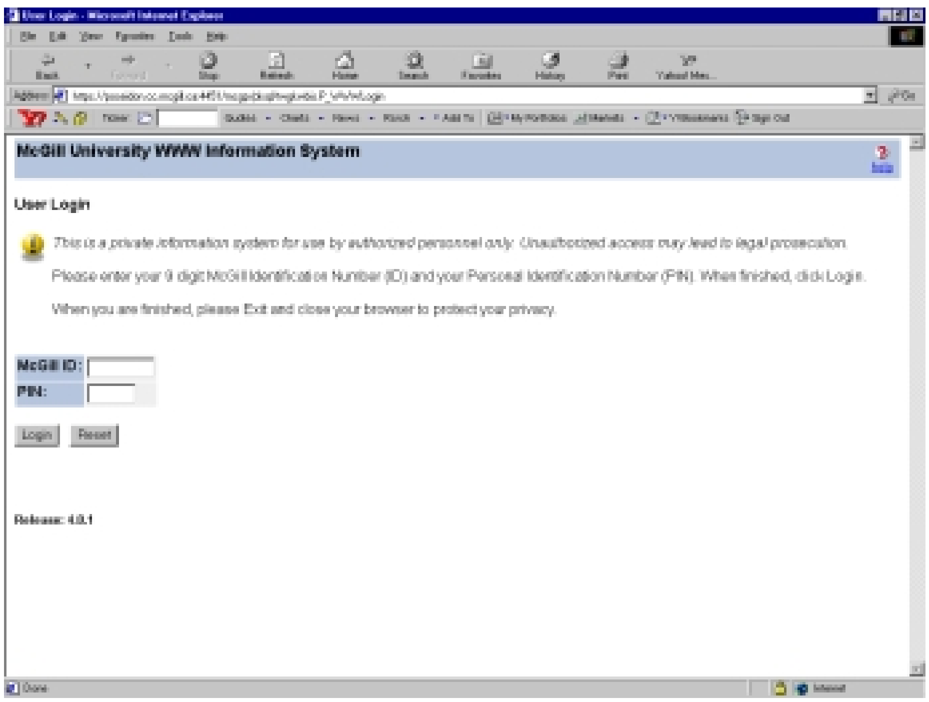
<u>How to use Web for Finance</u>

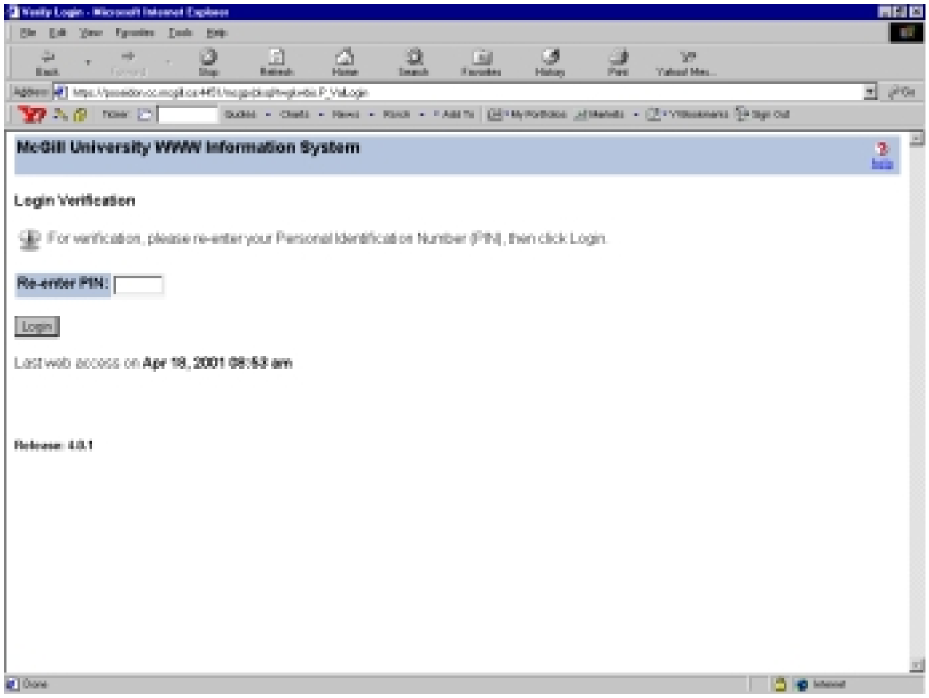
1) Access the McGill Banner web site at http://www.is.mcgill.ca/minerva
   - Select the Minerva Login link at the top of the page

The following login screen will appear:

2) Enter your **McGill ID** and **PIN** and then click on **Login**. Pressing the **Reset** button clears both boxes of any information entered.

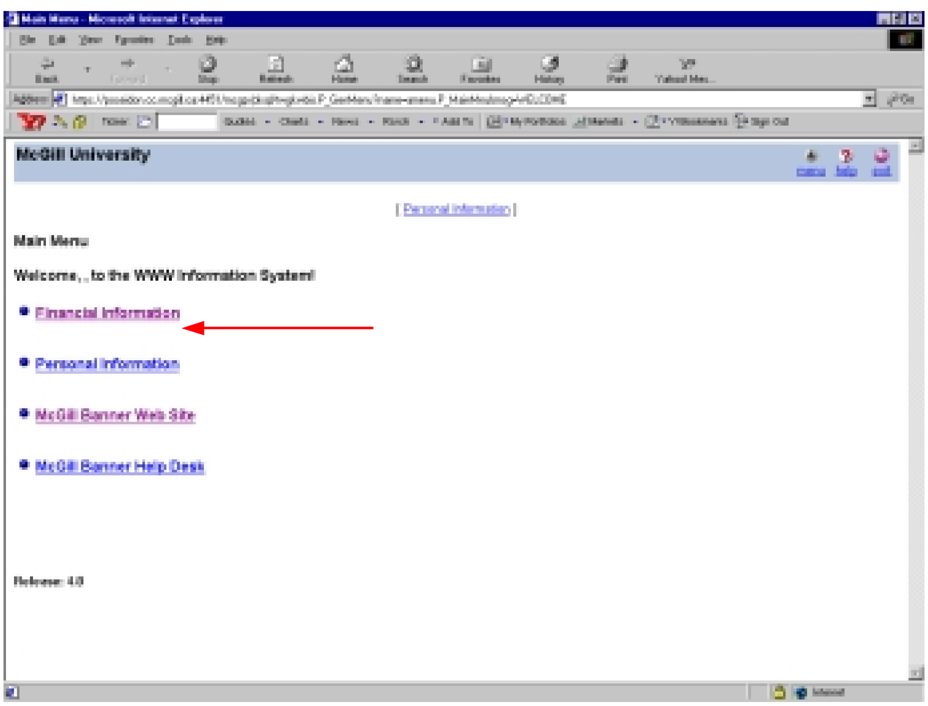


3) Re-enter your **PIN** in the box provided and press **Login**

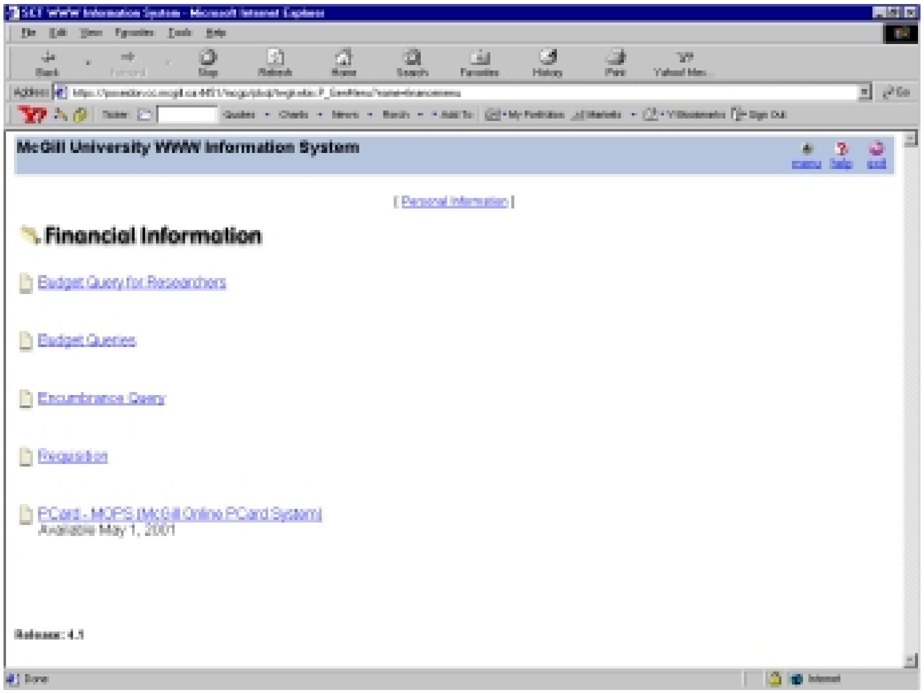


The following screen will appear:

