

Welcome to William & Mary

Finops Tools



WILLIAM & MARY

CHARTERED 1693

Home Screen

The screenshot shows a web browser window with the URL finops.wm.edu. The page features the William & Mary logo and a navigation menu on the left. The main content area includes a welcome message for Christine Azznara and a list of search tools: Vendor Search Tool, Index Search, and Residence Status. A note at the bottom states that new search tools are being developed.

Financial Operations

WILLIAM & MARY
CHARTERED 1693

Financial Operations

- HOME
- Vendor Search
- Index Search
- Organization Index Search
- Approver Search
- Timesheet Approver / Employee Job Status Search
- Journal Voucher Form
- Residence & SSN Status
- Search Help

Welcome Christine Azznara to the Financial Operations search tool.

Financial operations information data at your fingertips! This search page will enable the user to gain access to information customarily only accessible to the financial operations teams. Here is a guide of what you will find.

- **Vendor Search Tool**
Use this search tool to find out whether a vendor exists, is active and has a cardinal ID in Banner. If you have any questions on the information received from this tool, please contact the Accounts Payable Department.
- **Index Search**
Use this search tool to find out if an index is a State or Local fund, is active or inactive and to obtain the full FOAPAL distribution of the index. If you have any questions on the information received from this tool, please contact the Accounts Payable Department.
- **Residence Status**
Use this tool to determine the Residence Status of a Banner ID.

We are working diligently to create new search tools and will be announcing upcoming information in the near future.

- Finops.wm.edu
- Sign in with Central Authentication Service (CAS)

Vendor Search

How to search

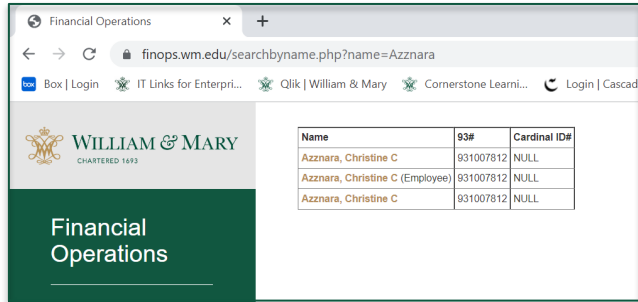
- Banner ID
- Name (last name)
- Tax ID
- Cardinal Name
- Cardinal ID

How does this benefit you?

- Vendor in Cardinal
- Cardinal Status
- Enrolled in Direct Deposit
- Effective Date

The screenshot shows a web browser window with the URL finops.wm.edu/vendorsearch.php. The page is titled "Financial Operations" and "Welcome Christine Azznara (staff)". The left sidebar contains a menu with "HOME" circled in orange, and "Vendor Search" highlighted. The main content area has a heading "You can search W&M vendor list to find registered and approved vendors. You can search by Banner ID ('930' number), vendor partial name, or by Cardinal ID". Below this are five search sections, each with a text input field and a "SEARCH" button: "Search by Banner ID", "Search by Banner Name", "Search by Tax ID", "Search by Cardinal Name", and "Search by Cardinal ID". The Windows taskbar at the bottom shows the date and time as 12:01 PM on 8/1/2022.

Vendor Search

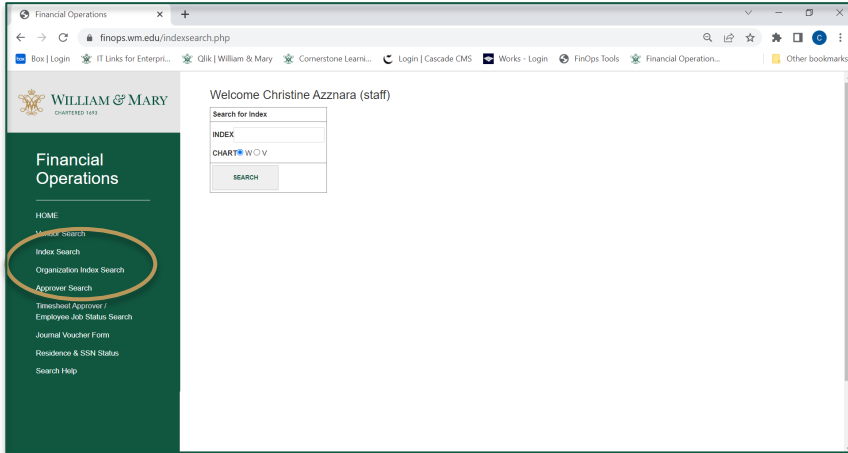


Name	93#	Cardinal ID#
Azznara, Christine C	931007812	NULL
Azznara, Christine C (Employee)	931007812	NULL
Azznara, Christine C	931007812	NULL

