





# **Table of Contents**

Introduction
Login and Passwords
General Ledger Module
General Ledger Detail Trial Balance Reports
Export Reports to Excel
Purchase Order Module
View Purchase Order Details
Reprint Purchase Orders16
View Receivings on a Purchase Order19
Encumbrances
Control System Module24
View Budgets25
Components Listing
Chart of Accounts
Logging out of USL



#### **Introduction**

USL Financials is the University's financial database system that creates and stores financial transactions and records financial transactions from other systems such as Datatel (*Student registration and billing*), ADP (*HR/Payroll*) and Star Rez (*Student Housing*), etc.

This procedure manual is intended to provide users with instructions so that they are able to view transactional detail recorded in their department accounts.

USL Financials is modular in design with each module being fully integrated with all other applicable modules. Access to the modules will depend on permissions granted to various user groups.

The Main Menu of each module is comprised of three components:

- a) Functions
  - b) Topics
- c) Actions

The <u>Functions</u> are **Maintenance, Transactions, Processing, Reports and Utilities**. These functions are arranged as five horizontal buttons located in the upper part of the screen. Buttons that are in full color indicate the areas to which access has been granted. Buttons that are "grayed out" cannot be accessed.

An enquiry or a report is initiated by selecting a Topic from the left side of the screen and then choosing an Action from the right side of the screen. Actions can be opened by either double clicking on the item or by clicking on the OK button. Any Topic that has an arrow on the right, indicates that it has more than one Action to select from.



#### Login and Passwords

Access to USL is provided through a Remote Desktop connection that requires a user name and password. TSC will assign the user name, as well as a generic password, which the user will be prompted to change at the time of the initial login. Once logged into Remote Desktop, a further and separate user ID and password will be required to access USL Financials. This user ID and password is assigned by Financial Services and provides the user with rights to a particular range of departments and accounts.

1) To begin, double click on the Remote Desktop icon or select it from All Programs under the Start menu.





2) In the Computer field enter 'usl.uwinnipeg.ca' and then click on the Connect button.

💐 Remo	te Desktop Connection	
	Remote Desktop Connection	
<u>C</u> omputer:	usl.uwinnipeg.ca	~
	Connect Cancel <u>H</u> el	p Options >>

3) In this screen enter your user name and password as assigned by TSC. You will be prompted to change the password to your own unique password. This password must consist of a minimum of 8 characters that are both alpha <u>and</u> numeric and both upper <u>and</u> lower case. It can also include special characters.

🖲 usl.uwinnip	eg.ca - Remote Desktop	
Log On to Wir	ndows	^
	Windows Server 2003	Ш
Copyright © 1985-	2003 Microsoft Corporation Microsoft	
User name:	Eidse-L	
Password:		
Log on to:	AD2	
	OK Cancel Shut Down Options <<	
		~
<		> .::

After the above information has been entered for the first time, that information will become the user's default and will not have to be entered each time. Only the password will be required each time.

**<u>Note</u>**: It will take several minutes for the system to login for the first time.



4) When the blue screen appears, click on the Start button in the bottom left corner of the screen and choose USL Financials from the list that pops up.



5) The USL Financials main menu will come up. Click on the module that you wish to access. Three different modules are covered in this manual – General Ledger, Purchase Order and Control System.

🔀 USL Financials				
<u>File M</u> odules <u>A</u> dd-I	ns <u>U</u> tilities <u>H</u> elp			
		FINAN	CIALS	
	Accounts Payable	General Ledger	Accounts Receivable	
$\langle$	Purchase Order	Financial Reporter	Purchase Requisitions	
	Inventory Manager	Job Cost	Check Reconciliation	
$\langle$	Control System	Exit	Project Accounting	



6) USL Financials uses the Organization ID to identify the database that you wish to access. The ID for the General Operating fund, which is where all of the department's transactions are recorded, is simply UW. Enter 'UW' then press the Enter key or click on the OK button. Select Yes on the next screen to confirm the Organization ID.

USL Financials 🛛 🗙	
Please enter your two character	USL Financials
Organization ID: UW	Is your Organization name correct?
	UW The University of Winnipeg
OK Cancel	<u>yes</u>

After a user has entered the Organization ID for the first time, that information becomes the system default for that user. That is, for all subsequent logins, simply pressing the Enter key or clicking on the OK button, will accept the default.

Some users may also have access to the Trust database. In that case users will need to switch between databases by going out of one and into the other. A user cannot be in two databases at one time. The Organization ID for Trust is 'TR'.

7) After a valid Organization ID has been entered, you will be prompted for your USL user ID and password as assigned by Financial Services. The USL password is a unique password associated with each individual USL user ID. This password provides each user with access to various functions within USL Financials. (*Note: The system will automatically enter the Server Name*)

USL Financials System Logon 🛛 🔀	
	USL Financials
Server Name: USLSQL	
	USL UserID: LE
USL User ID: JLE	USL Password:
OK Cancel	OK Cancel

After a valid password has been entered, the selected module will open to the module's Main Menu.



If an invalid password is entered, the application will indicate this and an opportunity will be given to try again. If the third login attempt fails, the user will be 'locked out' of USL and will have to contact TSC and request them to 'unlock' their USL access. Passwords are case sensitive. A common mistake in password entry is using the incorrect case.

The process of opening a module will take a minute or two, as it involves an initialization process and attaching of various tables. Subsequent logins to the same module will just take a few seconds, as the attaching process is kept in memory. This will be the case even when logging out of USL Financials completely.

To exit USL Financials at any time, you must click on the <u>Exit door</u> button and <u>not</u> on the 'x' in the bar at the top center of the screen.

H	216.73.7850 _ ව	×
	USL Financials	
	FINANCIALS	
	Account: Peyable General Ledger Account: Receivable	
	Purchase Order Financial Reporter Purchase Requisitions	
	Vob Cost	
	Lontrol System Exit Project Accounting	



#### **General Ledger Module**



The General Ledger module can be used to provide departments with access to account information at the transactional level. An example of the type of information available is the monthly General Ledger Detail Trial Balance report.



#### **General Ledger Detail Trial Balance Reports**

The General Ledger Trial Balance report will likely be one of the more frequently used functions within USL Financials. It can be used to determine the current status of a department's spending or to verify that transactions have been recorded in the proper accounts. As the user has date range options, it can also be used for comparative analysis.