4) Once you have accessed the McGill University Main Menu click on **Finance Information**

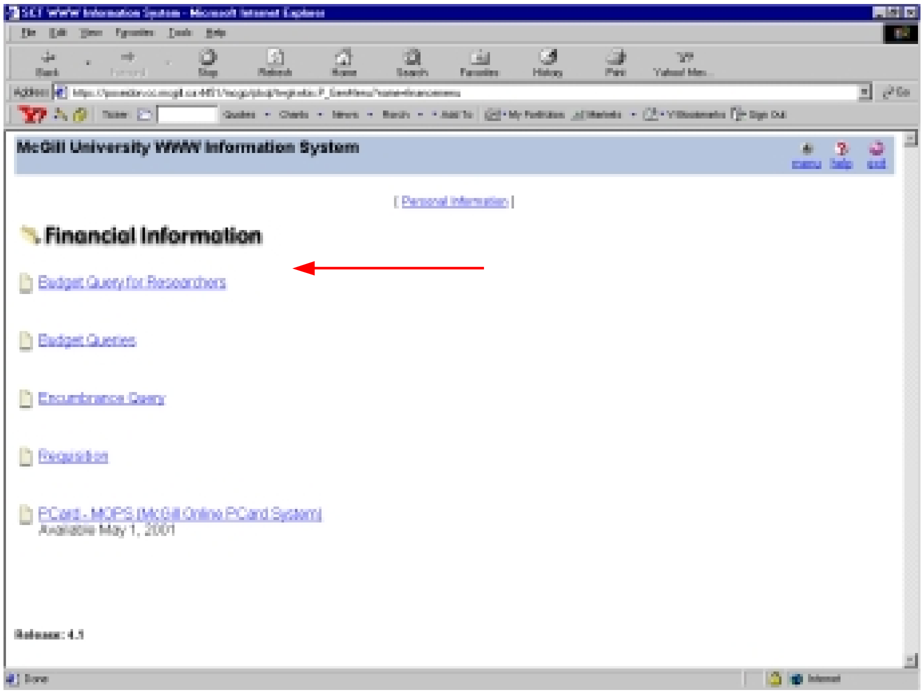


5) You are now at the Main Financial Information Menu. Click on the appropriate hyperlink. Each option is described in the following pages.

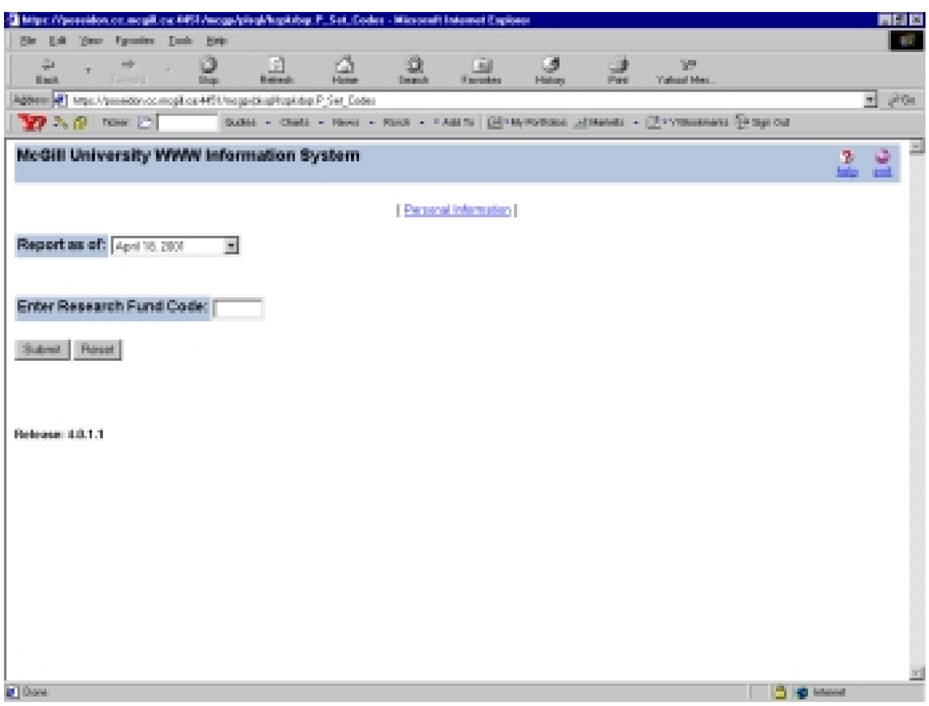


BUDGET QUERY FOR RESEARCHERS

A) Once you arrive at the Main Finance Information Menu click on Budget Query for Researchers.

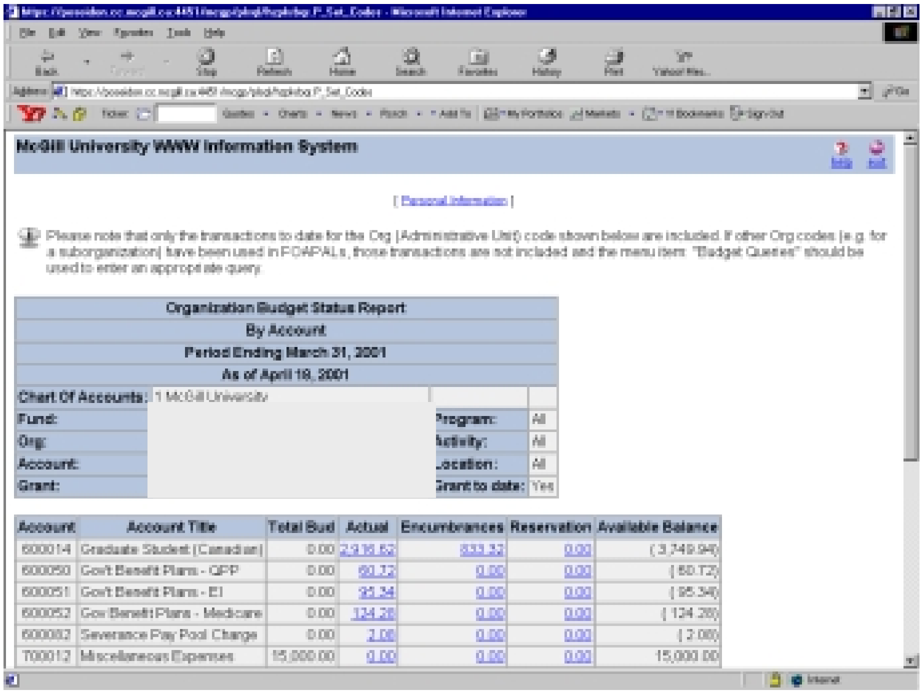


B) Choose the date you would like to start seeing records from from the **Report as of** drop-down menu. Enter the Fund code you would like to see transactions for in the **Enter Research Fund Code** field. Click on the **Submit** button.



A screen similar to the one below will appear with your individual query results.

The first box provides you with a summary of your query criteria along with descriptions. The second box includes all the accounts that have had any activity as of the period you provided, along with their descriptions.



McGill University WWW Information System

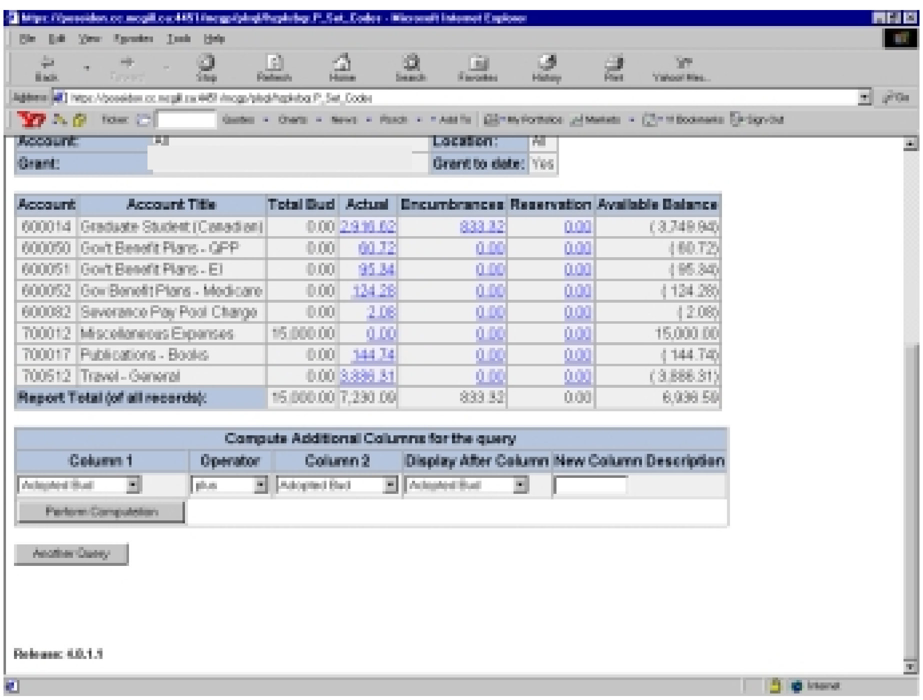
[Personal Information]

Please note that only the transactions to date for the Org (Administrative Unit) code shown below are included. If other Org codes (e.g. for a suborganization) have been used in FOAPALs, those transactions are not included and the menu item "Budget Queries" should be used to enter an appropriate query.

