

## Accounting Services Guide

### Departmental Access to USL Financials - Procedures

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#### 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 Functions 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.

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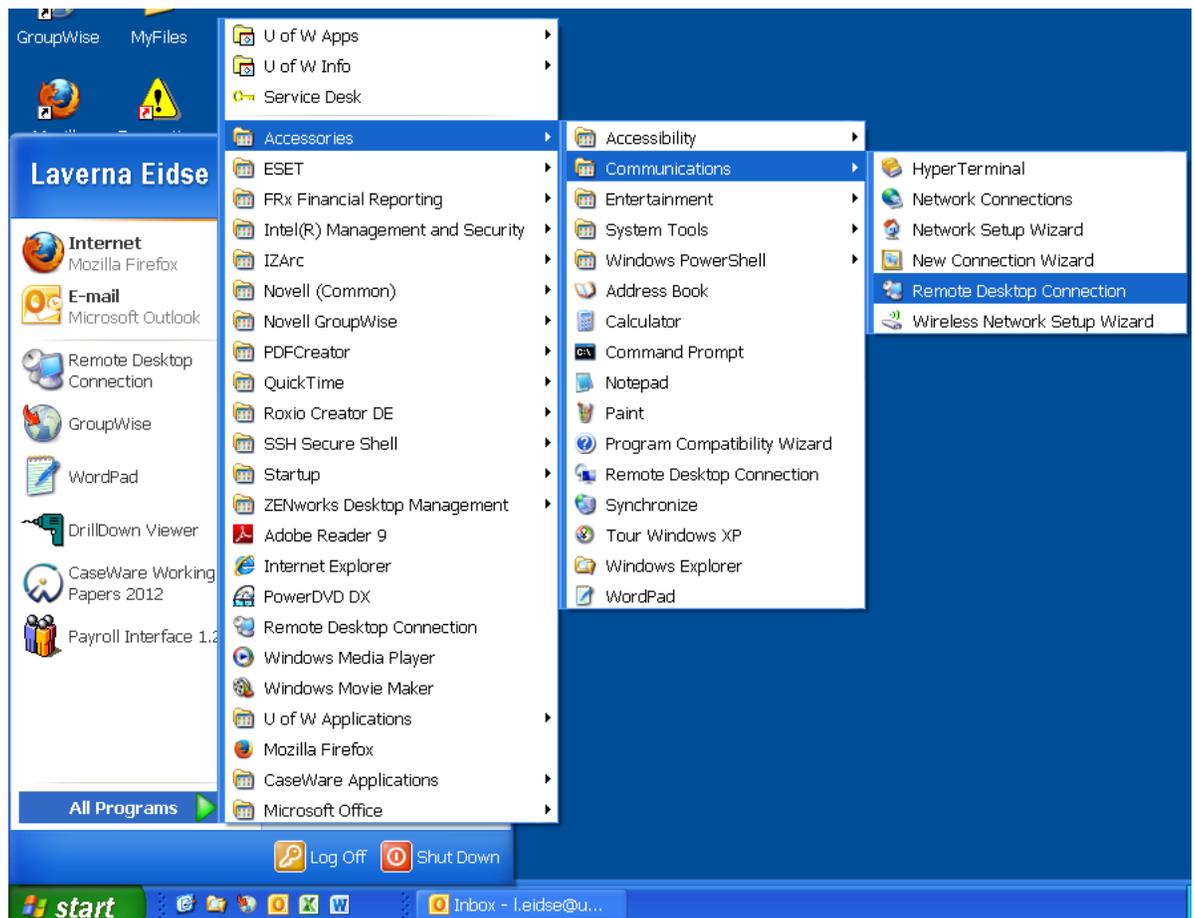
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#### Login and Passwords

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.



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



- 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 and numeric and both upper and lower case. It can also include special characters.



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.

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

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- 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.

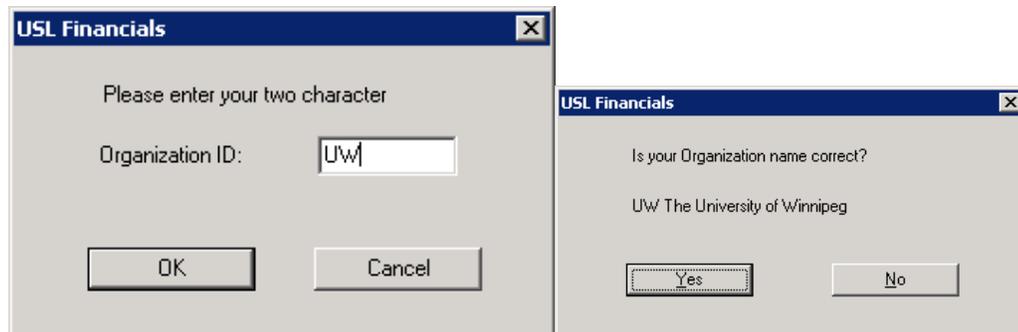


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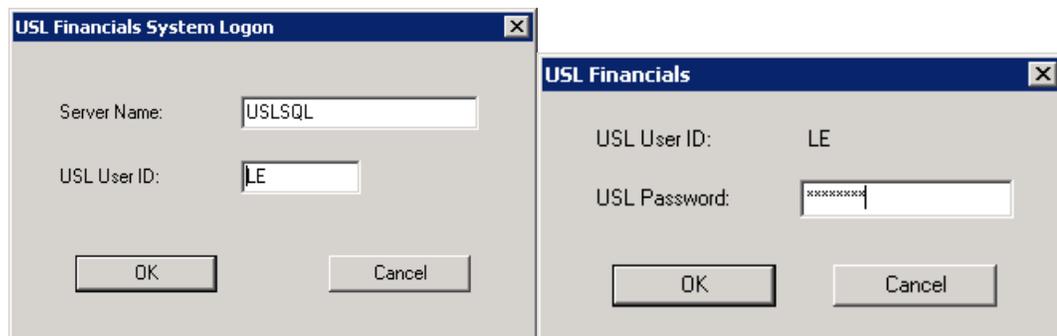
- 6) USL Financials uses the Organization ID to identify the database that you wish to access. The ID for the General Operating fund, which is where all of the department's transactions are recorded, is simply UW. Enter 'UW' then press the Enter key or click on the OK button. Select Yes on the next screen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



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*)



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

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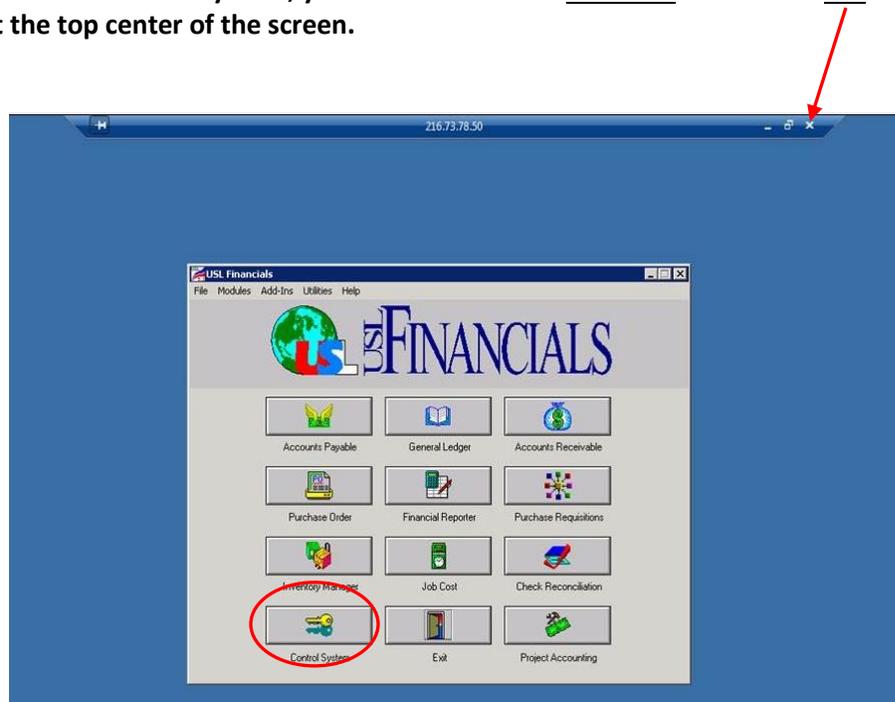
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If an invalid password is entered, the application will indicate this and an opportunity will be given to try again. If the third login attempt fails, the user will be 'locked out' of USL and will have to contact TSC and request them to 'unlock' their 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 Exit door button and not on the 'x' in the bar at the top center of the screen.**



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#### 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.