1) To generate a General Ledger Detail Trial Balance report, click on the Report button, then single click on Trial Balance in the Topics side of the screen. In the Actions side of the screen double click on Trial Balance.

鱰 USL Financials 5.2 - uw - [GL: General Ledger]								
EB Elle Edit Window Help								
← →   🐼 😰 🚮 🙋 Favorites -   <u>G</u> o -   😱	-							
Genera	I Ledger							
Maintenance Transactions Processing	Reports Utilities							
Function:       Reports         Topics:       >         View       >         Trial Balance       >         Code Reports       >         Financial Statements       >         Recurring Journal       >         Budgets       >	Topic: Trial Balance Actions: Trial Balance Export GL to Worksheet							



2) The screen that comes up will show the default settings. These defaults can be changed to give you the report that you require. To choose a specific account or range of accounts click on the Comp Range button. To choose a particular time period click on the Date Range button.

ULT Einangials 5.2 June [CL, Twist Palange]								
A USE Financials 5.2 - uw - [GE: Thai Balance]								
🗄 File Edit Window Help								
← → 🕺 🛃 🟠 🧿 Favorites - 🖸 🖓 🔚								
Report Filters: Account Comp Range Code Range Range								
☐ Include zero ☐ Sho <del>w</del> detail	balances	Group By	v Component #: 0 Crystal report	J	Account <sup>©</sup> All Type: C Re C Ex C Ba C Re	evenue pense Ilance Sheet svenue/Expense		
Change description to component #: 0 • Date Range -								
Components	Starting	Ending	Subtotal Page Break	: Fro	m: 11/1/2013	To: 11/30/2013		
Fund	0	0		<b>Current Fis</b>	cal Year Starting Da	ate: 4/1/2013		
Division	00	90		C				
Department	0000	9999		Current FI	scal rear Ending Da	ate. 373172014		
Account	10010	81950		Currer	nt Period Starting Da	ate: 11/1/2013		
Future Use	000	Y16		Curre	ent Period Ending Da	ate: 11/30/2013		

3) In the Component Range screen enter the account components in the appropriate fields. The default will be the entire range (*first to last*). In this example all accounts for Department 3231 have been chosen.

#8 C	omponent Ranges					×
1: 2: 3: 4: 5:	Component Fund Division Department Account Future Use	Start # 0 3231 _ 10010 _ 000 _	First         End #           0         90           3231         81950           Y16         Y16	Last	Subtotal	PageBreak
		ОК	Cancel			



4) In the Date Range screen enter the start and end dates for the period that you wish to view. To choose the entire fiscal year put check marks in the FY Start and FY End fields.

🛱 Date Range 🛛 🗙
Current Fiscal Year: 4/1/2013 to 3/31/2014
Current Period: 11/1/2013 to 11/30/2013
Starting Date: 11/1/2013 📄 🗖 Period Start 🗖 FY Start
Ending Date: 11/30/2013 📄 🗖 Period End 🗖 FY End
OK Cancel

- 5) Detail or Summary format can be selected by checking or unchecking the 'Show detail' box. Grouping and Page breaks can be selected by clicking on the 'Group By Component' drop down arrow. To have the department name displayed on the report, the report should be grouped by Component 3. The following screen display shows various selected options.
- 6) To preview your report click on the Preview button.
- 7) To print your report click on the Printer button.

🥖 USL Financials 5	5.2 - uw - [GL	: Trial Balan	ce]				
🗄 🕄 File Edit Wind	low Help						
	🛗 🔕 Fa	vorites 👻 🔤	• • 🗖				• •
			Trial E	Balance			
Account C Range R	eport Filters: omp ( ange F	Code lange	Date Range	Sort			
☐ Include zero	) balances de notes	Group B Start Use (	y Componer new page f Crystal repo	nt #: 3 or each val nt	lue	Account Type: C C C	All Revenue Expense Balance Sheet Revenue/Expense
Change descrip	otion to comp	ponent #: 0			Date	Range -	
Components	Starting	Ending	Subtotal I	<sup>p</sup> age Break	From	n: 11/1/2013	To: 11/30/2013
Fund	0	0			Current Fis	al Year Startin	g Date: 4/1/2013
	00	90			Concert Ei	cal Year Endin	g Date: 3/31/2014
Division							
Division Department	3231	3231					g Date. 575172014
Division Department Account	3231 10010	3231 81950			Curren	t Period Startin	g Date: 11/1/2013

#### Note:

When doing comparative analysis, it is important to remember that you **cannot select periods that crossover year-ends**. Due to year-end closing procedures the results will not be accurate. For example, to run a report for the 2013 and 2014 fiscal years you would run two separate reports with the following dates:

2013 fiscal year: April 1, 2012 to March 31, 2013 2014 fiscal year: April 1, 2013 to March 31, 2014



#### **Export Reports to Excel**

The General Ledger Trial Balance can be exported to Excel by clicking on the Excel button (see green X in #5). The following 'Save As' window will open, allowing the user to select save options as to the file name and locations. Having financial information in a spreadsheet format will allow users various sort options and the ability to use the information for further analysis outside the capabilities of USL Financials.

Save As			? ×
Savejn:	PRT	- 🖬 📩 🗕	
My Recent Documents Desktop My Documents My Computer	My Recent Documents Desktop My Documents My Computer My Computer My Computer My Coll Disk (C:) CD Drive (D:) DATA (E:) DATA (E:) DATA (E:) CO DISK (W:) CO DISK (	ition.xls Is uition.xls xls uition.xls xls uition.xls	13. 34: 34: 40: 40: 58. 92. 97. 12: 33: 58: 58: 58: 58: 58: 8358: 8358:
My Network Places	File <u>n</u> ame:	<u> </u>	<u>S</u> ave
	Save as type: Excel Files, *.xls		Cancel



#### **Purchase Order Module**



The Purchase Order module can be used to obtain information regarding Purchase Orders, Receivings and Encumbrances.



#### **View Purchase Order Details**

1) To view Purchase Order details, click on the Report button, then single click on View in the Topics side of the screen. In the Actions side of the screen double click on View Purchase Orders.