Organization Budget Status Report			
By Account			
Period Ending March 31, 2001			
As of April 18, 2001			
Chart Of Accounts:	1 McGill University		
Fund:		Program:	All
Org:		Activity:	All
Account:		Location:	All
Grant:		Grant to date:	Yes

Account	Account Title	Total Bud	Actual	Encumbrances	Reservation	Available Balance
600014	Graduate Student (Canadian)	0.00	2,916.62	833.32	0.00	(3,749.94)
600050	Gov't Benefit Plans - QPP	0.00	60.72	0.00	0.00	(60.72)
600051	Gov't Benefit Plans - EI	0.00	95.34	0.00	0.00	(95.34)
600052	Gov Benefit Plans - Medicare	0.00	124.28	0.00	0.00	(124.28)
600082	Severance Pay Pool Charge	0.00	2.08	0.00	0.00	(2.08)
700012	Miscellaneous Expenses	15,000.00	0.00	0.00	0.00	15,000.00

The screen below is a continuation of the one above. You would see this on your screen if you scrolled down.



Account:	All	Location:	All
Grant:		Grant to date:	Yes

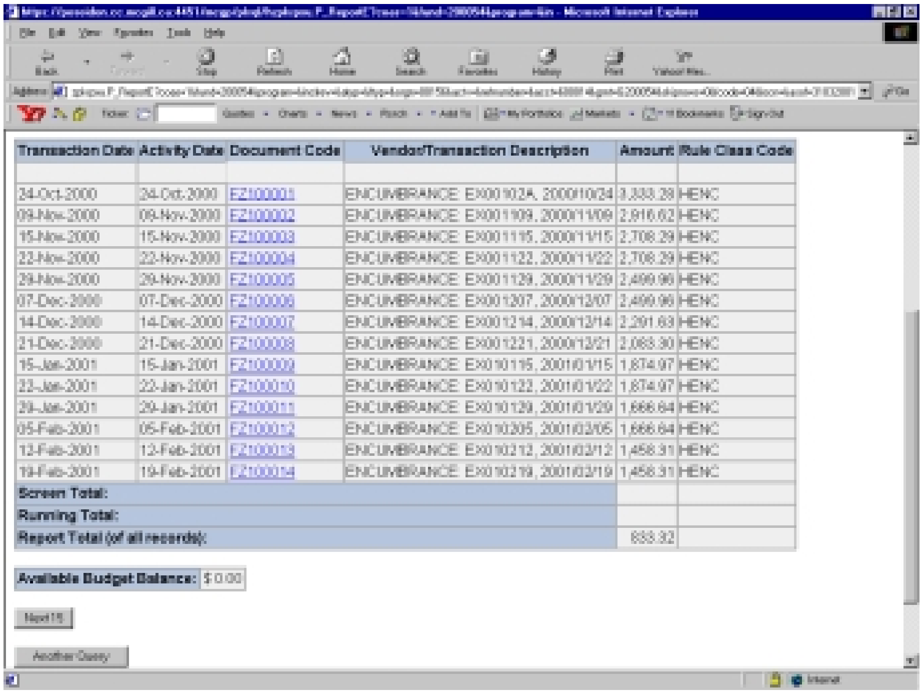
Account	Account Title	Total Bud	Actual	Encumbrances	Reservation	Available Balance
600014	Graduate Student (Canadian)	0.00	2,916.62	833.32	0.00	(3,749.94)
600050	Gov't Benefit Plans - QPP	0.00	60.72	0.00	0.00	(60.72)
600051	Gov't Benefit Plans - EI	0.00	95.34	0.00	0.00	(95.34)
600052	Gov Benefit Plans - Medicare	0.00	124.28	0.00	0.00	(124.28)
600082	Severance Pay Pool Charge	0.00	2.08	0.00	0.00	(2.08)
700012	Miscellaneous Expenses	15,000.00	0.00	0.00	0.00	15,000.00
700017	Publications - Books	0.00	144.74	0.00	0.00	(144.74)
700512	Travel - General	0.00	3,886.31	0.00	0.00	(3,886.31)
Report Total (of all records):		15,000.00	7,230.09	833.32	0.00	6,936.59

Compute Additional Columns for the query				
Column 1	Operator	Column 2	Display After Column	New Column Description
Adopted Bud	plus	Adopted Bud	Adopted Bud	
Perform Computation				

Another Query

Release: 4.0.1.1

Anything that is blue and underlined can be clicked for more information. For example if you click on an amount in the Encumbrance column you will go to a screen that displays all its transaction details broken down by document number (see below).



Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
24-Oct-2000	24-Oct-2000	FZ100001	ENCUMBRANCE EX001024, 2000/10/24	3,333.28	HENC
09-Nov-2000	09-Nov-2000	FZ100002	ENCUMBRANCE EX001109, 2000/11/09	2,916.62	HENC
15-Nov-2000	15-Nov-2000	FZ100003	ENCUMBRANCE EX001115, 2000/11/15	2,708.29	HENC
22-Nov-2000	22-Nov-2000	FZ100004	ENCUMBRANCE EX001122, 2000/11/22	2,708.29	HENC
29-Nov-2000	29-Nov-2000	FZ100005	ENCUMBRANCE EX001129, 2000/11/29	2,499.96	HENC
07-Dec-2000	07-Dec-2000	FZ100006	ENCUMBRANCE EX001207, 2000/12/07	2,499.96	HENC
14-Dec-2000	14-Dec-2000	FZ100007	ENCUMBRANCE EX001214, 2000/12/14	2,291.63	HENC
21-Dec-2000	21-Dec-2000	FZ100008	ENCUMBRANCE EX001221, 2000/12/21	2,083.30	HENC
15-Jan-2001	15-Jan-2001	FZ100009	ENCUMBRANCE EX010115, 2001/01/15	1,874.97	HENC
22-Jan-2001	22-Jan-2001	FZ100010	ENCUMBRANCE EX010122, 2001/01/22	1,874.97	HENC
29-Jan-2001	29-Jan-2001	FZ100011	ENCUMBRANCE EX010129, 2001/01/29	1,666.64	HENC
05-Feb-2001	05-Feb-2001	FZ100012	ENCUMBRANCE EX010205, 2001/02/05	1,666.64	HENC
12-Feb-2001	12-Feb-2001	FZ100013	ENCUMBRANCE EX010212, 2001/02/12	1,458.31	HENC
19-Feb-2001	19-Feb-2001	FZ100014	ENCUMBRANCE EX010219, 2001/02/19	1,458.31	HENC
Screen Total:					
Running Total:					
Report Total (of all records):				833.32	