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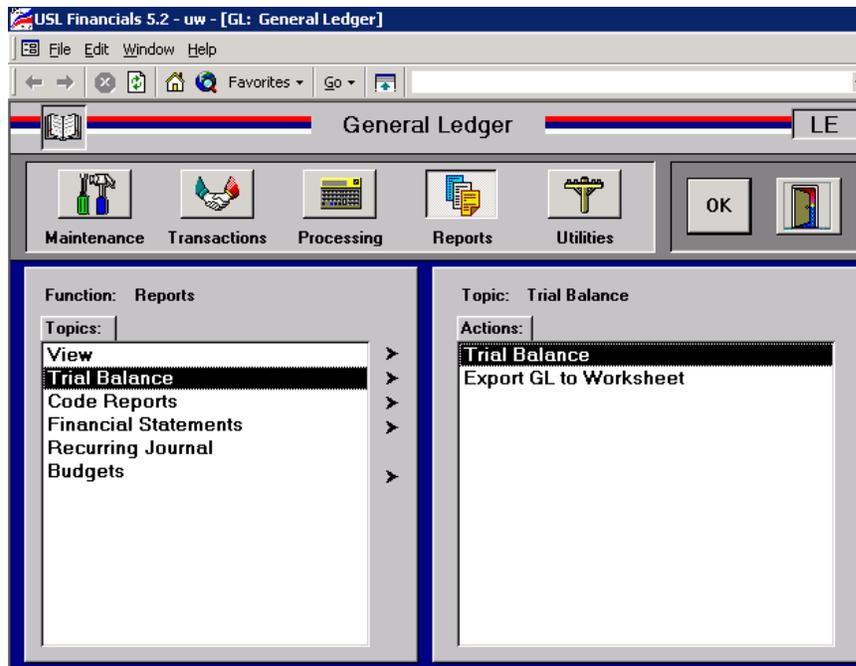
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#### General Ledger Detail Trial Balance Reports

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.

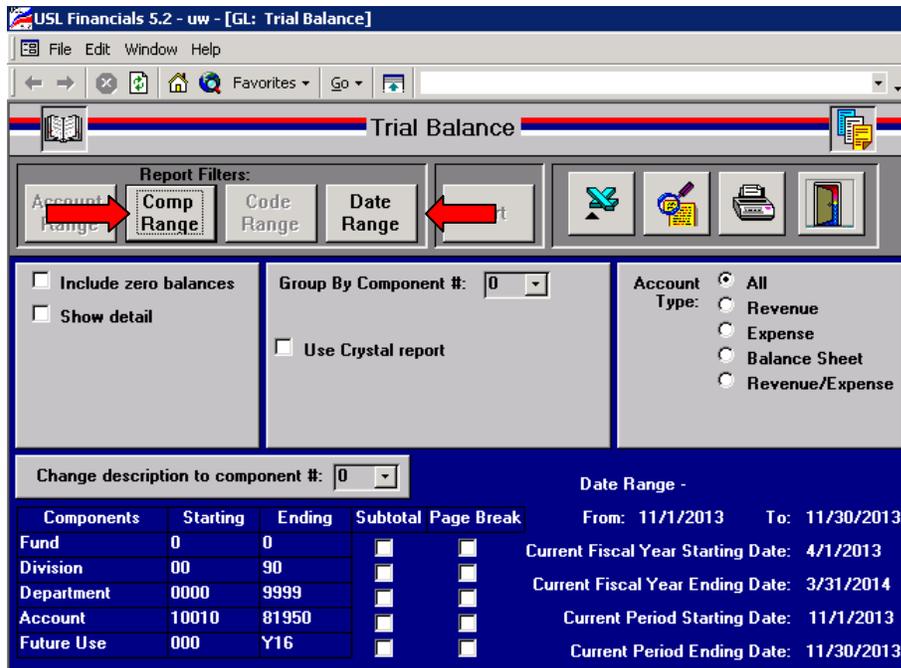
- 1) To generate a General Ledger Detail Trial Balance report, click on the Report button, then single click on Trial Balance in the Topics side of the screen. In the Actions side of the screen double click on Trial Balance.



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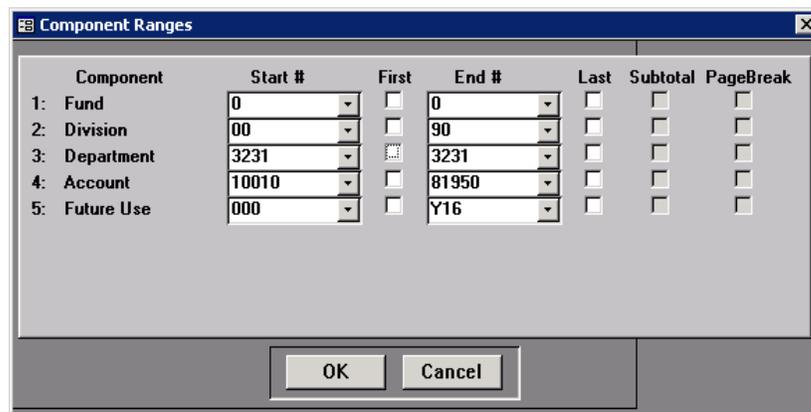
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- 2) The screen that comes up will show the default settings. These defaults can be changed to give you the report that you require. To choose a specific account or range of accounts click on the Comp Range button. To choose a particular time period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



Components	Starting	Ending	Subtotal	Page Break	Date Range -	
Fund	0	0	<input type="checkbox"/>	<input type="checkbox"/>	From: 11/1/2013	To: 11/30/2013
Division	00	90	<input type="checkbox"/>	<input type="checkbox"/>	Current Fiscal Year Starting Date: 4/1/2013	
Department	0000	9999	<input type="checkbox"/>	<input type="checkbox"/>	Current Fiscal Year Ending Date: 3/31/2014	
Account	10010	81950	<input type="checkbox"/>	<input type="checkbox"/>	Current Period Starting Date: 11/1/2013	
Future Use	000	Y16	<input type="checkbox"/>	<input type="checkbox"/>	Current Period Ending Date: 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.

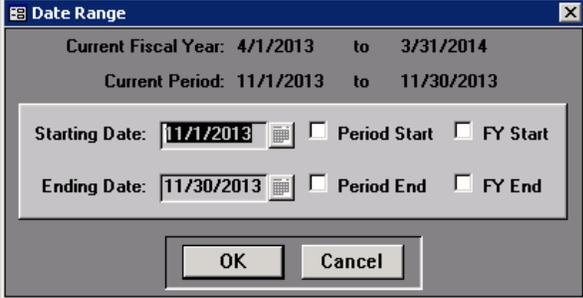


Component	Start #	First	End #	Last	Subtotal	PageBreak
1: Fund	0	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2: Division	00	<input type="checkbox"/>	90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3: Department	3231	<input type="checkbox"/>	3231	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4: Account	10010	<input type="checkbox"/>	81950	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5: Future Use	000	<input type="checkbox"/>	Y16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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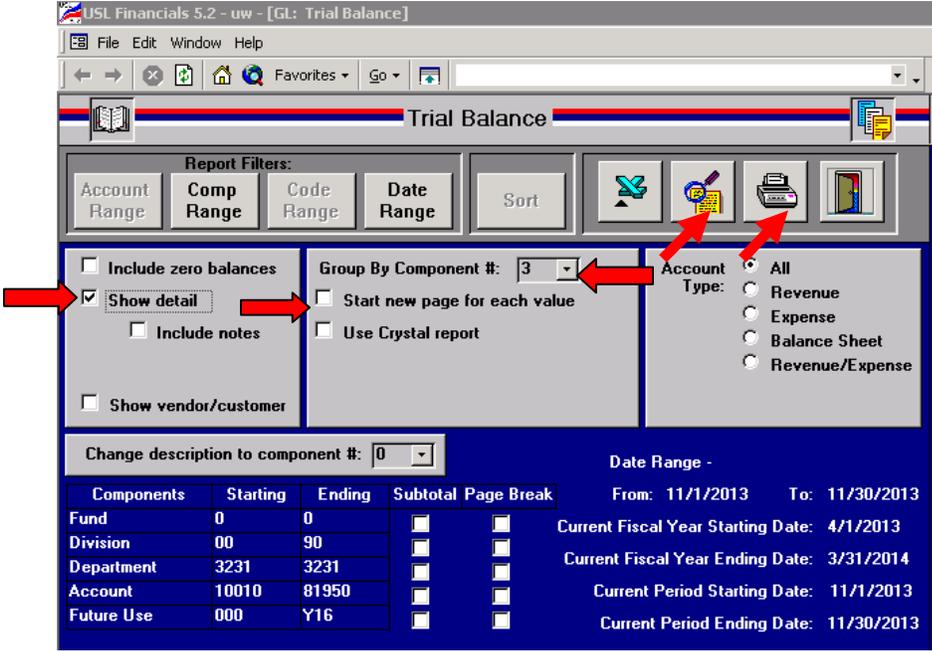
- In the Date Range screen enter the start and end dates for the period that you wish to view. To choose the entire fiscal year put check marks in the FY Start and FY End fields.