2) Check the PO# box on the left side of the screen. In the screen that pops-up enter the PO# that you wish to view or select it from the drop down box.

USL Financials 5.2 - uw - [PO: View] I 🕄 File Edit Window Help	Purchase Orders]	
	View Purchase Orders	
Which POs: O Posted O Changed O Unposted		
Select by: PO # O Vendor C Item # O Description	P0 # E Posted P0 #s X P0 #: 201105291 ↓ External P0 #: 201105290 201105290 201105289 201105288 201105287 201105286 201105285 201105284 ↓	Starting Date:



3) After you have selected the PO, click on the monitor button to view the details regarding the PO; if more details are required, click on the black arrow on the left side of the screen.

🎽 US	USL Financials 5.2 - UW - [PO: View Purchase Orders]								
58 F	🐵 File Edit Window Help								
File	Edit Window	Help							
-	$  \leftarrow \rightarrow \otimes \textcircled{2} \ \textcircled{2} \ \textcircled{2} \ \textcircled{2} \ \bigtriangledown \ \bigtriangledown \ \bigtriangledown \ \bigtriangledown \ \bigtriangledown \ \bigtriangledown \ \blacksquare \ \blacksquare$								
	PO)		· · · · · · · · · · · · · · · · · · ·	view Purchase	Orders				
Wh	ich POs: © C C	Postec Chang Unpos	i ed ted						
Se ©	electby: PO# Item#	O Ven O Des	F dor 2 cription	20 # 201105291	Starting	Date: ✓ Earliest			
P	osted Purcha	se Orde	ers:						
	P0 #	;	Date	Vend #	Vendor Name	Amount			
_		Loc #	M-Drop	User Id	Special Terms	Deliver-to			
		Canc	Blanket	FOB	Ship-via	Ordered by			
	201105291		11/7/2013	016952	EAST SIDE VENTILATION	695.00			
		00001	N	LG		01			
			N			3231/PHYSPLT			

4) The following level of detail will be shown. Clicking on the black arrow again will provide the General Ledger account number used.

🎽 USL Financi	als 5.2 - UW - [PO: Vie	w Purchase Order Line Items]			
Eile Edit	<u>W</u> indow <u>H</u> elp				
File Edit Win	dow Help				
$] \leftarrow \rightarrow   \otimes$	😰 🚮 🧿 Favorites	s • 🕒 💿 •  🐻			• •
- 🖳 -	Vie	w Purchase Order Line Ite	ms		•
Vendor # Name	: 016952 : EAST SIDE VENTI	PO #: 201105291 LATION		P0 Extend	
Line	ltem # Vendor Product #	Item Description	Sell Unit Ship Unit	Qty Ordered Unit Price	
▶ 001	SERVICE	DUCT WORK MODIFICATIONS F	ALL	1.000	
	SERVICE	OR WESLEY HALL PLANNING O	ALL	695.00	



#### **Reprint Purchase Orders**

1) To reprint a Purchase Order, click on the Report button, then single click on Purchasing in the Topics side of the screen. In the Actions side of the screen double click on Reprint POs.

🏹 USL Financials 5.2 - TR - [PO: Purchase Order]	
🖼 File Edit <u>W</u> indow <u>H</u> elp	
← → 🕺 🚱 🚮 🧿 Favorites - 💁 🖬	•
Purcha	se Order
Maintenance Transactions Processing	Reports Utilities
Function:       Reports         Topics:       >         View       >         Purchasing       >         Receivings       >         Shipments       >         Vendors       >         Cash Disbursements Projection       >         Distributions       >         Code Reports       >	Topic: Purchasing Actions: Purchasing Addresses Purchase Orders Change Order History Reprint POs



- 2) Enter the PO number as the Starting PO# and the Ending PO# or make a selection from the drop-down box.
- 3) Click on the Preview button to retrieve an image of the actual PO that was issued.
- 4) Click on the Print button to re-print the PO.

GUSL Financials 5.2 - uw - [PO: Reprint POs]	
Reprint POs	<b>[</b> ]-
Default PO Message	Cancel
Organization Information: Name: THE UNIVERSITY OF WINNIPEG Address: Line 1: 515 PORTAGE AVENUE Line 2: WINNIPEG, MANITOBA, CANADA Line 3: R3B 2E9 Phone: ******	<ul> <li>✓ Include line item notes</li> <li>✓ Include distribution summary</li> <li>✓ Include organization logo on document</li> <li>✓ Use Crystal report</li> </ul>
Starting P0 #:       201105291 <ul> <li>First</li> <li>Ending P0 #:</li> <li>201105291</li> <li>Last</li> <li>Copies:</li> <li>1</li> </ul>	Print to dot matrix printer



5) The following shows a preview of the actual PO. You also have the option to re-print the PO, by clicking on the printer button on this screen or on the previous screen.