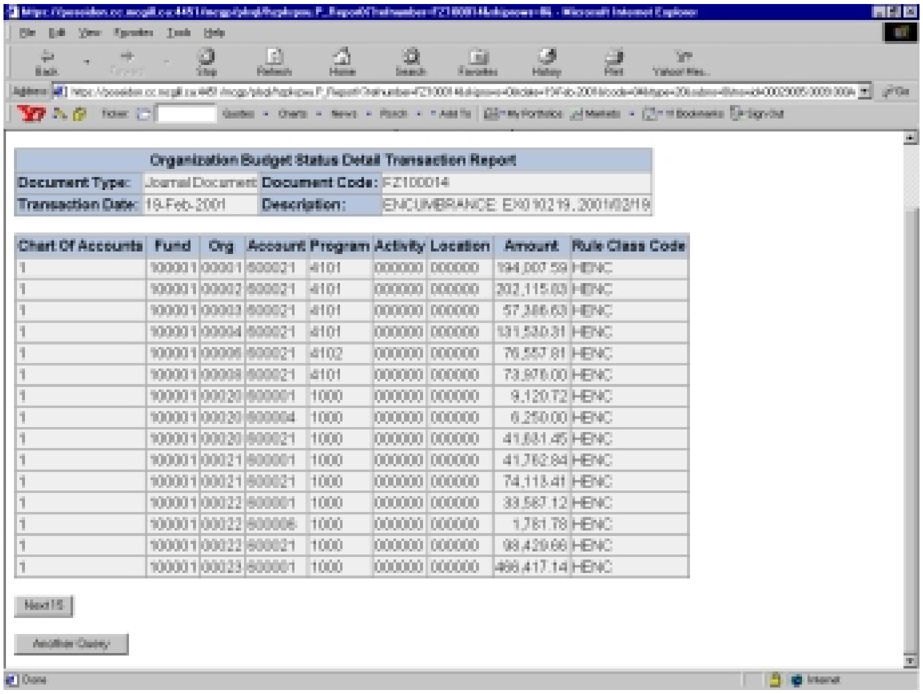
Available Budget Balance: $0.00

Next 15

Another Query

Transaction Date	The date the document was posted
Activity Date	The date the information for this record was entered or last updated
Document Code	Unique identifier where the 1st letter indicates the type of document. e.g. R0000000 = Purchase Requisition
Vendor/Transaction Description	Description of transaction detail
Amount	Transaction amount.
Rule Class Code	Rule class that further defines the type within a document. e.g. **BD01** – original budget, **IDC** – interdepartmental charge. For a complete list of codes, see Chapter 2 of the Policies & Procedures guide.

You can then drill down further by clicking on the individual [Document Codes]() to see what FOAPALs were charged.



Organization Budget Status Detail Transaction Report			
Document Type:	Journal Document	Document Code:	FZ100014
Transaction Date:	19-Feb-2001	Description:	ENCUMBRANCE EX010219, 20010219

Chart Of Accounts	Fund	Org	Account	Program	Activity	Location	Amount	Rule Class Code
1	100001	00001	600021	4101	000000	000000	194,007.59	HENC
1	100001	00002	600021	4101	000000	000000	202,115.03	HENC
1	100001	00003	600021	4101	000000	000000	57,286.63	HENC
1	100001	00004	600021	4101	000000	000000	131,530.31	HENC
1	100001	00006	600021	4102	000000	000000	76,557.81	HENC
1	100001	00008	600021	4101	000000	000000	73,976.00	HENC
1	100001	00020	600001	1000	000000	000000	9,120.72	HENC
1	100001	00020	600004	1000	000000	000000	6,250.00	HENC
1	100001	00020	600021	1000	000000	000000	41,881.45	HENC
1	100001	00021	600001	1000	000000	000000	41,762.84	HENC
1	100001	00021	600021	1000	000000	000000	74,115.41	HENC
1	100001	00022	600001	1000	000000	000000	33,587.12	HENC
1	100001	00022	600006	1000	000000	000000	1,761.78	HENC
1	100001	00022	600021	1000	000000	000000	98,429.66	HENC
1	100001	00023	600001	1000	000000	000000	486,417.14	HENC

If you would like to see the next 15 transactions click on the Next 15 button, if you would like to perform another query click on **Another Query**. Use the Back buttons on your Internet provider to backtrack to your original query results.

Adding a column:

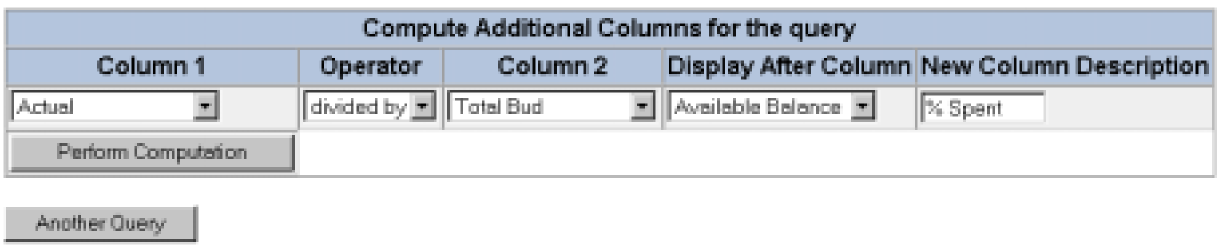
You can add your own column to the table using the fields located below the query results table.

Choose the information you desire and then click on the **Perform Computation** button. The new column will appear where you instructed along with the new calculations.

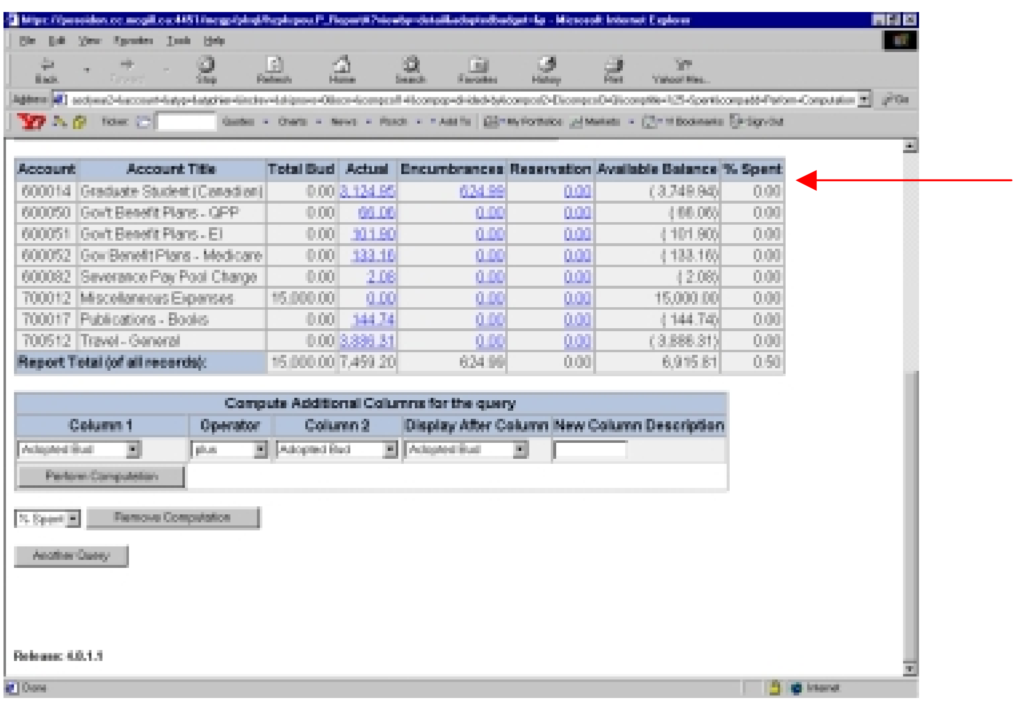
e.g. If you wanted to find out the percentage of your budget spent you would fill in the following;

Column 1 – *Actual*
Operator – *divided by*
Column 2 – Total Budget
Display After Column – *Available Balance*
New Column Description – *% Spent*

See below:



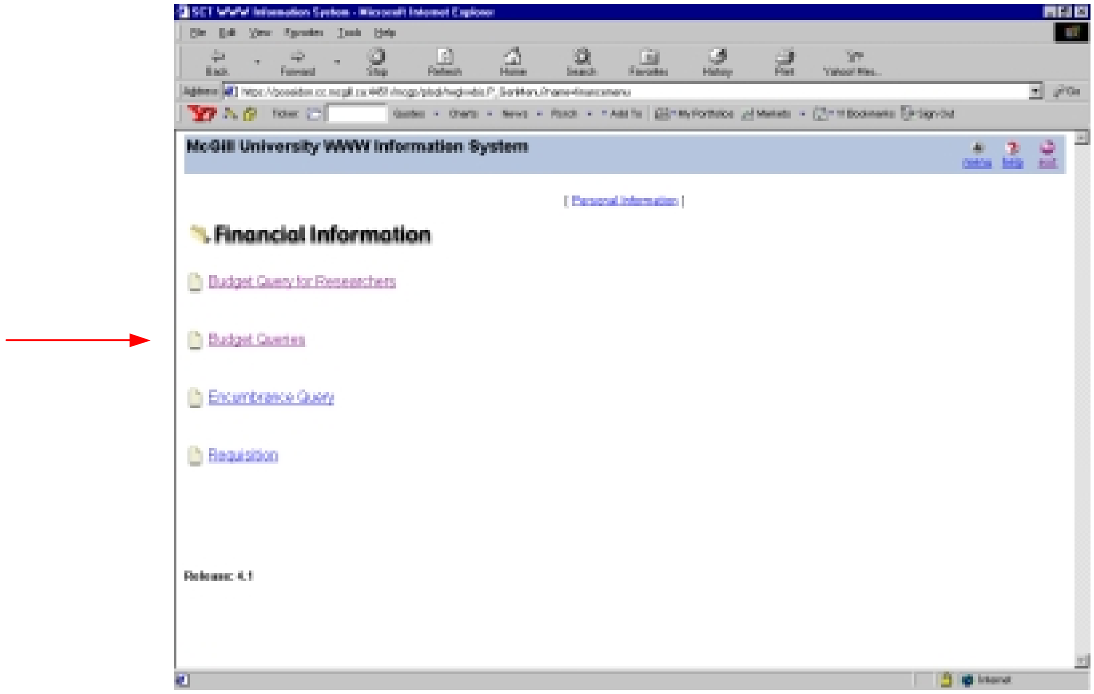
Your new column will appear as specified upon pressing the **Perform Computation** button. See example results below.