The 'Date Range' dialog box shows the following information:

- Current Fiscal Year: 4/1/2013 to 3/31/2014
- Current Period: 11/1/2013 to 11/30/2013
- Starting Date: 11/1/2013 (with a calendar icon) and checkboxes for Period Start and FY Start.
- Ending Date: 11/30/2013 (with a calendar icon) and checkboxes for Period End and FY End.
- Buttons: OK and Cancel.

- 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.
- To preview your report click on the Preview button.
- To print your report click on the Printer button.



The screenshot shows the 'Trial Balance' report configuration screen. Red arrows point to the following elements:

- 'Show detail' checkbox (checked).
- 'Group By Component #' dropdown menu (set to 3).
- 'Preview' button (represented by a magnifying glass icon).
- 'Printer' button (represented by a printer icon).

Other visible options include:

- Report Filters: Account Range, Comp Range, Code Range, Date Range, Sort.
- Include zero balances (unchecked).
- Start new page for each value (unchecked).
- Use Crystal report (unchecked).
- Account Type: All (selected), Revenue, Expense, Balance Sheet, Revenue/Expense.
- Change description to component #: 0.
- Date Range - From: 11/1/2013 To: 11/30/2013.
- Current Fiscal Year Starting Date: 4/1/2013
- Current Fiscal Year Ending Date: 3/31/2014
- Current Period Starting Date: 11/1/2013
- Current Period Ending Date: 11/30/2013

Components	Starting	Ending	Subtotal	Page Break
Fund	0	0	<input type="checkbox"/>	<input type="checkbox"/>
Division	00	90	<input type="checkbox"/>	<input type="checkbox"/>
Department	3231	3231	<input type="checkbox"/>	<input type="checkbox"/>
Account	10010	81950	<input type="checkbox"/>	<input type="checkbox"/>
Future Use	000	Y16	<input type="checkbox"/>	<input type="checkbox"/>

#### 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:

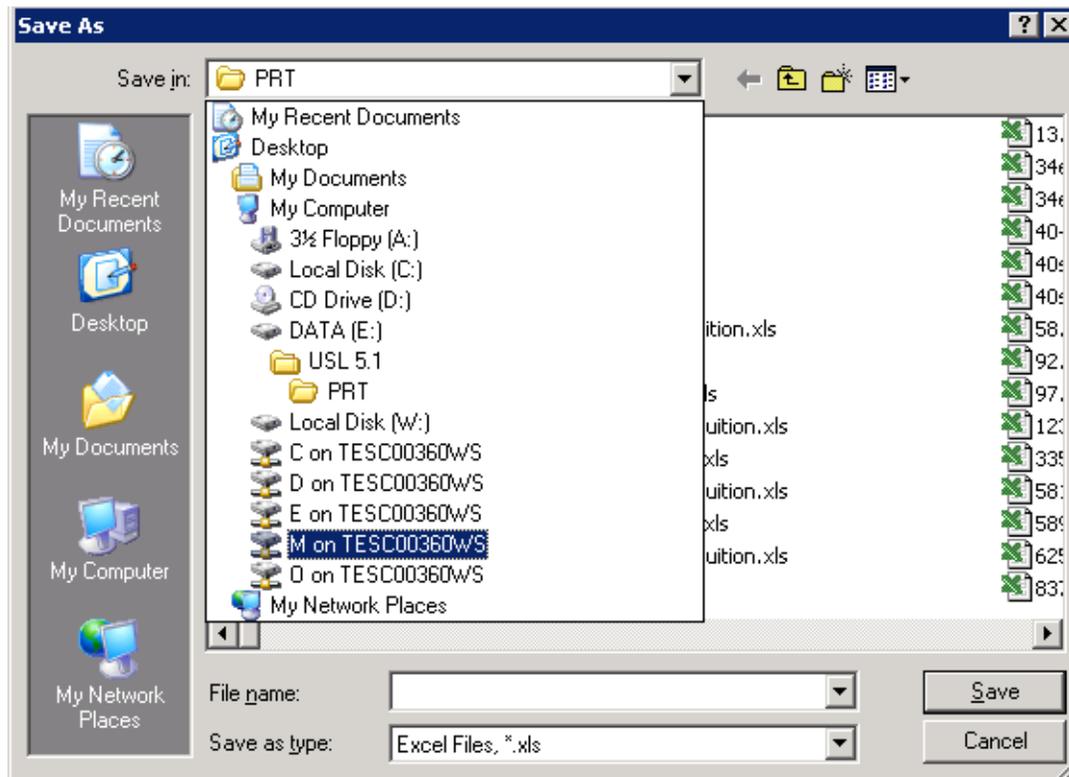
- 2013 fiscal year: April 1, 2012 to March 31, 2013
- 2014 fiscal year: April 1, 2013 to March 31, 2014

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#### 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.



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#### Purchase Order Module



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

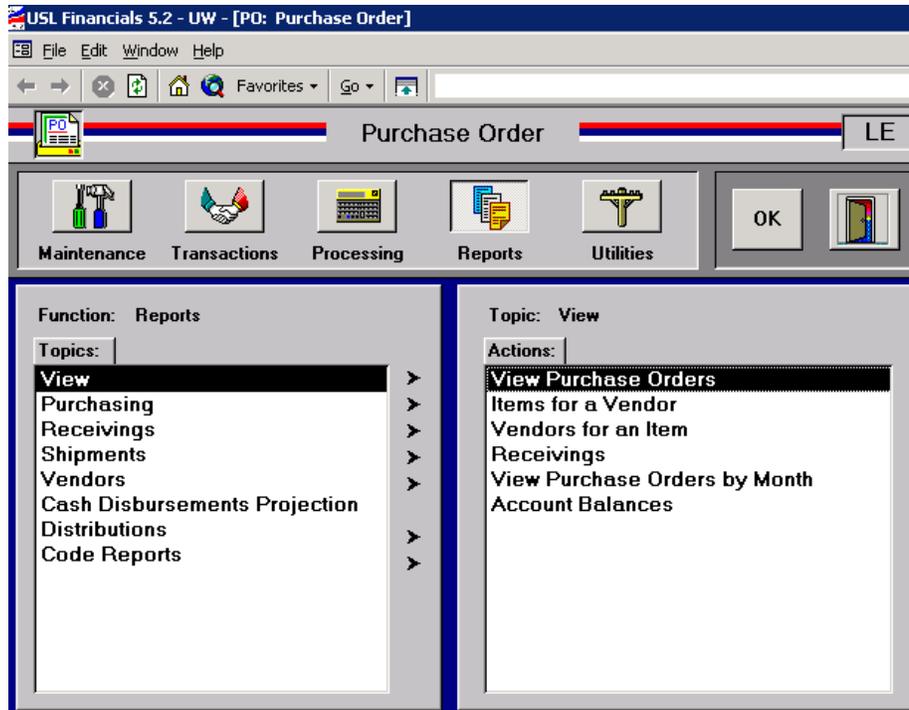
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#### View Purchase Order Details

- 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.