If searching for a current employee, search for the entry that has (Employee) next to it

Vendor	Azznara, Christine
Vendor ID	931007812
Vendor in Cardinal	No
Cardinal Vendor Status	
Cardinal Vendor Name	
Cardinal Vendor ID	
E-payables Payment Method	
Enrolled in Direct Deposit	Yes
Enrolled in Direct Deposit - AP	Yes
Enrolled in Direct Deposit - Payroll	Yes
Tax Form on Record	
1099 Designation	
AP Vendor	No
Effective Date	
Termination Date	

Index Search



- Type of Fund
- Fund
- Organization
- Status
- Org Contact
- Budget Approvers
- System Approvers

*Will only show Chart W indexes

Index Search

120024 - State Fund	
COA	W
Index	120024
Title	Charles Center
Status	Active
Fund	122000
Orgn	Charles Center - 3KF110
Account	
Program	10110
Activity Code	
Org Contact	Gail Pascaris - gapascaris@wm.edu
Org Contact	
Signature Approvers	
Budget Approvers	
Budget Approver	Anjella Russell
Budget Approver	Elizabeth Harbron
Budget Approver	Gail Pascaris
Budget Approver	Maria Velleca
Budget Approver	Kori Varner
Budget Approver	Sherri Powers
System Approvers	
Chrome River Approver	Anjella Russell
Chrome River International Approver	Maria Velleca
BuyWM Finance Approver	
BuyWM Special Budget Approver	Anjella Russell
BuyWM Approver	Anjella Russell
BuyWM Approver	Elizabeth Harbron
ATG Overage Approver	Gail Pascaris
ATG Approver (Chrome River Approver)	Anjella Russell

E&G State Fund

2WKF45 - Local Fund	
COA	W
Index	2WKF45
Title	Christian-Ewell Schl Spendable
Status	Active
Fund	2WKF45
Orgn	Charles Center - 3KF110
Account	
Program	10810
Activity Code	2WKF45
Org Contact	Gail Pascaris - gapascaris@wm.edu
Org Contact	
Signature Approvers	
Budget Approvers	
Budget Approver	Elizabeth Harbron
Budget Approver	Anjella Russell
Budget Approver	Gail Pascaris
Budget Approver	Maria Velleca
Budget Approver	Sherri Powers
Budget Approver	Kori Varner
System Approvers	
Chrome River Approver	Anjella Russell
Chrome River International Approver	Maria Velleca
BuyWM Finance Approver	
BuyWM Special Budget Approver	Anjella Russell
BuyWM Approver	Elizabeth Harbron
BuyWM Approver	Anjella Russell
ATG Overage Approver	Gail Pascaris
ATG Approver (Chrome River Approver)	Anjella Russell

2W Local Fund

122064 - Local Fund	
COA	W
Index	122064
Title	W & M Monroe Scholars
Status	Active
Fund	122000
Orgn	Charles Center - 3KF110
Account	
Program	10810
Activity Code	122064
Org Contact	Gail Pascaris - gapascaris@wm.edu
Org Contact	
Signature Approvers	
Budget Approvers	
Budget Approver	Elizabeth Harbron
Budget Approver	Anjella Russell
Budget Approver	Gail Pascaris
Budget Approver	Maria Velleca
Budget Approver	Kori Varner
Budget Approver	Sherri Powers
System Approvers	
Chrome River Approver	Anjella Russell
Chrome River International Approver	Maria Velleca
BuyWM Finance Approver	
BuyWM Special Budget Approver	Anjella Russell
BuyWM Approver	Elizabeth Harbron
BuyWM Approver	Anjella Russell
ATG Overage Approver	Gail Pascaris
ATG Approver (Chrome River Approver)	Anjella Russell