Note: You can press the print button on your Internet provider at any time to print your query results.

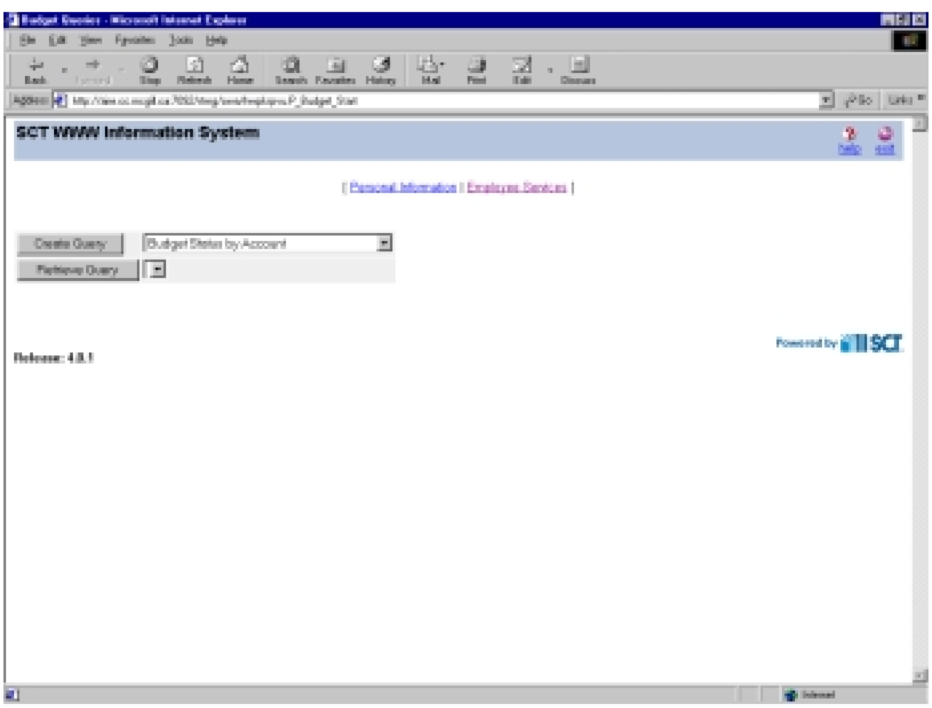
QUERY BUDGET BY ACCOUNT FOR A FUND/ORG

A) Once you arrive at the Main Finance Information Menu click on Budget Queries.

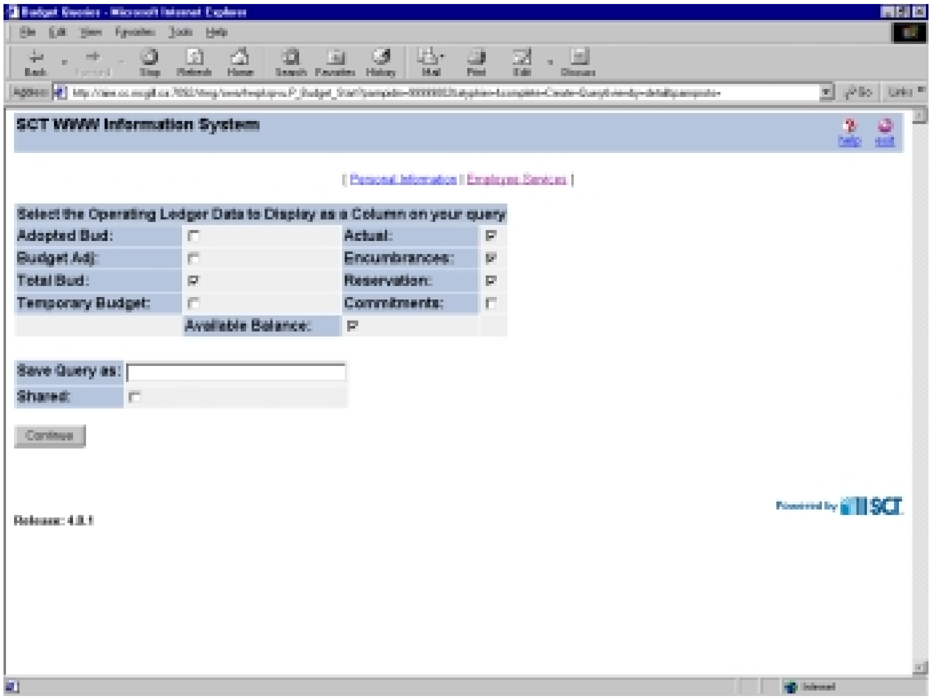


The following screen appears giving you the option to query by *Account* or *Organization*.

B) Make sure that *Budget Status By Account* is selected and appears in the box to the right of the Create Query button, then click on **Create Query**
Note: At this time you can retrieve a previously saved query by pressing on the **Retrieve Query** button.



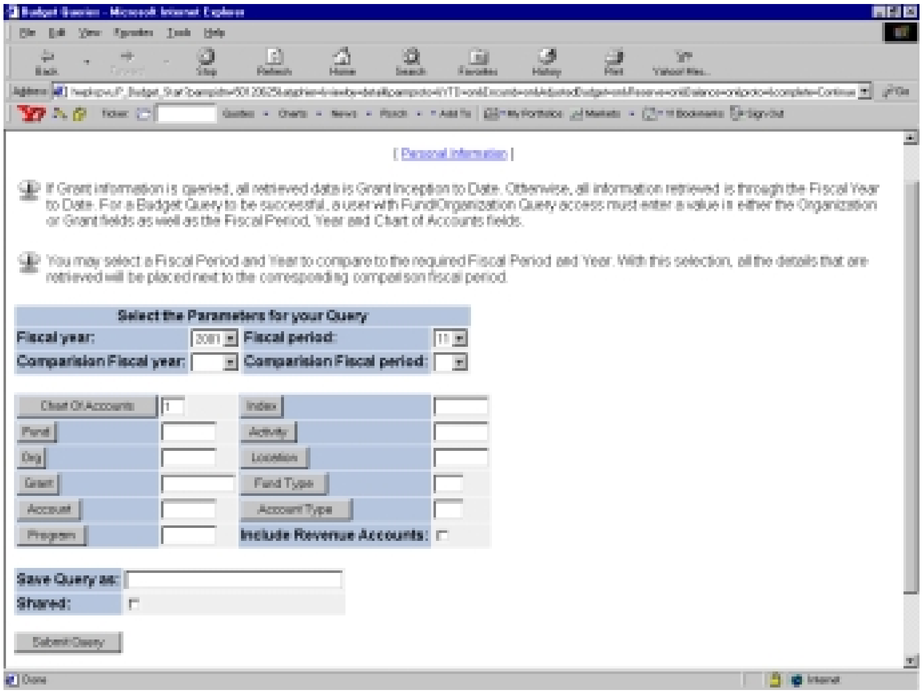
The following screen will appear



C) Check off the columns you would like to appear in your query and click **Continue**

Adopted Bud	Original budget allocation given at the beginning of the year
Actual	Year-to-date activity. Represents actual revenue and expenditures posted
Budget Adj	Budget Adjustments. Any additions or reductions made to the budget since the original allocation.
Encumbrances	Generated by purchase orders; legal obligation to make future a payment
Total Bud	Total budget for the year. Combines the adopted budget and any budget adjustments made to the adopted budget throughout the year – supplementary amounts
Reservation	Setting aside of budget. Generated by purchase requisitions
Temporary Budget	Non-base portion of the Total Budget
Commitments	Equal to the total budget set aside for future obligations. Commitments are made up of Reservations and Encumbrances.
Available Balance	Remaining Budget left to spend. = Total Budget +/- Commitments +/- Actuals

D) Next, pick the parameters you would like to report on.
Note that the Chart of Accounts, Fund, and Organization or Grant code are mandatory.
In addition, the Grant code is mandatory for querying grants and contracts. This code will allow the display of grant inception-to-date information.