					-	
				PUF	CHASE C	RDER
				P	PURCHASEORD	ER#
	A STATE OF	THE IMPREMENT	OT	2	201105291	
		WINNIPP	2C	ſ	DATE VEND	OR#
	3. 19 B	516 PORTAGE AVENU	- UU	L	11/7/2013 016952	2
		WINNIPEG, MANITOBA, CA R38 269	NADA			
				BHIPTO:		
	EASTSILE	VENTILATION		UNIVERSITY	OF WINNIFE G	
	11 IURANDROAD WINNPEG MB E2J 3T1			CENTRAL RE 411 SPENCE S	TREET	
	PH: 667-8700 FX: 667-7666,			WINNIPEG, L	AB 53B 2T9	
	FX: 667.766	, 6,		CANADA		
	FX: 667.766	é.		CANADA		
	FX: 667.766	6.		CANADA		
	F.O.E.	6, 8HI P-VIA	ORDERED BY	CARADA	T	ERM 8
	F.O.E	6. BHIP-VIA	ORDERED BY 3231/PHYS FLT	CARADA		ERN 8 '30
RED	FD. 667.786	6. BHIP-VIA PURCHABING AGENT	ORDERED BY 3231/PHYS FLT AGENT PHONE	CARADA		ERM 8 30 XTERNAL PO#
	FO.E UIBTION#	6. BHIP-VIA PURCHABING AGENT L CARLAND ITEM #	ORDERED BY 3231/PHYS PLT 40 EMT PHONE 204-786-9175 UNIT	CARADA	I TI NTT I BY E UNIT PRICE	ERMB 30 Xternal Po# JERVICE BXTENDED PROCE
RED DI UNE #	FO.E UIBTION#	6. BHIP-VIA PURCHABING AGENT L CARLAND I TEM # Description	ORDERED BY 3/31/PHYS PLT AOEMT PHONE 204-786-9175 UNIT RE2 UF RE2 UF	CARADA DEPT CODE 78210 DPPROVAU DT OEC QUANTITY RED DAT E/DELIVERY	TT NTT L EV S UNIT PRICE	ERM 8 30 XTERNAL POR Extended Proce
REQ DI LINE #	FO.E UINTION# CORZ	6. BHIP-VIA PURCHABING AGENT L CARLAND I TEM # DESCRIPTION 3	ORDERED BY 3231/PHYS PLT AOEMT PHONE 204.786.9175 UNIT RE2UIF ALL	CARADA DEPT CODE 78210 APPROVAL DT ORZ GUANTIZY RED DATE/DELIVERY 1.000	T 1 BY E 1 BY S 1 WIT PRICE 7 BCHEDULE 605.000	ERM 8 30 XTERNAL PO # IZR.VICC EXTENDED PRICE 695.00
REQ DI LINE # WI	FO.E UINTION# TORZ SERVICE DUCT W WESLEY	6. BHIP-VIA PURCHABING AGENT L CARLAND ITEM # DESCRIPTION 3 ORK MODIFICATION MALL PLANNING OF	ORDERED BY 3231/PHYS PLT AOEMT PHONE 204-786-9175 UNIT RE2UIF ALL S FOR FICE	CARADA	T T T T T T T T T T T T T T	ERM 8 30 XTERNAL PO # IZR.VaC/2 EXTENDED PRICE 695.00 3
RED2 DT UNE # MM	FO.E UIBTION# TOFZ SERVICE DUCT W WESLEY	6. BHIP-VIA PURCHABING AGENT L GARLARD ITEM # DESCRIPTION 3 ORK MODIFICATION HALL PLANNING OF	ORDERED BY 3231/PHYS PLT AOEMT PHONE 204-786-9175 UNIT RE201F ALL S FOR FICE	CARADA	T T T T T T T T T T T T T T	ERM 8 30 XTERNAL PO # ISR VICE EXTENDED PRICE 695.00 3
RED DI UNE # Notes: AS OU	FO.E HITTORE UNITIONE SERVICE DUCT W WESLEY JTLINED IN	6. BHIP-VIA PURCHABING AGENT L GARLARD ITEM # DESCRIPTION 3 ORK MODIFICATION HALL PLANNING OF I QUOTATION NUMBEI	ORDERED BY 3231/PHYS PLT AOEMT PHONE 204-786-9175 UNIT RE201F ALL S FOR FICE R 12014	CARADA	T TT TT TT TT TT TT TT TT TT	ERM 8 30 XTERNAL PO # IER.VICE EXTENDED PRICE 695.00 3
RED DT UNE # Montes: AS OT	FO.E INTIDAR SERVICE DUCT W WESLEY JTLINED IN	6. BHIP-VIA PURCHABING AGENT L GARLAND ITEM # DESCRIPTION 3 ORK MODIFICATION HALL PLANNING OF I QUOTATION NUMBER	ORDERED BY 3231/PHYS PLT AO ENT PHONE 204-786-9175 UNIT RE2 UIF ALL S FOR FICE R 12014	CARADA	т <u>ИТ</u> 1 ВУ В инт нясе 10 инт нясе 695.000 11.42.201: Total:	ERM 8 30 XT ERMAL PO # ISR. VICE EXTENDED PRICE 695.00 3
RED DT UNE # Motec: AS OT	FO.E IIIITION# SERVICE DUCTW WESLEY JTLINED IN an Bummary:	6. BHIP-VIA PURCHABING AGENT L GARLAND ITEM # DESCRIPTION 3 ORK MODIFICATION HALL PLANNING OF I QUOTATION NUMBER	ORDERED BY 3/31/PHYS PLT AOEMT PHONE 204-786-9175 UNIT RE2017 ALL S FOR FICE R 12014	CARADA	т <u>КТТ</u> ВТ   Е инт нясе инт нясе б95,000 11,42,201 Total:	ERM 8 30 XTERNAL PO # IER VACE EXTENDED PRICE 695.00 3 695.00
RED DT UNE # Motec: AS OT Dictation1 Dictation1	FO.E IIII TION # IIII TION # IIII TION # SERVICE DUCT W WESLEY JTLINED IN an Bummary: 1.78210-000	6. BHIP-MA PURCHABING AGENT L GARLAND ITEM # DESCRIPTION 3 ORK MODIFICATION HALL PLANNING OF 1 QUOTATION NUMBER 0 CONTRACTORS PRO	ORDERED BY 3231/PHYS PLT AO ENT PHONE 204-786-9175 UNIT RE2 UIF ALL S FOR FICE R 12014 O GRESS BILL.	CARADA	T T TT TT TT TT TT TT TT TT TT	ERM 8 30 XT ERMAL PO # ER. VICE 875 00 3 695.00
REE DT UNE # Mote c: AS OT Dictate unit	FO.E IIII TION # TORZ SERVICI DUCT W WESLEY JTLINED IN an Bummary: 178210-000	6. BHIP-VIA PURCHABING AGENT L GARLAND ITEM # DESCRIPTION 3 ORK MODIFICATION HALL PLANNIN GOF 1 QUOTATION NUMBER 0 CONTRACTORS PRO	ORDERED BY 3/31/PHYS PLT AD ENT PHONE 204-786-9175 UNIT RE2 UIN ALL S FOR FICE R 12014 O CRESS BILL.	CARADA	T T 1071 107 E 107 E	ERM 8 30 XT ERMAL PO # ER. VICE 095.00 3 695.00



#### View Receivings on a Purchase Order

1) To review what has been received against a Purchase Order, click on the Report button, then single click on View in the Topics side of the screen. In the Actions side of the screen double click on Receivings .