2Z Local Fund

1Y1430 - Local Fund	
COA	W
Index	1Y1430
Title	Global Studies Programs
Status	Active
Fund	1Y1430
Orgn	A&S Global Studies - 3K1500
Account	
Program	10110
Activity Code	
Org Contact	Gail Pascaris - gapascaris@wm.edu
Org Contact	
Signature Approvers	
Budget Approvers	
Budget Approver	Monika Van Tassel
Budget Approver	Francis Aguas
Budget Approver	Gail Pascaris
Budget Approver	Maria Velleca
Budget Approver	Kori Varner
Budget Approver	Sherri Powers
System Approvers	
Chrome River Approver	Francis Aguas
Chrome River International Approver	Maria Velleca
BuyWM Finance Approver	
BuyWM Special Budget Approver	Monika Van Tassel
BuyWM Special Budget Approver	Francis Aguas
BuyWM Approver	Monika Van Tassel
BuyWM Approver	Francis Aguas
ATG Overage Approver	Gail Pascaris
ATG Approver (Chrome River Approver)	Francis Aguas

1Y Local Fund

Organization Index Search

← → ↻ finops.wm.edu/orgindexsearch.php

Box | Login IT Links for Enterpri... Qlik | William & Mary Cornerstone Learn... Login | Cascade CMS Works - Login

WILLIAM & MARY
CHARTERED 1693

Financial Operations

HOME

- Vendor Search
- Index Search**
- Organization Index Search
- Approver Search
- Timesheet Approver / Employee Job Status Search
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- Search Help

Welcome Christine Azznara (staff)

Search for all indexes belonging to the organization

Organization Code

CHART

- This will provide a list of indexes that are under the Organization
- If you click on the gold highlighted index numbers, it will pull up the Index Search page for that index

Chart: W - 3K1300 - 1693 Scholars Program

- 3K1300 - 1693 Scholars Program - INDEX=**120674** - CHART=W - DESCRIPTION=1693 Scholars Program - (# APPRS=6)
- 3K1300 - 1693 Scholars Program - INDEX=**1W7590** - CHART=W - DESCRIPTION=Zable, Walter & Betty 1693 Scholars - (# APPRS=6)
- 3K1300 - 1693 Scholars Program - INDEX=**1Z2109** - CHART=W - DESCRIPTION=Matching Funds - Stamps Scholars - (# APPRS=6)
- 3K1300 - 1693 Scholars Program - INDEX=**2WK130** - CHART=W - DESCRIPTION=1693 Scholars Program - (# APPRS=6)
- 3K1300 - 1693 Scholars Program - INDEX=**2WK131** - CHART=W - DESCRIPTION=Stamps Foundation Scholarship - (# APPRS=6)

Approver Search

Financial Operations

WILLIAM & MARY
CHARTERED 1693

Welcome Christine Azznara (staff)
Search for index / signature approvers by Banner ID (93 number)