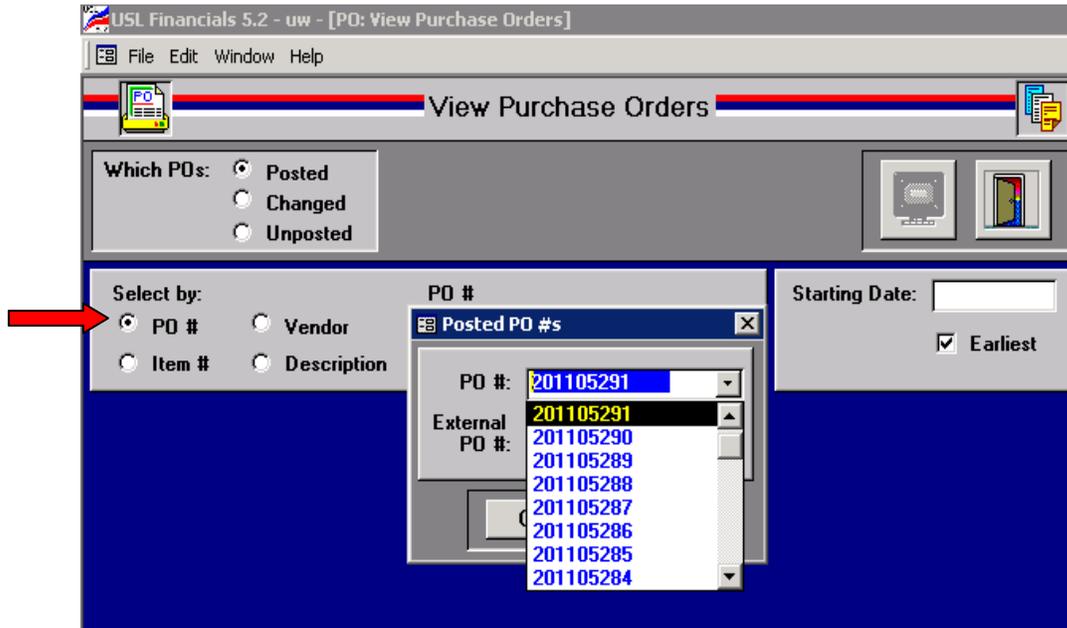


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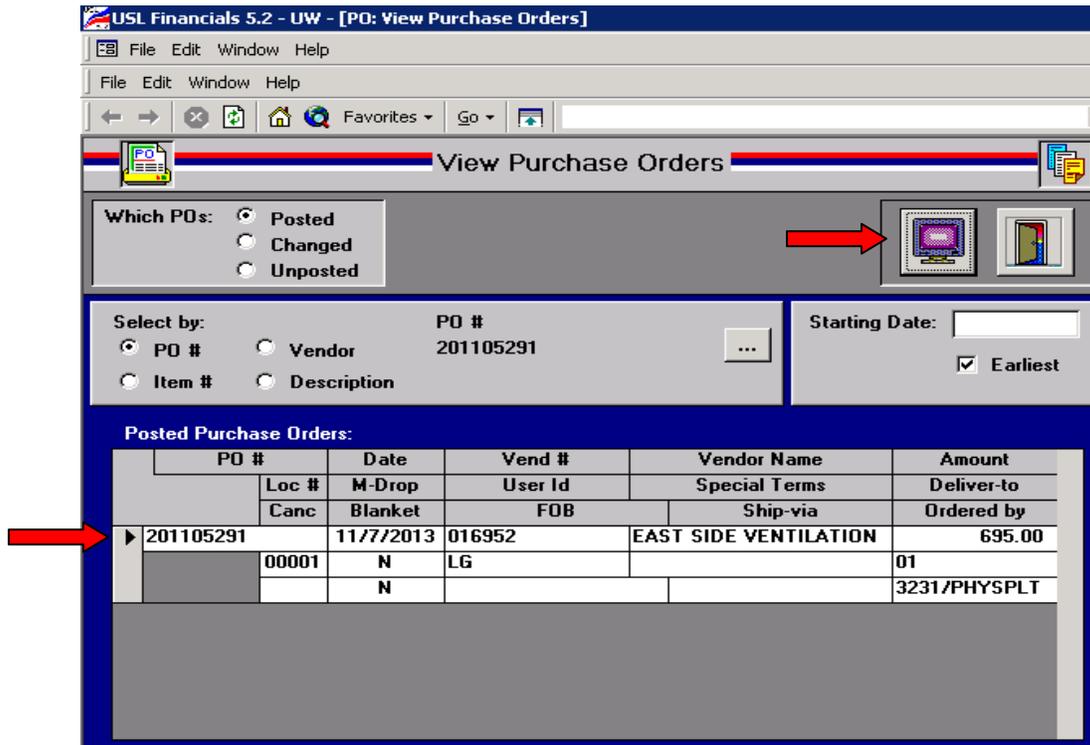
- 2) Check the PO# box on the left side of the screen. In the screen that pops-up enter the PO# that you wish to view or select it from the drop down box.



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- 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.



USL Financials 5.2 - UW - [PO: View Purchase Orders]

File Edit Window Help

File Edit Window Help

View Purchase Orders

Which POs:  Posted  Changed  Unposted

Select by:  PO #  Vendor  Item #  Description

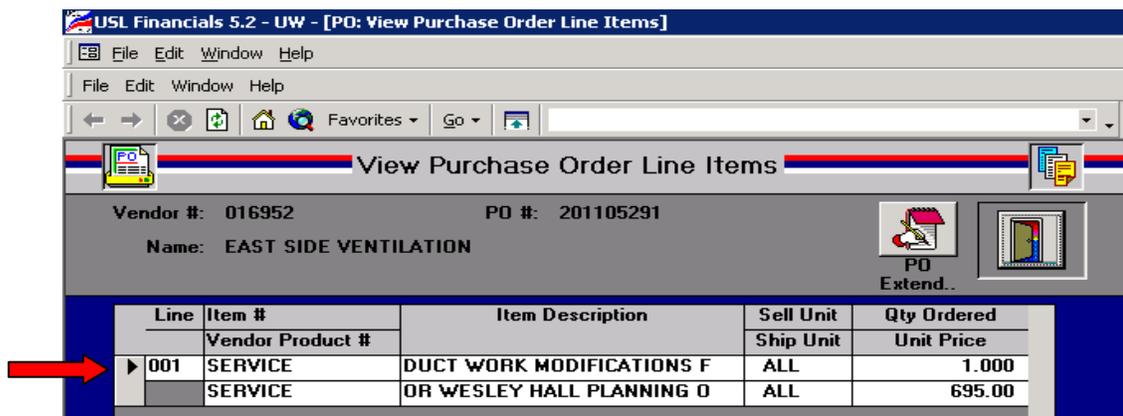
PO #: 201105291

Starting Date:   Earliest

Posted Purchase Orders:

PO #	Date	Vend #	Vendor Name	Amount
▶ 201105291	11/7/2013	016952	EAST SIDE VENTILATION	695.00
	00001	LG		01
				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 Financials 5.2 - UW - [PO: View Purchase Order Line Items]

File Edit Window Help

File Edit Window Help

View Purchase Order Line Items

Vendor #: 016952 PO #: 201105291

Name: EAST SIDE VENTILATION

PO Extend..

Line	Item #	Item Description	Sell Unit	Qty Ordered
▶ 001	SERVICE	DUCT WORK MODIFICATIONS F	ALL	1.000
	SERVICE	OR WESLEY HALL PLANNING O	ALL	695.00

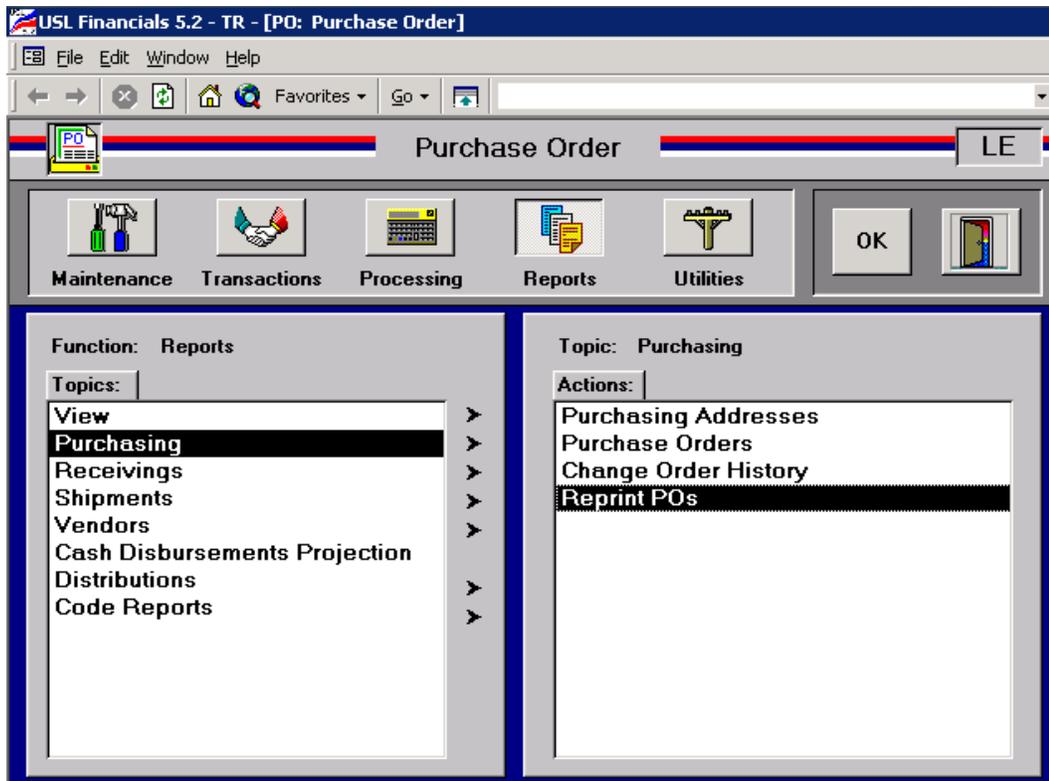
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#### Reprint Purchase Orders

- 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.