Req'd	*Field*	*Description/Explanation*
✓	Fiscal Year	Represents the University's fiscal year from June 1st to May 31st. For example: "2000" relates to the year starting June 1st 1999, and ending May 1st 2000. This field will default to the current year, but can be overridden.
✓	Fiscal Period	The number of the fiscal month you wish to query. Note: the university fiscal year starts in June (not January), therefore if you wanted to query the month of May you would enter "12" in this field (not "05").
	Comparison Fiscal Year	The fiscal year you would like to compare the first one to.
	Comparison Fiscal Period	The fiscal month you would like to compare the first one to.

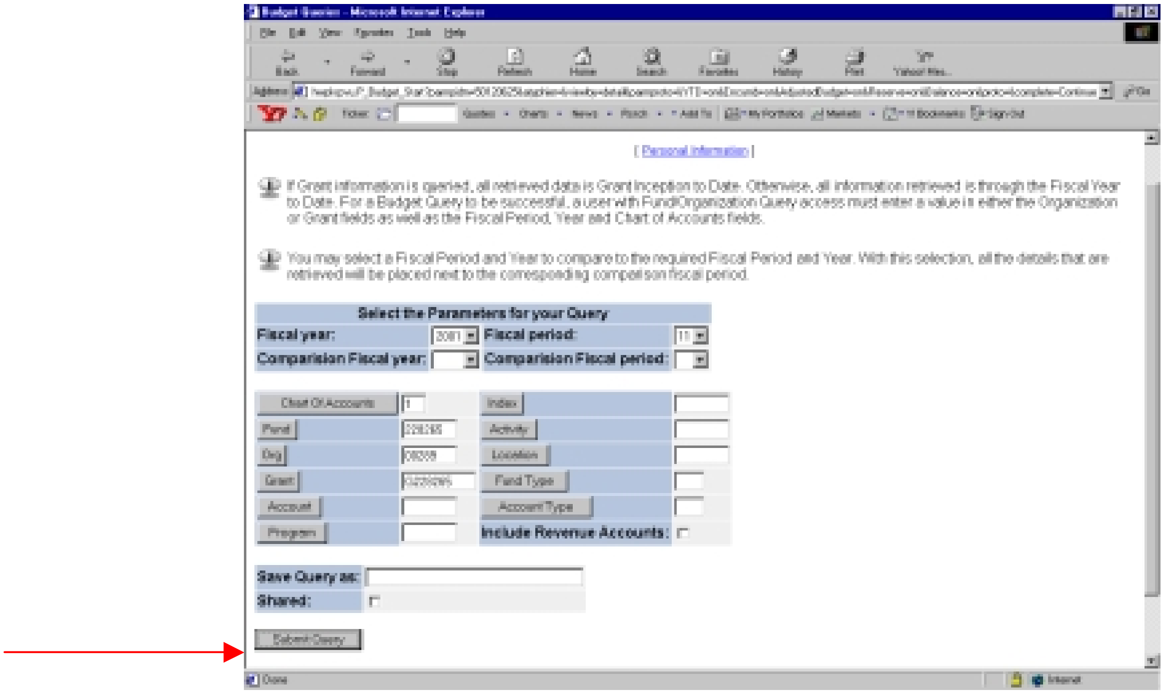
Fill in the ***FOAPAL*** string you would like to query.
You can do this two ways:

- If you know the codes offhand, type them in their appropriate boxes.
- If you do not know the codes, you can search by their title using the gray LOV (list of value) buttons located next to each field. (explained in detail further on)

Req'd	***Field***	***Description/Explanation***
✓	Chart of Accounts	Chart of account code. "1" represents McGill University's set of books.
	Index	McGill does not use this field
✓	Fund	Fund Code. Represents the source and restriction of money. Must be 6 digits e.g. 228265 Nserc Grant, 100001 Operating Fund
	Activity	Activity code. 6 digit optional element used for independent reporting needs.
✓	Org	Organization Code. Departmental entity or budgetary unit responsible and accountable for the transactions and Fund. 5 digits.
	Location	Location Code. Identifies the physical whereabouts of financial transactions. 6 digits.
✓*	Grant	Grant document identification number. For the legacy data, the grant document id will be the same as the Fund number but preceded by the letter "G". e.g. G228265 Nserc Grant
	Fund Type	The type of Fund allowing high level rollup (consolidation). 2 digits e.g. 2F = Research Grants & Contracts
	Account	Account Code. Describes the nature of expenditures, labour and revenues. 6 digits e.g. all Accounts s in the Operating Ledger
	Account Type	Higher-level category of account if rollup or consolidation ir desired. 2 digits e.g. 50 = Revenue, 60 = Salaries, Wages and Benefits, 70 = Expenditures.
	Program	Program Code. Functional reporting classification for tracking the use of funds. 4 digits e.g. 2000 = records, 1000 = Teaching
	Include Revenue Accounts	Checked: Include revenue accounts in the query Unchecked: Do not include revenue accounts in the query

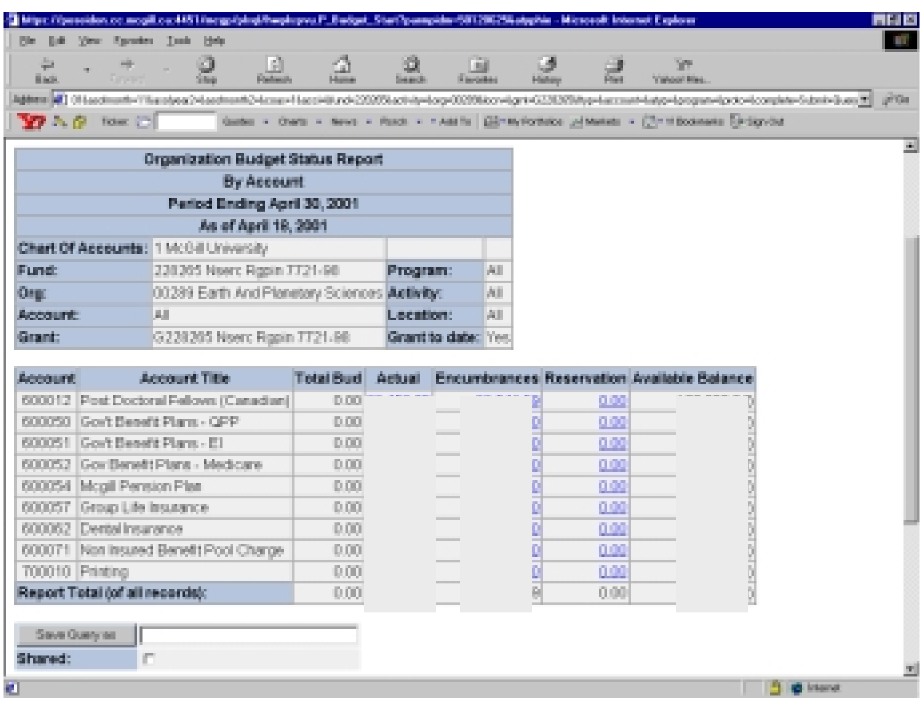
* Only mandatory for research grants & contracts

E) Once you have filled in the parameters you desire, click **Submit Query**.

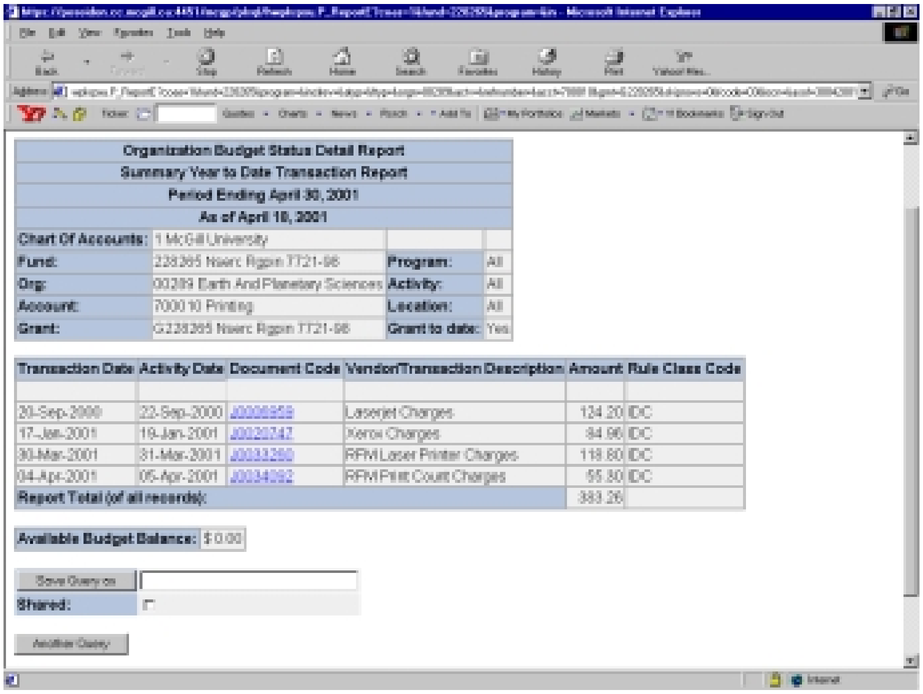


A screen similar to the one below will appear with your individual query results.