Search by Banner ID
930064240
SEARCH

Financial Operations

HOME

Vendor Search

Index Search

Organization Index Search

Approver Search

Timesheet Approver /

Employee Job Status Search

Journal Voucher Form

Residence & SSN Status

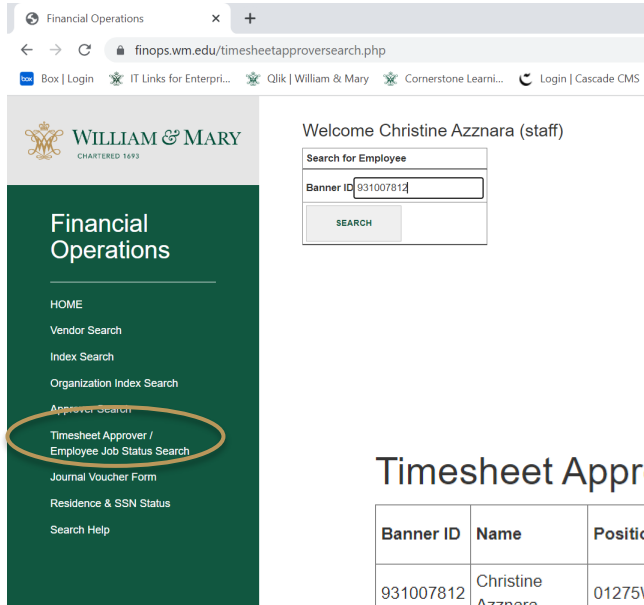
Search Help

- Must have the 930# to search
- Shows all the indexes that that person has signature authority
- Can organize by index, Org, Approver type, Description, or Effective Date

Elizabeth Harbron - 930064240

Select	Index	Code	Org	Approver Type	Desc	Position	Effective Date
<input type="checkbox"/>	120024	W	3KF110 — Charles Center	Budget Approver	Charles Center	F0146W	06/29/2021
<input type="checkbox"/>	2WKF71	W	3KF110 — Charles Center	Budget Approver	Ampersand Award Fund	F0146W	06/29/2021
<input type="checkbox"/>	120993	W	3KF110 — Charles Center	Budget Approver	Monroe Scholars	F0146W	06/29/2021
<input type="checkbox"/>	140091	W	3KF110 — Charles Center	Budget Approver	ORF Charles Center	F0146W	06/29/2021
<input type="checkbox"/>	1Y0039	W	3KF110 — Charles Center	Budget Approver	Sharpe Summer Program	F0146W	06/29/2021
<input type="checkbox"/>	1Y1106	W	3KF110 — Charles Center	Budget Approver	Student Away Experience	F0146W	06/29/2021

Approver Search



- 930# to search
- Banner ID
- Name
- Position
- Title
- Chart
- Org
- Status
- Approver Banner ID
- Approver Name
- Approver Position
- Approver Role
- Approver Title
- Approver Chart
- Approver Status

Timesheet Approver

Banner ID	Name	Position	Title	Chart	Org	Status	Approver Banner ID	Approver Name	Approver Position	Approver Role	Approver Title	Approver Chart	Approver Status
931007812	Christine Azznara	01275W	Sr Field Administrator	W	3K1100	Active	931012807	Kori Varner	FP139W	Supervisor	Assoc Dir, Fin & Admin (A&S)	W	Active

This is the best tool when filling out a Professional Service Agreement (PSA)

Journal Voucher Form

The screenshot shows a web browser window with the URL `finops.wm.edu/jv_form.php`. The page header includes the William & Mary logo and the text "WILLIAM & MARY CHARTERED 1693". A navigation sidebar on the left is titled "Financial Operations" and lists various search and utility options: HOME, Vendor Search, Index Search, Organization Index Search, Approver Search, Timesheet Approver / Employee Job Status Search, Journal Voucher Form, Residence & SSN Status, and Search Help. The main content area displays a welcome message for "Christine Azznara (staff)" and a "Journal Voucher Form" title. Below the title, a grey box contains the text: "The Journal Voucher Form is used to make revenue and/or expenditure transfers, corrections or adjusting entries. Supporting documentation must be attached." Two buttons, "Start a New Form" and "History", are positioned below this text. A "FAQ and Documentation" link is visible in the top right corner of the main content area. The Windows taskbar at the bottom shows the time as 3:00 PM on 8/1/2022 and weather information indicating "Rain coming".

Residence & SSN Status

The screenshot shows the William & Mary Financial Operations interface. The top left features the William & Mary logo and the text "WILLIAM & MARY CHARTERED 1693". The main content area is titled "Financial Operations" and includes a navigation menu with the following items: HOME, Vendor Search, Index Search, Organization Index Search, Approver Search, Timesheet Approver / Employee Job Status Search, Journal Voucher Form, Residence & SSN Status, and Search Help. The main content area displays a search form titled "Search for Resident & SSN Status" with a "Banner ID" field containing the value "931007812" and a "SEARCH" button. Below the search form, the text "Welcome Christine Azznara (staff)" is visible.

Banner ID	931007812
Residence Status	U.S. Citizen
Has SSN	Y