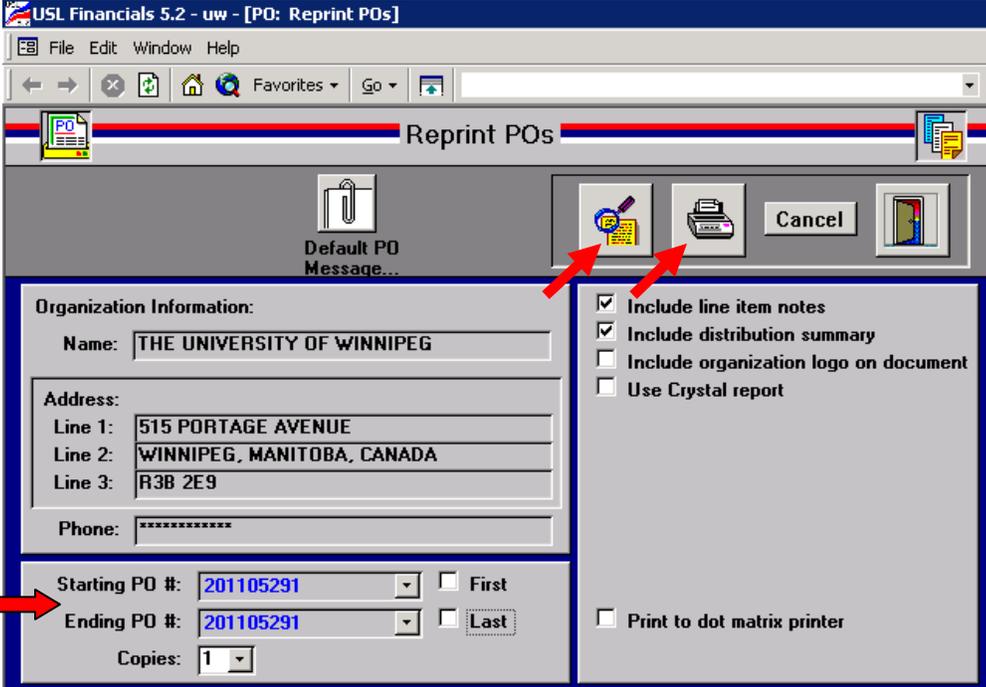


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- 2) Enter the PO number as the Starting PO# and the Ending PO# or make a selection from the drop-down box.
- 3) Click on the Preview button to retrieve an image of the actual PO that was issued.
- 4) Click on the Print button to re-print the PO.



USL Financials 5.2 - uw - [PO: Reprint POs]

File Edit Window Help

Reprint POs

Default PO Message...

Organization Information:

Name: THE UNIVERSITY OF WINNIPEG

Address:

Line 1: 515 PORTAGE AVENUE

Line 2: WINNIPEG, MANITOBA, CANADA

Line 3: R3B 2E9

Phone: \*\*\*\*\*

Starting PO #: 201105291  First

Ending PO #: 201105291  Last

Copies: 1

Include line item notes

Include distribution summary

Include organization logo on document

Use Crystal report

Print to dot matrix printer

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- 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.

Close     

### PURCHASE ORDER

Page 1 of 1

PURCHASE ORDER #	201105291
DATE / VENDOR #	11/02/2013 016952



**THE UNIVERSITY OF  
WINNIPEG**  
516 PORTAGE AVENUE  
WINNIPEG, MANITOBA, CANADA  
R3B 2E9

**EAST SIDE VENTILATION**  
11 DURAND ROAD  
WINNIPEG MB R3J 3T1  
PH: 667-8700  
FX: 667-7666

**SHIP TO:**

UNIVERSITY OF WINNIPEG  
CENTRAL RECEIVING  
411 SPENCE STREET  
WINNIPEG, MB R3B 2E9  
CANADA

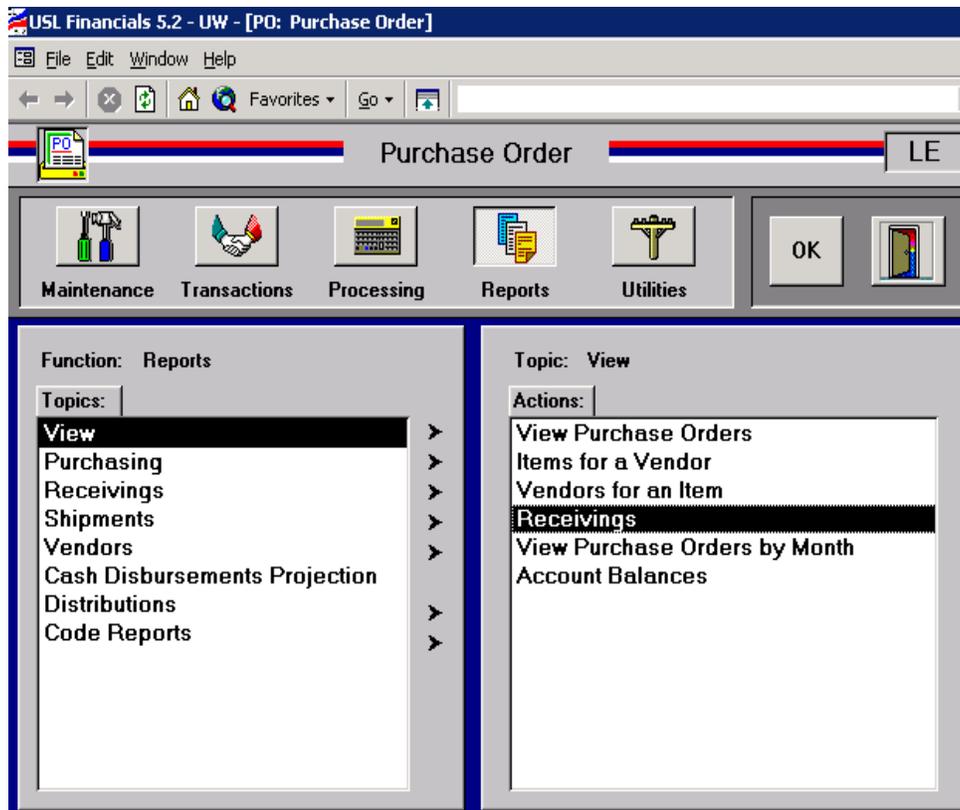
F.O.B.	SHIP-VA	ORDERED BY	DEPT CODE	TERMS	
		3231/PHYS PLT	76210	NET 30	
REQUISITION #	PURCHASING AGENT	AGENT PHONE	APPROVAL BY	EXTERNAL PO #	
	L GARLAND	204-766-9175	D TOEZ		
LINE #	ITEM #	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
	DESCRIPTION		REQUIRED DATE/DELIVERY SCHEDULE		
001	SERVICE	ALL	1.000	695.000	695.00
	DUCT WORK MODIFICATIONS FOR WESLEY HALL PLANNING OFFICE				11/12/2013
No to c: AS OUTLINED IN QUOTATION NUMBER 12014					Total: 695.00
Distribution Summary: <b>0-10-3231-76210-000 CONTRACTORS PROGRESS BILL.</b>					Total: 695.00
					Signature: _____
					Purchasing Services

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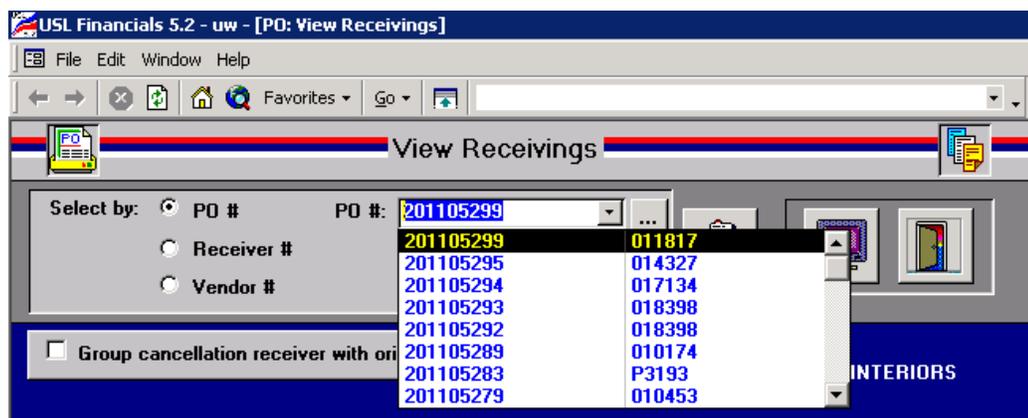
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#### View Receipts on a Purchase Order

- 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 Receipts .