USL Financials 5.2 - UW - [PO: Purchase Order]							
🕄 File Edit <u>W</u> indow <u>H</u> elp							
$\leftarrow \rightarrow \otimes \boxtimes \square \square \bigcirc$ Favorites $\bullet \square \bigcirc \bullet \square \blacksquare$							
Purch	ase Order						
Maintenance Transactions Processing	Reports Utilities						
Function:       Reports         Topics:       >         View       >         Purchasing       >         Receivings       >         Shipments       >         Vendors       >         Cash Disbursements Projection       >         Distributions       >         Code Reports       >	Topic: View Actions: View Purchase Orders Items for a Vendor Vendors for an Item Receivings View Purchase Orders by Month Account Balances						

2) Enter a PO# or make a selection from the drop-down box.

🎽 USL Financials 5.2 - uw - [PO: View Receiv	vings]		
B File Edit Window Help			
] ← → 🕺 🚱 🚮 🔕 Favorites - 🔤	-		• •
	View Receivings =		
Select by: • P0 # P0 #:	201105299	011917	
C Vendor #	201105295 201105294 201105293	014327 017134 018398	
Group cancellation receiver with or	201105292 201105289 201105283	018398 010174 P3193	INTERIORS
	201105279	010453	



3) After a selection has been made, the Computer Monitor button will become active. When you click on this button the following screen display will appear. The screen display indicates that PO # 201105299 has a receiving transaction on file. It shows the Receiver # and various other information regarding the item received. To obtain further details regarding the line items, click on the arrow on the left side of the screen.

2	<b>e</b> us	iL Financia	als 5.2 -	uw - [PO: View Receivin	igs]		
]	-8	File Edit	Window	Help			
]	+	→ 🛛	1	🖞 🧕 Favorites 🕶 💁 🗸			• .
				V	iew Receivings		
	S	elect by:	⊙ p O R O V	0 # PO #: 2 eceiver # endor #	01105299 <u></u>	ndor fo	
	Γ	Group	cancella	ation receiver with origi	nal receiver Vendor #: 0118 Name: CUNN	17 NINGHAM B	US INTERIORS
		Recv #	Line	P0 #	Item #	Sell Unit	Qty Received
		Status	Invc'd	Date Type	Item Description	Ship Unit	Unit Price
			Vendo	r Product #		Deliver-to	Total ¥alue
	••	025723	001	201105299	SWNA-CH	EA	30.00
		Closed	N	11/14/2013 P	STRIVE STACKING CHAIR, SL	EA	65.50
			SWNA	-CH	ED BASE, BLACK, NO GLIDES	01	1,965.00

4) The following information regarding coding of the line item will be presented.

🗃 Distributions for a Line				_ 🗆 🗵
PO #: 201105299 Lin	ne #: 001			
	Job #	Category	]	
Distribution Account #	Sub #	Chg Ord	Amount	
0-10-4104-78110-000			1,965.00	
FURN. & EQUIP UNDER \$1000				



#### Encumbrances

An Encumbrance or charge against a department's budget is created as soon as a PO is issued and remains there until an invoice is received. At that point the encumbrance is removed and the charge against the budget line becomes a permanent charge. Encumbrances will be encountered in FRx reports, which are covered in a separate user's guide. FRx reports provide a comparison of the actual financial results of a department to the budget for that department. (*See sample of FRx report below*)

FRx DrillDown Viewer - [TSC]						
a Eile ⊻iew Window Help						
11/6/13		For the Seven Months	Ending October 31, 2013			
		VEAD TO	0475			ERCAL VEAD
	Encumbrance	Actual	Budget	Variance	Budget	Balance
DEVENUE						
Government Gronte		$\smile$				
Special Finding		\$13,750,00		\$13 750 00		/\$13 750 001
				ar3,750.00		(013,100.00)
I otal Government Grants		13,750.00		13,750.00		(13,750.00)
Total Revenues		13,750.00		13,750.00		(13,750.00)
EYDENSE						
Solorias & Palotad Costs						
Non-Academic Administrators		179,242.00	179,242.00		316,888.00	137 646 00
Support Staff Salaries		1,065,500.04	1,056,936.00	(8.564.04)	1,853,751.00	788,250.96
Casual/Sess. Tenn		30,729.79	41,065.00	10,335.21	71,616.00	40,886.21
Total Salaries		1,275,471.83	1,277,243.00	1,771.17	2,242,255.00	966,783.17
Staff Benefits		167,865.51	153,557.00	(14.308.51)	269,001.00	101.135.49
Payroll Tax		27,454.27	27,039.00	(415.27)	47,369.00	19.914.73
Total Salaries & Related Costs		1,470,791.61	1,457,839.00	(12,952.61)	2,558,625.00	1,087,833.39
Total Capital Assets		35,266.84	11,375.00	(23,891.84)	16,500.00	(18,766.84)
Non Salary Expenditures						
Office Supplies & Admin. Expenses		4,276.40	7,435.00	3,158.60	12,800.00	8,523.60
Telephone & Fax		5,458.28	6,510.00	1,051.72	11,160.00	5,701.72
Printing & Copying		4,465.57	3,507.00	(958.57)	6,000.00	1,534.43
Travel		994.66		(994.66)		(994.66)
Development		1,638.67	2,919.00	1,280.33	5,000.00	3,361.33
Other Services		7,061.01	6,900.00	(161.01)	9,600.00	2,538.99
Repairs & Maintenance	4,568.00	529,936.20	522,964.00	(11,540.20)	941,500.00	406,995.80
Contracted Services	27,000.00	43,280.61	82,544.00	12,263.39	141,500.00	71,219.39
Internal Charges/Recoveries		(2,000.00)	(20,000.00)	(18,000.00)	(20,000.00)	(18,000.00)
Laine Descent Cost Descents		10-9 CCC 005	10.9 EEE 001		A64 202 005	/00 000 001

 To view encumbrance information, click on the Reports button, then single click on Distributions in the Topics side of the screen. In the Actions side of the screen double click on Encumbrances.

