **three tabs**: *Overview, Faculty* and *Transactions*
  + **Overview Tab** provides an account summary of all active accounts, expiration dates, funding notes, original funding amounts and remaining balances. It also displays your department’s total contribution amount and balance



* + **Faculty Tab** provides a list of faculty > click on name to see a list of her/his accounts
  + **Transactions tab** lists transactions that have been tagged to an account but not submitted to CCAS for review. These transactions should be reviewed and either submitted or deleted

**Navigating through Hamilton**



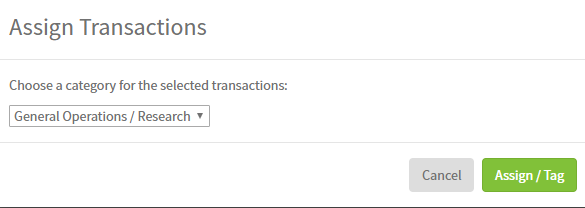
* Click *Department* > *Faculty Member* > *Account*
* **NOTE:** Click the **‘plus’ symbol** next to department name and faculty name to expand the list and view more information
* On the Accounts page there are **four tabs**: *Overview, Active Transactions, Completed Reimbursements* and *Department Reimbursements*
  + **Overview Tab** provides an account summary
  + **Active Transactions Tab** allows you to Assign Oracle Transactions, Add Manual Transactions and see the status of active transactions
  + **Completed Reimbursements Tab** provides a detailed record of all approved and reimbursed transactions from CCAS
  + **Department Reimbursements Tab** provides a detailed record of all transactions that were covered by the Department’s commitment

**Assigning Oracle EAS Transactions to a Faculty Account**

* Click *Department* > *Faculty Member* > *Account*



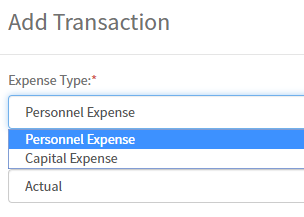
* + Click the **Active Transactions Tab**and click *Assign Oracle Transactions* which leads you to a page listing Oracle expenses/transactions that have hit your departmental budget(s). Expenses from C and R-funds are loaded in Hamilton.
* Perform the following on the **Untagged Oracle Transactions page**:
* Adjust the start and end dates to view a time bound group of transactions
* Use the filter boxes to narrow down the list of transactions and to search for specific items
* “Tag”, or select, each transaction you want to be reimbursed
* *View Inactive Transactions* lists all transactions you made inactive. You have the ability to make them active again and displayed on the list of untagged oracle transactions
* *Assign Transactions* allows for tagged transactions to be assigned to the faculty account
* *Make Inactive* allows for tagged transactions to be made inactiveand removed from view
* Once you have tagged the transactions you want, scroll down to end of page and click *Assign Transactions*, then select the *Category* and hit *Assign/Tag*.



* Return to the Faculty Member’s Active Transactions Tab, select the ‘new’ transactions and *Submit for Review* (or *Untag/Delete* if you made an error or if a transaction was not approved/rejected back to you)

**Creating a Manual Transaction**

* Compensation charges are not loaded into Hamilton, therefore, a manual transaction must be created. You may also create a manual transaction for large capital expenditures or if an expense needs to be split between faculty members, account types or budgets
* Click *Department* > *Faculty Member* > *Account*



* + Click **Active Transactions Tab** and click *Add Manual Transaction*, which leads to a pop-up form that allows you to select the expense type (personnel or capital) and complete relevant information*.* Click *Add* to create.
  + Once created, return to Faculty Member’s Active Transactions Tab, select the ‘new’ transaction and *Submit for Review*

**Need Assistance?**

For Financial help: Contact the CCAS Finance Team, CCASFA@gwu.edu

For Technical support: Contact the OTS Help Desk, (202) 994-8096 or OTS@gwu.edu