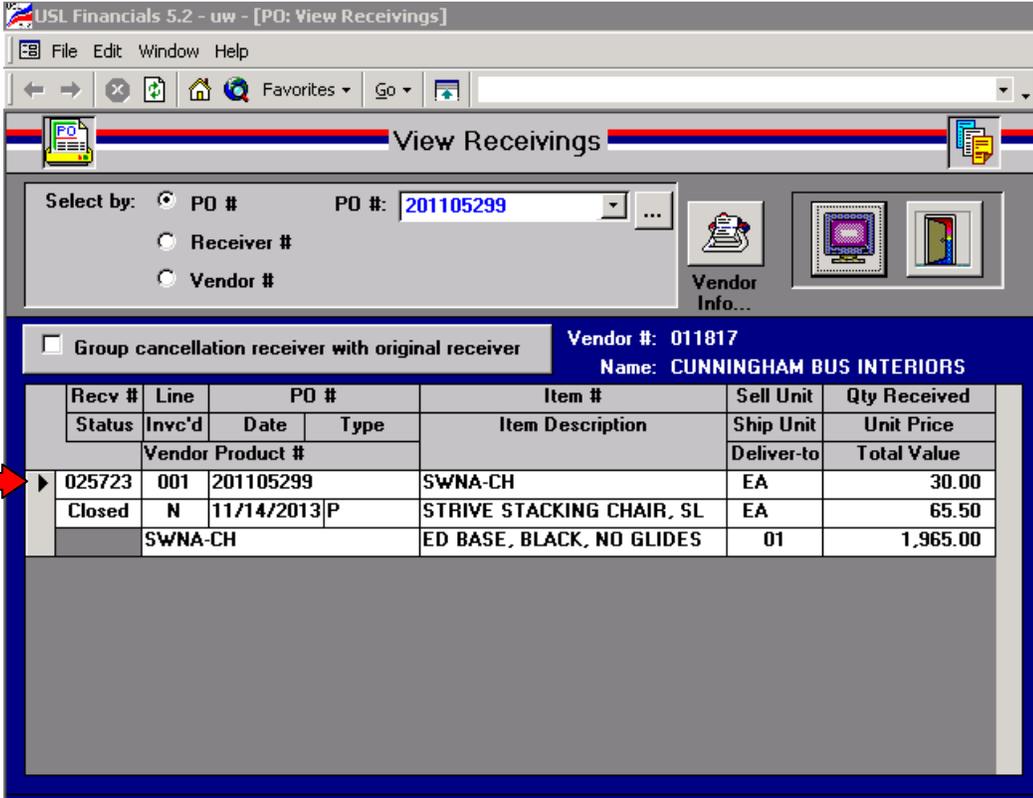
- 2) Enter a PO# or make a selection from the drop-down box.



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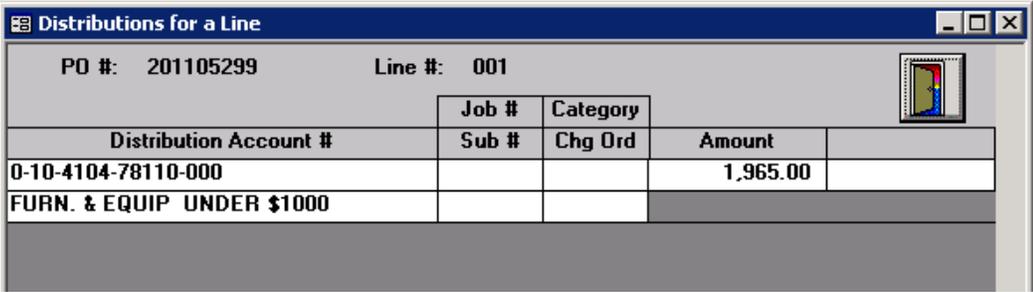
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- 3) After a selection has been made, the Computer Monitor button will become active. When you click on this button the following screen display will appear. The screen display indicates that PO # 201105299 has a receiving transaction on file. It shows 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.



Recv #	Line	PO #	Status	Invc'd	Date	Type	Item #	Item Description	Ship Unit	Qty Received	Unit Price	Total Value
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.



Distribution Account #		Job #	Category	Sub #	Chg Ord	Amount
0-10-4104-78110-000						1,965.00
FURN. & EQUIP UNDER \$1000						

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#### Encumbrances

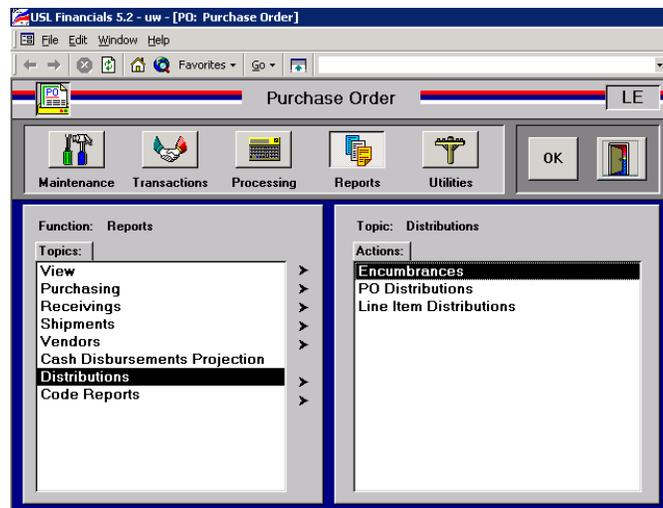
An Encumbrance or charge against a department's budget is created as soon as a PO is issued and remains there until an invoice is received. At that point the encumbrance is removed and the charge against the budget line becomes a permanent charge. Encumbrances will be encountered in FRx reports, which 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]

11/6/13 For the Seven Months Ending October 31, 2013

Encumbrance	YEAR TO DATE			FISCAL YEAR	
	Actual	Budget	Variance	Budget	Balance
<b>REVENUE</b>					
<b>Government Grants</b>					
Special Pending	\$13,750.00		\$13,750.00		(\$13,750.00)
<b>Total Government Grants</b>	<b>13,750.00</b>		<b>13,750.00</b>		<b>(13,750.00)</b>
<b>Total Revenues</b>	<b>13,750.00</b>		<b>13,750.00</b>		<b>(13,750.00)</b>
<b>EXPENSE</b>					
<b>Salaries &amp; Related Costs</b>					
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)	1,833,251.00	788,250.96
Casual/Spec. Term	30,729.79	41,065.00	10,335.21	71,616.00	40,886.21
<b>Total Salaries</b>	<b>1,275,471.83</b>	<b>1,277,243.00</b>	<b>1,771.17</b>	<b>2,242,255.00</b>	<b>966,783.17</b>
Staff Benefits	167,865.51	153,557.00	(14,308.51)	269,001.00	101,735.49
Payroll Tax	27,454.27	27,839.00	(415.27)	47,369.00	19,914.73
<b>Total Salaries &amp; Related Costs</b>	<b>1,470,791.61</b>	<b>1,457,839.00</b>	<b>(12,952.61)</b>	<b>2,558,625.00</b>	<b>1,087,833.39</b>
<b>Total Capital Assets</b>	<b>35,266.84</b>	<b>11,375.00</b>	<b>(23,891.84)</b>	<b>16,500.00</b>	<b>(18,766.84)</b>
<b>Non Salary Expenditures</b>					
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	6,000.00	(1,061.01)	9,600.00	2,538.99
Repairs & Maintenance	529,936.20	522,964.00	(7,540.20)	941,200.00	406,995.80
Contracted Services	43,280.61	82,544.00	39,263.39	141,200.00	71,219.39
Internal Charges/Recoveries	(2,000.00)	(20,000.00)	(18,000.00)	(20,000.00)	(18,000.00)
	4,568.00				
	27,000.00				