🊝 USL Financials 5.2 - uw - [PO: Purchase Order]	
E File Edit Window Help	
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Purchas	se Order
Maintenance Transactions Processing	Reports Utilities
Function: Reports         Topics:         View         Purchasing         Shipments         Shipments         Vendors         Cash Disbursements Projection         Distributions         Code Reports	Topic: Distributions Actions: Encumbrances PO Distributions Line Item Distributions



2) The following screen will be presented that will require the user to make certain selections. Show zero balance POs should be selected. To choose a specific account or range of accounts click on the Comp Range button. To choose a particular time period click on the Date Range button.



3) In the Component Range screen enter the account components in the appropriate fields. The default will be the entire range (*first to last*).

88 C	omponent Ranges				×
1: 2: 3: 4: 5:	Component Fund Division Department Account Future Use	Start #         0       -         10       -         3219       -         75000       -         000       -	First	End # 0 10 3219 75000 Y16	Last
		ОК	Cancel	J	



4) In the Date Range screen enter the start and end dates for the period that you wish to view.

🖼 Date Range 🛛 🗙
Fiscal Year: 2014 🔽
Starting Date: 4/1/2013 🗖 Earliest
Ending Date: 3/31/2014 🗹 Latest
OK Cancel

5) The following report will be generated. It shows an encumbrance of \$4568, which represents items not yet invoiced on PO#201105221.

					Close	i 💭 🖓	W 🗶 🖉	AU ?
Fund: (	)		Starting Date: 4	1/1/2013				
Fiscal Year: 2	2014		Ending Date: 3	3/31/2014				
Report #: POD010	I		THE UI	NVERSITY OF WIN	INIPEG		18-Nov-13	3:26 PM
				Encumbrances				
Budget Account	_							
Pre-encumbered	E	ncumbered	AP Obligations	General Ledg	er	Budget Total	Budge	t Remaining
0-10-3219-75000-000 R	EPAIRS	& MAINTENANCI						
.00		.00		.00	.00	941,50	0.00	941,500.00
Purchase Order #	Line	Date	Encumbrance	Posting Account #				
201104584	001	5/9/2013	3,408.00	0-10-3219-75040-000 N	MAINTENA	NCE CONTRACT	S - HARDWA	
	001	5/15/2013	(142.00)	0-10-3219-75040-000 N	MAINTENAI	NCE CONTRACT:	S-HARDWA	
	001	6/18/2013	(142.00)	0-10-3219-75040-000 N	MAINTENAI	NCE CONTRACT	S-HARDWA	
	001	7/30/2013	(142.00)	0-10-3219-75040-000 N	MAINTENAI	NCE CONTRACT	S-HARDWA	
	001	8/13/2013	(142.00)	0-10-3219-75040-000 N	MAINTENAI	NCE CONTRACT:	S-HARDWA	
	001	9/17/2013	(2,840.00)	0-10-3219-75040-000 N	MAINTENA	NCE CONTRACT	S-HARDWA	
		PO Total:	.00					
201104680	001	6/6/2013	5,668.24	0-10-3219-75045-000 N	MAINTENAI	NCE CONTRACT	S - SOFTWA	
	001	8/21/2013	(5,668.24)	0-10-3219-75045-000 N	MAINTENAI	NCE CONTRACT:	S - SOFTWA	
		PO Total:	.00					
201104981	001	8/26/2013	31,242.00	0-10-3219-75045-000 N	MAINTENA	NCE CONTRACT	S - SOFTWA	
	001	9/17/2013	(31,242.00)	0-10-3219-75045-000 N	MAINTENA	NCE CONTRACT	S - SOFTWA	
	002	8/26/2013	1,266.00	0-10-3219-75045-000 N	MAINTENA	NCE CONTRACT	S - SOFTWA	
	002	9/17/2013	(1,266.00)	0-10-3219-75045-000 N	MAINTENAI	NCE CONTRACT	S - SOFTWA	
		PO Total:	.00					
201105057	001	9/13/2013	210.00	0-10-3219-75015-000 E	EQUIP . REF	PAIRS & MAINTE	NANCE	
	001	10/10/2013	(210.00)	0-10-3219-75015-000 E	EQUIP . REF	PARS & MAINTE	NANCE	
		PO Total:	.00					
201105093	001	9/20/2013	8,500.00	0-10-3219-75045-000 N	MAINTENAI	NCE CONTRACT	S - SOFTWA	
	001	10/22/2013	(8,500.00)	0-10-3219-75045-000 N	MAINTENA	NCE CONTRACT	S - SOFTWA	
		PO Total:	.00					
201105148	001	10/3/2013	1,952.97	0-10-3219-75040-000 N	MAINTENAI	NCE CONTRACT	S-HARDWA	
	001	10/31/2013	(1,952.97)	0-10-3219-75040-000 N	MAINTENAI	NCE CONTRACT	S-HARDWA	
	002	10/3/2013	1,336.24	0-10-3219-75040-000 N	MAINTENAI	NCE CONTRACT	S-HARDWA	
	002	10/31/2013	(1,336.24)	0-10-3219-75040-000 N	MAINTENAI	NCE CONTRACT	S-HARDWA	
		PU lotal:	.00					
201105221	001	10/22/2013	3,119.00	0-10-3219-75040-000 N	MAINTENA	NCE CONTRACT	S - HARDWA	
	002	10/22/2013	1,449.00	0-10-3219-75040-000 N	MAINTENA	NCE CONTRACT	S - HARDWA	
		PU lotal:		_				
201105308	001	11/18/2013	492.00	0-10-3219-75015-000 E	EQUIP . REF	PARS & MAINTE	NANCE	
		PU Total:	492.00	ud of Donost				
1			<b>r</b>	.nu of Keport				-
🛛 🕄 GL: General L	edger	🕄 GL: Tri	ial Balance	🕄 PO: Purchase Orde	er	8 PO: Encumbr	ances	PO: Encum



#### **Control System Module**



The Control System allows departments to create reports regarding their Budgets, Chart of Accounts and Components.



#### **View Budgets**

 To view the budget for your department click on the Reports button, then single click on Budgets in the Topics side of the screen. In the Actions side of the screen double click on Budgets

🦉 USL Financials 5.2 - uw - [CS: Control System]	
E3 File Edit Window Help	
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Maintenance Transactions Processing	Reports Utilities
Function: Reports Topics: Budgets Accounts Components Fiscal Years Multiple Organizations Account Attributes System Audit Trails	Topic: Budgets Actions:   Budgets

2) To view a detailed budget report for a department put check marks in all the boxes on the left side of the screen. Then choose a specific account or a range of accounts by clicking on the Comp Range button. Click on Budget Range to choose the budget year.