The first box provides you with a summary of your query criteria along with descriptions. The second box includes all the accounts that have had any activity as of the period and fiscal period you provided, along with their descriptions. The information is grouped by the columns you selected.

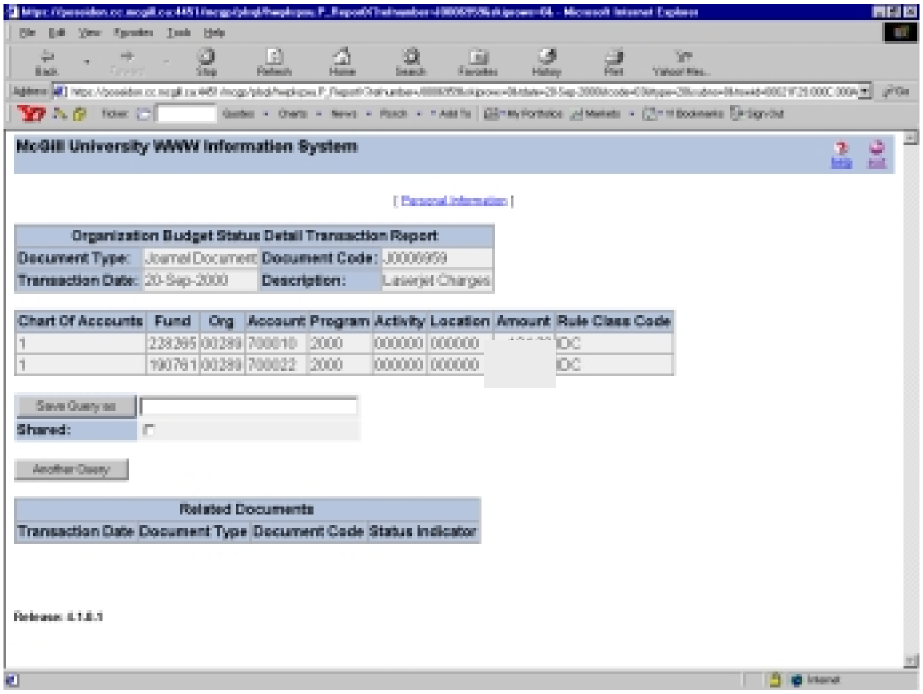


Anything that is blue and underlined can be clicked for more information. For example if you click on an amount in the Actual column you will go to a screen that displays all its transaction details broken down by document number.



Transaction Date	The date the document was posted
Activity Date	The date the information for this record was entered or last updated
Document Code	Unique identifier where the 1st letter indicates the type of document. e.g. R0000000 = Purchase Requisition
Vendor/Transaction Description	Description of transaction detail
Amount	Transaction Amount
Rule Class Code	Rule class that further defines the type within a document. e.g. **BD01** – original budget, **IDC** – interdepartmental charge. For a complete list of codes, see Chapter 2 of the Policies & Procedures guide.

You can then drill down further by clicking on the individual [Document Codes] to see what FOAPALs were charged. You will also see all the related procurement documents, for example the original requisition, the purchase order issued, the invoice number and the cheque number.

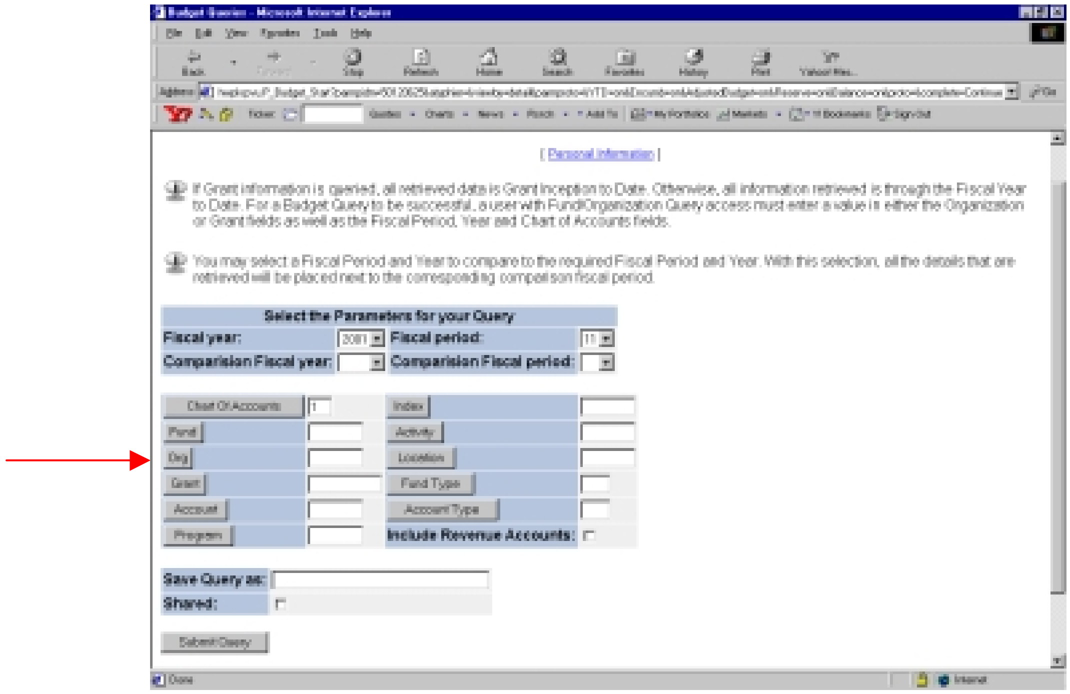


If you would like to perform another query click on **Another Query**, if you would like to go back to the main menu click **Menu**. Use the Back buttons on your Internet provider to backtrack to your original query results.

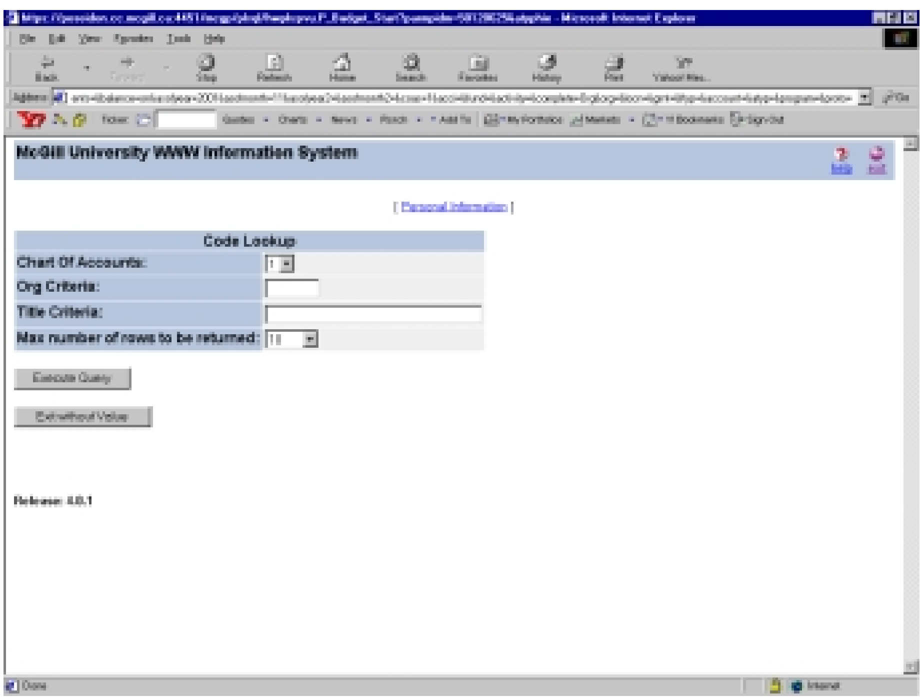
Searching with LOV buttons: (using Organization as an example)