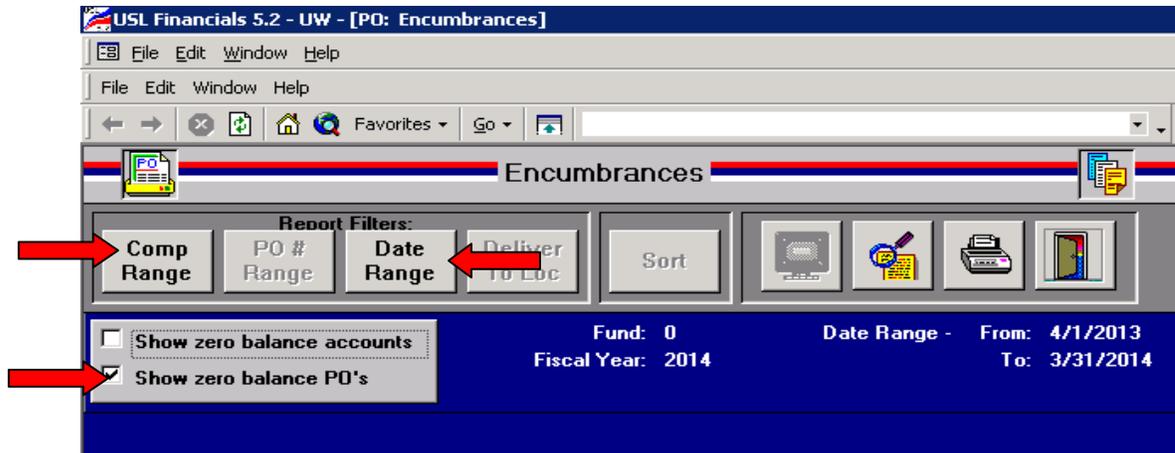
- 1) To view encumbrance information, click on the Reports button, then single click on Distributions in the Topics side of the screen. In the Actions side of the screen double click on Encumbrances.



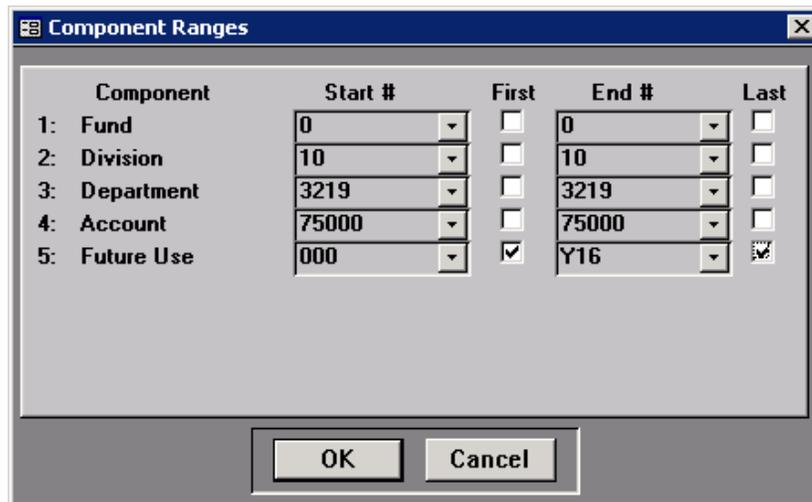
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- 2) The following screen will be presented that will require the user to make certain selections. Show zero balance POs should be selected. To choose a specific account or range of accounts click on the Comp Range button. To choose a particular time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



Component	Start #	First	End #	Last
1: Fund	0	<input type="checkbox"/>	0	<input type="checkbox"/>
2: Division	10	<input type="checkbox"/>	10	<input type="checkbox"/>
3: Department	3219	<input type="checkbox"/>	3219	<input type="checkbox"/>
4: Account	75000	<input type="checkbox"/>	75000	<input type="checkbox"/>
5: Future Use	000	<input checked="" type="checkbox"/>	Y16	<input type="checkbox"/>

## Accounting Services Guide

### Departmental Access to USL Financials - Procedures

- 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.

Encumbrances						
Budget Account	Pre-encumbered	Encumbered	AP Obligations	General Ledger	Budget Total	Budget Remaining
0-10-3219-75000-000 REPAIRS & MAINTENANCE	.00	.00	.00	.00	941,500.00	941,500.00
<b>Purchase Order #</b>	<b>Line</b>	<b>Date</b>	<b>Encumbrance</b>	<b>Posting Account #</b>		
201104584	001	5/9/2013	3,408.00	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	001	5/15/2013	(142.00)	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	001	6/18/2013	(142.00)	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	001	7/30/2013	(142.00)	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	001	8/13/2013	(142.00)	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	001	9/17/2013	(2,840.00)	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
		<b>PO Total:</b>	.00			
201104680	001	6/6/2013	5,688.24	0-10-3219-75045-000 MAINTENANCE CONTRACTS - SOFTWA		
	001	6/21/2013	(5,688.24)	0-10-3219-75045-000 MAINTENANCE CONTRACTS - SOFTWA		
		<b>PO Total:</b>	.00			
201104981	001	8/26/2013	31,242.00	0-10-3219-75045-000 MAINTENANCE CONTRACTS - SOFTWA		
	001	9/17/2013	(31,242.00)	0-10-3219-75045-000 MAINTENANCE CONTRACTS - SOFTWA		
	002	8/26/2013	1,266.00	0-10-3219-75045-000 MAINTENANCE CONTRACTS - SOFTWA		
	002	9/17/2013	(1,266.00)	0-10-3219-75045-000 MAINTENANCE CONTRACTS - SOFTWA		
		<b>PO Total:</b>	.00			
201105057	001	9/13/2013	210.00	0-10-3219-75015-000 EQUIP. REPAIRS & MAINTENANCE		
	001	10/10/2013	(210.00)	0-10-3219-75015-000 EQUIP. REPAIRS & MAINTENANCE		
		<b>PO Total:</b>	.00			
201105093	001	9/20/2013	8,500.00	0-10-3219-75045-000 MAINTENANCE CONTRACTS - SOFTWA		
	001	10/22/2013	(8,500.00)	0-10-3219-75045-000 MAINTENANCE CONTRACTS - SOFTWA		
		<b>PO Total:</b>	.00			
201105148	001	10/3/2013	1,952.97	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	001	10/31/2013	(1,952.97)	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	002	10/3/2013	1,336.24	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	002	10/31/2013	(1,336.24)	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
		<b>PO Total:</b>	.00			
201105221	001	10/22/2013	3,119.00	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
	002	10/22/2013	1,449.00	0-10-3219-75040-000 MAINTENANCE CONTRACTS - HARDWA		
		<b>PO Total:</b>	4,568.00			
201105308	001	11/18/2013	492.00	0-10-3219-75015-000 EQUIP. REPAIRS & MAINTENANCE		
		<b>PO Total:</b>	492.00			
-- End of Report --						

## Accounting Services Guide

### Departmental Access to USL Financials - Procedures

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#### Control System Module



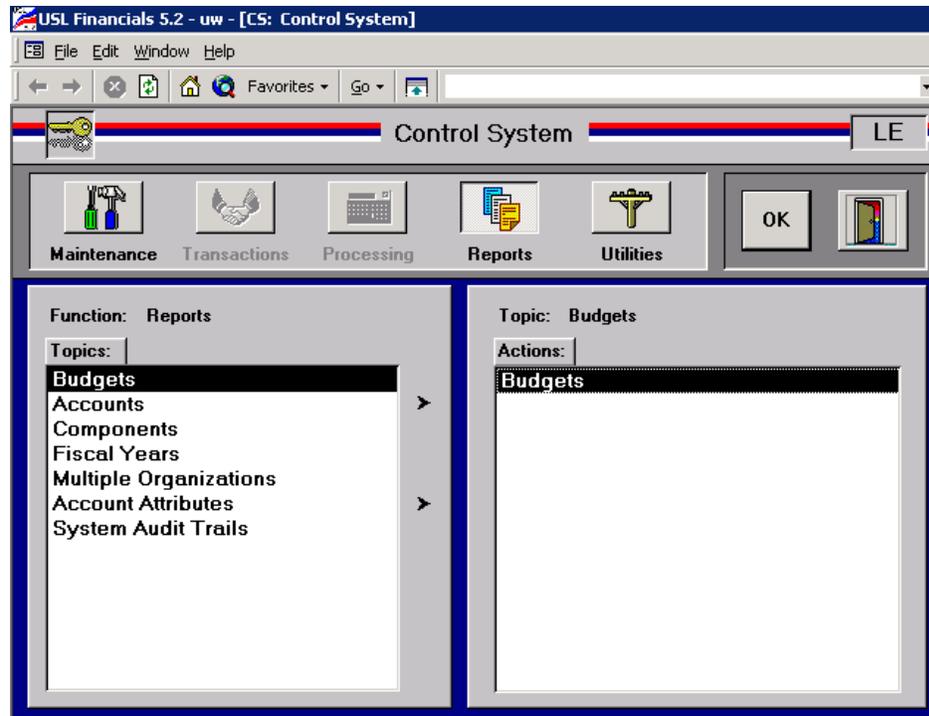
The Control System allows departments to create reports regarding their Budgets, Chart of Accounts and Components.