🎉 USL Financials 5.2 - UW - [CS: Budget Report]	
🗄 Eile Edit <u>W</u> indow Help	
🖛 🔿 🙆 😰 🚮 🙋 Favorites - 🛛 💁 📘	× .
Bud	get Report 🔤 🔤
Report Filters:Comp RangeOrg RangeBudget RangeDate Range	Sort Options
Show period amounts Show Group budgets Show Posting budgets	Fiscal Year Range - Budget Version Range - From: 1996 From: approved To: 2014 To: version 5



3) In the Comp Range screen enter the account components in the appropriate fields. The default will be the entire range (*first to last*).

📰 Comp	onent Ranges				×
( 1: Fu 2: Di 3: Do 4: Ao 5: Fu	Component Ind vision epartment scount iture Use	Starting #       0     •       10     •       3231     •       10010     •       000     •	First	Ending # 0 10 3231 81950 Y16	
		OK Ca	ncel	Ī	

4) In the Budget Range screen, choose the current budget year by entering the current yearend, for both the starting year and ending year. Always choose 1 for the starting <u>and</u> ending budget version, as this is the approved budget.

📰 Budget Range				×
Fiscal Year: Budget Version:	Starting 2014   1	First	Ending 2014 1	Last
	ОК	Cance	el	

- 5) After selections are complete, click on the Preview button to show the information on screen.
- 6) To print your report click on the Printer button



#### **Components Listing**

A Components Listing can be printed, which will list all departments (*Component 3*) to which access has been granted. It will also show a listing of sub-accounts (Component 4).

1) To view a components listing click on the Reports button, then single click on Components in the Topics side of the screen. In the Action side of the screen double click on Components

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Cor	ntrol System
Maintenance Transactions Processing	Reports Utilities
Function: Reports Topics: Budgets Accounts Components Fiscal Years Multiple Organizations Account Attributes System Audit Trails	Topic: Components Actions: Components

2) To view the Components Listing for all account components click on the Comp Range button

🮽 USL Financi	als 5.2 - UW - [CS: Compo	onent Listing]		
EB File Edit	<u>W</u> indow <u>H</u> elp			
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		Components Li	sting	
Comp Range	Report Filters:OrgBudgetRangeRange	Account Range Option	s 📮 🐔	
🗖 Include	attributes	tarting Component: 1	Carting V	'alue: O
		chang component. J		



3) In the Comp Range screen choose the full range by putting check marks in the First and Last boxes

🖺 Component Ra	nge			X
	Component Number	First	Component Value	
Starting Component:	1 .	<b>v</b>	0 •	
		Last		
Ending Component:	5 -	ব	Y16 -	
	ОК	C	ancel	

4) To preview your report click on the Preview button or click on the Printer button to print it

🛛 🕼 🙆 🔞	Favorites - Go - 🗔	•	
	• 1- 11		Close 🚑 🛍 🔘
_			
Start	t Component #: 1	End Compone	ent#:5
Start Cor	nponent Value: 0	End Component V	alue: Y16
Report #:	CSC010 THE UN	IVERSITY OF WINNIPEG	18-Nov-13 3:53 PM
-	Co	omponents List	
Componer	nt # Component Value	Description Type	Active/Inactive
1	0	Fiscal Year Accrua	al Active
1	Subtotal Number of Component	<b>s:</b> 1	
2	00	Organization Wide	Active
-	10	General Operating	Active
	15	Strategic Provisions	Active
	50	Designated Funds	Active
	60	Internal Research	Active
2	Subtotal Number of Component	s: 5	
3		INSTITUTION WIDE	Active
5	3301	ATHLETICS - ADMINISTRATION	Active
	3302	ATHLETICS - REC. SERVICES	Active
	3303	ATHLETICS - VOLLEYBALL - F.	Active
	3304	ATHLETICS - VOLLEYBALL - M.	Active
	3305	ATHLETICS - BASKETBALL - F.	Active
	3306	ATHLETICS - BASKETBALL - M.	Active
	3307	ATHLETICS - SPECIAL EVENTS	Active
	3308	ATHLETICS - WESMEN CLASSIC	Active
	3309	ATHLETICS - ATHLETIC THERAPY	Active
	3310	ATHLETICS - MARKETING	Active
	3311	ATHLETICS-MENS SOCCER	Active
	3312	ATHLETICS-WOMENS SOCCER	Active
	3313	ATHLETICS-WRESTLING	Active
	3314	ATHLETICS-COMMUNITY	Active
	3315	Bill Wedlake Fitness Centre	Active
	3316	ATHLETICS-CONSESSIONS	Active
	3317	ATHLETICSSALES SHOP	Active
	3318	ATHLETICS-SPONSORSHIP	Active
	3319	ATHLET-BASEBAL-closed see 3380	Active
	3320	MSOC Camp	Active
▲ 1 ▶	И		



#### **Chart of Accounts**

The Chart of Accounts report is a listing of all the accounts currently available to a department. It also displays various attributes about the account, such as budget accounts and GST rebate status. Departments can use this report to review the accuracy of their accounts.

1) To view the chart of accounts for your department click on the Reports button, then single click on Accounts in the Topics side of the screen. In the Actions side of the screen double click on Chart of Accounts

🪰 USL Financials 5.2 - UW - [CS: Control System]	
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Cont	rol System
Maintenance Transactions Processing	Reports Utilities
Function: Reports Topics: Budgets Accounts Components Fiscal Years Multiple Organizations Account Attributes System Audit Trails	Topic: Accounts          Actions:         Cash Accounts         Chart of Accounts



🎽 USL Financials	5.2 - UW - [C	5: Chart of A	Accounts]		
Eile <u>E</u> dit <u>W</u> in	dow <u>H</u> elp				
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			Chart Of Acc	counts	;
Comp Range	Org E lange F	oort Filters: ludget A Range	Account Range Opt	ort tions	
Sort Order Fund Division Department Account Future Use	Starting 0 00 0000 10010 000	Ending 0 90 9999 81950 Y16	Page Break		Accourt Type: © All C Revenue C Expense C Balance Sheet C Revenue/Expense
					<ul> <li>Use Crystal report</li> <li>Include projects and funding sources</li> </ul>
Posting Code: Posting acc Group budge	ount et account	☑ Inactive ☑ Locked	Posting account		Format:  Brief  Show Balances Include notes Group by budget account Include account attributes

2) To choose a specific account or a range of accounts click on the Comp Range button.