LOV (list of values) buttons allow you to select from a hit list of valid codes if the desired code is not known.

i) Click on the **Org** LOV button



The following screen appears

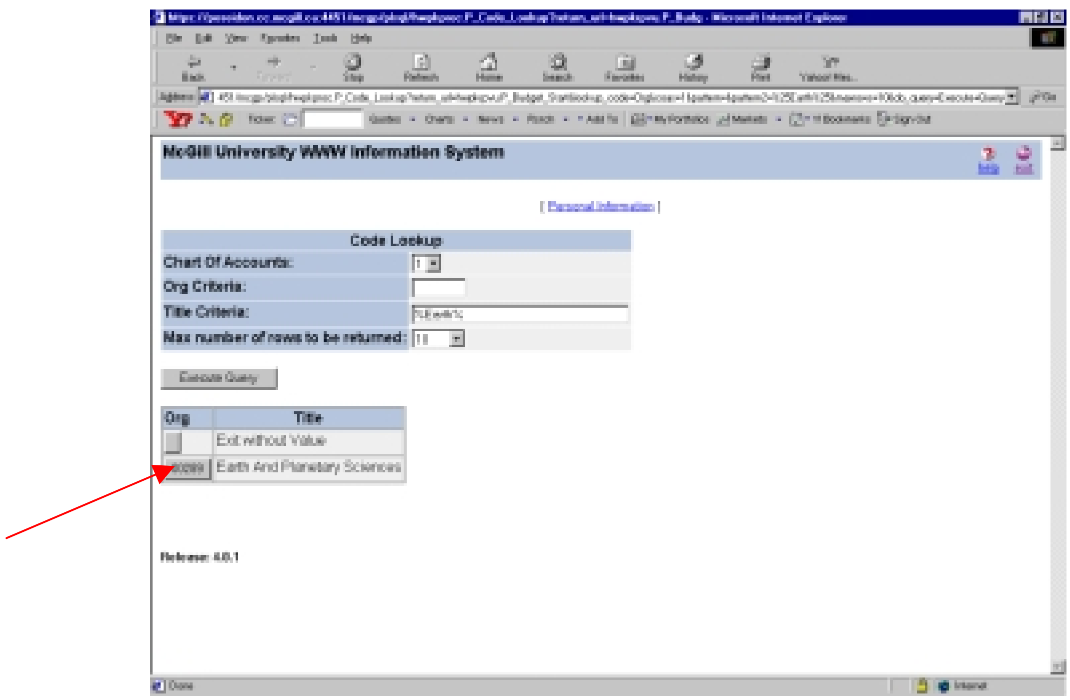


ii) Fill in the data you know, such as part of the Organization code (in the Org Criteria field) or title (in the Title Criteria field).

Chart of Accounts	Select the chart of accounts code from the drop down menu unless defaulted
Org Criteria	Use this field if you know part of the Organization code. Enter the numbers followed and/or preceded by the percentage sign (% - represents a wildcard, any number of unspecified characters). e.g. 10%
Title Criteria	Use this field if you have a basic idea of what the Organization is called. Enter the letters followed and/or preceded by the percentage sign (% - represents a wildcard, any number of unspecified characters). e.g. %Earth%
Max number of rows to be returned	Enter the number of rows of results you would like to view at a time. e.g. 10

iii) Once you have filled in your criteria click on **Execute Query**.

All the search results matching your search criteria will appear



iv) Look through your search results and click on the gray LOV button located to the left of the Organization you wanted (this will take you back to the previous window where the field will be populated).

If you do not find what you are looking for, try broadening your search.

Adding a column:

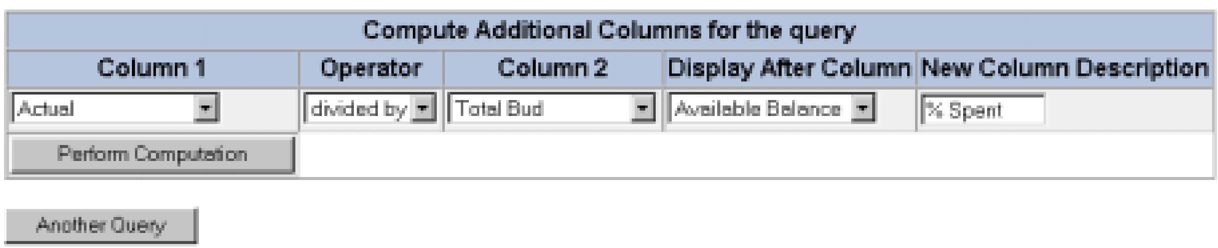
You can add your own column to the table using the fields located below the query results table.

Choose the information you desire and then click on the **Perform Computation** button. The new column will appear where you instructed along with the new calculations.

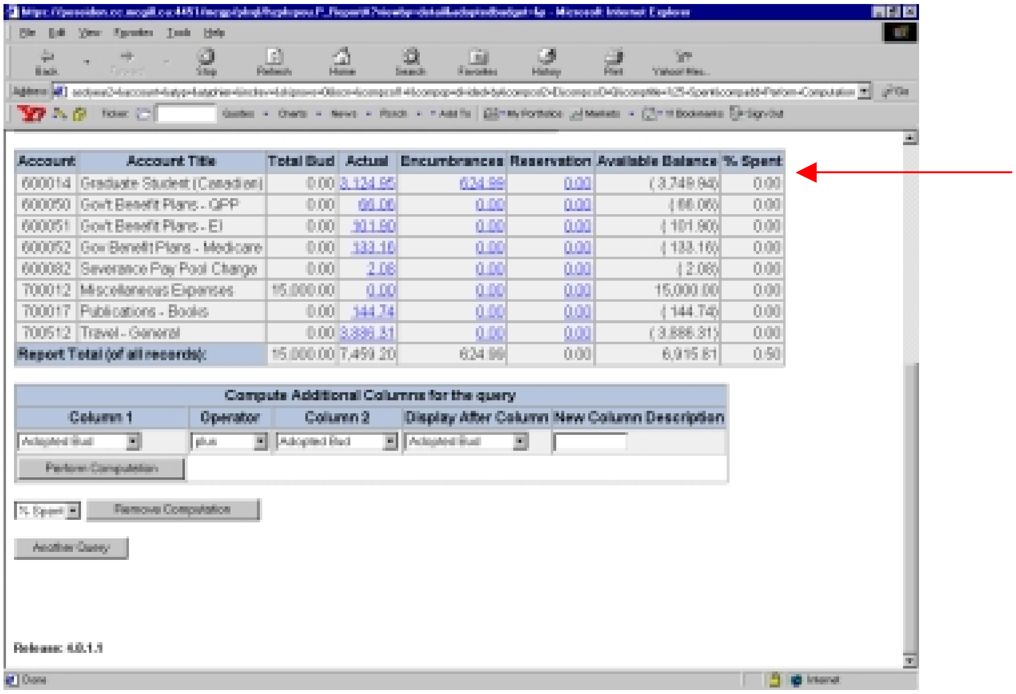
e.g. If you wanted to find out the percentage of your budget spent you would fill in the following;

Column 1 – *Actual*
Operator – *divided by*
Column 2 – Total Budget
Display After Column – *Available Balance*
New Column Description – *% Spent*

See screen below



Your new column will appear as specified upon pressing the **Perform Computation** button. See example results below.



Account	Account Title	Total Bud	Actual	Encumbrances	Reservation	Available Balance	% Spent
600014	Graduate Student (Canadian)	0.00	3,124.96	624.98	0.00	(3,749.94)	0.00
600050	Gov't Benefit Plans - QPP	0.00	66.06	0.00	0.00	(66.06)	0.00
600051	Gov't Benefit Plans - EI	0.00	101.90	0.00	0.00	(101.90)	0.00
600052	Gov Benefit Plans - Medicare	0.00	133.16	0.00	0.00	(133.16)	0.00
600082	Severance Pay Pool Charge	0.00	2.06	0.00	0.00	(2.06)	0.00
700012	Miscellaneous Expenses	15,000.00	0.00	0.00	0.00	15,000.00	0.00
700017	Publications - Books	0.00	144.74	0.00	0.00	(144.74)	0.00
700512	Travel - General	0.00	3,886.31	0.00	0.00	(3,886.31)	0.00
Report Total (of all records):		15,000.00	7,459.20	624.96	0.00	6,915.81	0.50

Compute Additional Columns for the query				
Column 1	Operator	Column 2	Display After Column	New Column Description
Adopted Bud	plus	Adopted Bud	Adopted Bud	

Note: You can press the print button on your Internet provider at any time to print your query results.