3) In the Comp Range screen enter the department number and account or range of accounts for the department that you wish to view.

🖀 Component Ranges				×		
Component 1: Fund 2: Division 3: Department 4: Account 5: Future Use	Starting #         0       •         00       •         3231       •         10010       •         000       •	First     Ending #       0     90       3231     81950       Y16     Y16		PageBreak		
OK Cancel						



4) To preview your report click on the Preview button or click on the Printer button to print it

2° (*)			Close / 🚑		ρ	w	×ø	ាណ	2	
				-		-			•	
Fin StmtType: B=Balance	Sheet; E=Expense; K=Kevenue - Cook, E=E	Par Cil	: C=Credit; D=	Debit 						
Coch Flows E-Financia	- Cash; F-Fulli Flow; L- Liability; N-Noir-Ca	Bit; 2-None Compress Doct Code	· D=Date; N=P	ione Incetie	<b>D</b> -	Dorth		arland		
Report # CS 4020B	THE UNIVERSIT					15 Mo	<b>4</b> 9, <b>1</b> 3	2.02.5	ψ.	
Report #: CSA020D	Chart of Ac	rounts listing				13-740		2. 02 F	212	
	chart of Ad	counts Eisting		005	Dee	Cash	C	0	04	
locount#	Description	Budget Account	Strit	5АР Туре	Par Ctl	Flow	press	Code	лоот Туре	GSI
-10-3231-70211-000	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-000	E	z	с	N	N	Р	50	67
)-10-3231-70211-001	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-001	Ē	z	ć	N	N	P	50	67
-10-3231-70211-A01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-A01	E	z	ċ	N	N	P	50	67
-10-3231-70211-B01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-B01	E	z	С	N	N	Р	50	67
-10-3231-70211-C01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-C01	Е	Ζ	С	N	N	Р	50	67
-10-3231-70211-CE1	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-CE1	E	Ζ	С	N	N	Ρ	50	67
-10-3231-70211-D01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-D01	E	Ζ	С	N	Ν	Ρ	50	67
-10-3231-70211-E01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-E01	E	Z	С	N	N	Ρ	50	67
-10-3231-70211-001	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-001	E	Ζ	С	N	Ν	Ρ	50	67
-10-3231-70211-L01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-L01	E	Ζ	С	N	N	Ρ	50	67
-10-3231-70211-LSV	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-LSV	E	Ζ	С	N	Ν	Ρ	50	67
-10-3231-70211-M01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-M01	E	Ζ	С	N	N	Ρ	50	67
-10-3231-70211-MC1	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-MC1	E	Ζ	С	N	Ν	Ρ	50	67
-10-3231-70211-MC2	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-MC2	E	Ζ	С	N	Ν	Ρ	50	67
-10-3231-70211-MC3	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-MC3	E	Z	С	N	N	Ρ	50	67
-10-3231-70211-OAK	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-0AK	E	Z	С	N	N	Р	50	67
-10-3231-70211-P01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-P01	E	z	С	N	N	P	50	67
-10-5251-70211-P11	NUN-ACADEMIC ADMINISTRATORS	0-10-3231-70211-P11	E	Z	С	N	N	P	50	67 67
-10-5251-70211-P26	NUN-ACADEMIC ADMINISTRATORS	0-10-5251-70211-P26	E	Z	C	N	М	P	20	67
-10-5251-70211-R01	NUN-ACADEMIC ADMINISTRATORS	0-10-5231-70211-R01	E	Z	С	N	N	P	50	67
-10-5251-70211-501 10-2021-20211-301	NON-ACADEMIC ADMINISTRATORS	0-10-5251-70211-501	E	2	c	N	N	P	20	6/ 67
-10-5251-70211-101	NON-ACADEMIC ADMINISTRATORS	0-10-5251-70211-101	E	4	6	IN N	19	P	50	6/ (7)
-10-5251-70211-W01	NON-ACADEMIC ADMINISTRATORS	0-10-5231-70211-W01 0-10-2021-70211-W10	E	4	č	N	N	P	20	6/ 67
-10-5251-70211-110 .10-2021.70011.V11	NON-ACADEMIC ADMINISTRATORS	0.10.2221.70211-110	E	27	č	19 M	19 M	P	50	67
.10.2021.70011.V10	NON ACAD EMIC ADMINISTRATORS	0.10.3331.70311.713	E F	7	č	14	M	r D	50	67
-10-3231-70211-112	NON-ACADEMIC ADMINISTRATORS	0.10.3231.70211.V13	L F	7	č	N	N	p	50	67
-10-3231-70211-Y14	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-V14	ב ד	z	č	N	N	P	50	67
-10-3231-70211-¥15	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-V15	L F	z	č	N	N	P	50	67
-10-3231-70211-Y16	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-Y16	E	z	č	N	N	P	50	67
-10-3231-70310-000	SUPPORT SALARIES REGULAR	0-10-3231-70310-000	E	z	č	N	N	G	50	67
-10-3231-70310-001	SUPPORT SALARIES REGULAR	0-10-3231-70310-001	E	z	č	N	N	Ğ	50	67
			-							



#### Logging out of USL

It is very important that users log out of USL at the end of the day.

1) To exit USL Financials at any time, click on the Exit door button on each screen.

USL Financials 5.2 - uw - [GL: General Ledger]		
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Genera	al Ledger	
Maintenance Transactions Processing	Reports Utilities	
Function: Reports Topics: View Tital Balance Code Reports Financial Statements Recurring Journal Budgets	Topic: Trial Balance Actions:   Trial Balance Export GL to Worksheet	

2) After exiting through the door of the Main Menu the blue screen will appear. Click on the Start button in the bottom left corner of the screen and choose Log Off



3) Choose Log Off from the screen that pops up