## Accounting Services Guide

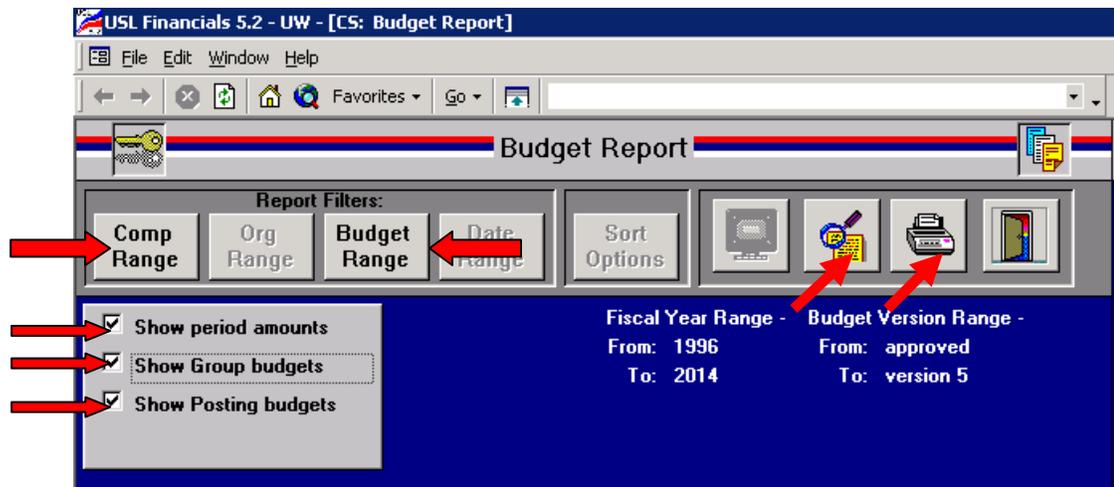
### Departmental Access to USL Financials - Procedures

#### View Budgets

- 1) 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



- 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.



## Accounting Services Guide

### Departmental Access to USL Financials - Procedures

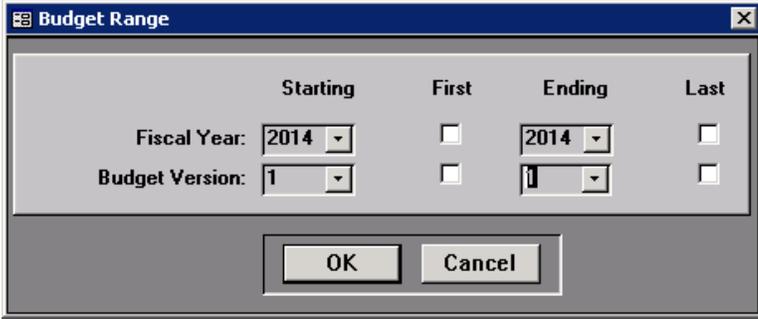
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- 3) In the Comp Range screen enter the account components in the appropriate fields. The default will be the entire range (*first to last*).



Component	Starting #	First	Ending #	Last
1: Fund	0	<input type="checkbox"/>	0	<input type="checkbox"/>
2: Division	10	<input type="checkbox"/>	10	<input type="checkbox"/>
3: Department	3231	<input type="checkbox"/>	3231	<input type="checkbox"/>
4: Account	10010	<input checked="" type="checkbox"/>	81950	<input checked="" type="checkbox"/>
5: Future Use	000	<input checked="" type="checkbox"/>	Y16	<input checked="" type="checkbox"/>

- 4) In the Budget Range screen, choose the current budget year by entering the current year-end, for both the starting year and ending year. Always choose 1 for the starting and ending budget version, as this is the approved budget.



	Starting	First	Ending	Last
Fiscal Year:	2014	<input type="checkbox"/>	2014	<input type="checkbox"/>
Budget Version:	1	<input type="checkbox"/>	1	<input type="checkbox"/>

- 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

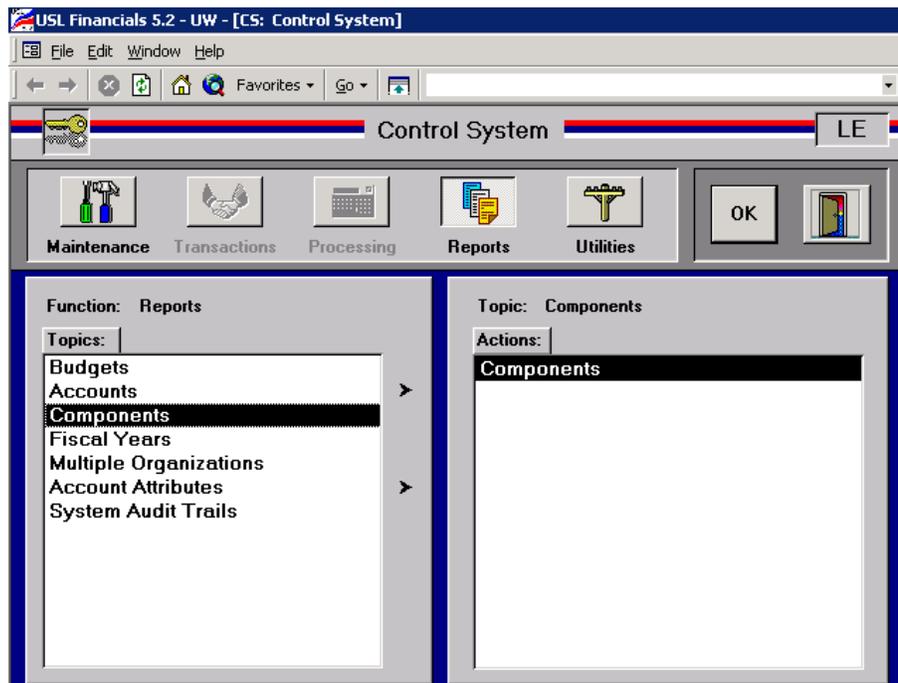
## Accounting Services Guide

### Departmental Access to USL Financials - Procedures

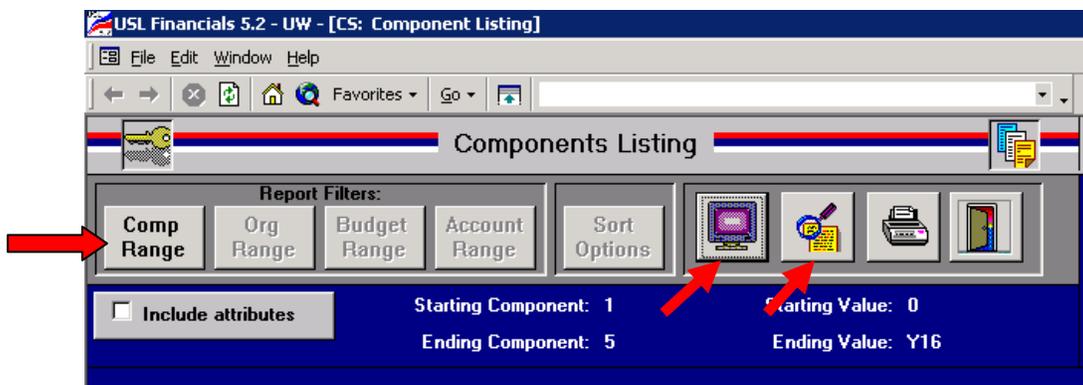
#### Components Listing

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



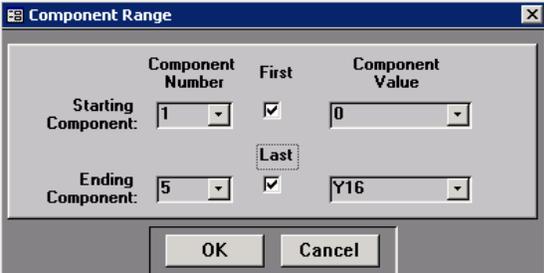
- 2) To view the Components Listing for all account components click on the Comp Range button



## Accounting Services Guide

### Departmental Access to USL Financials - Procedures

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

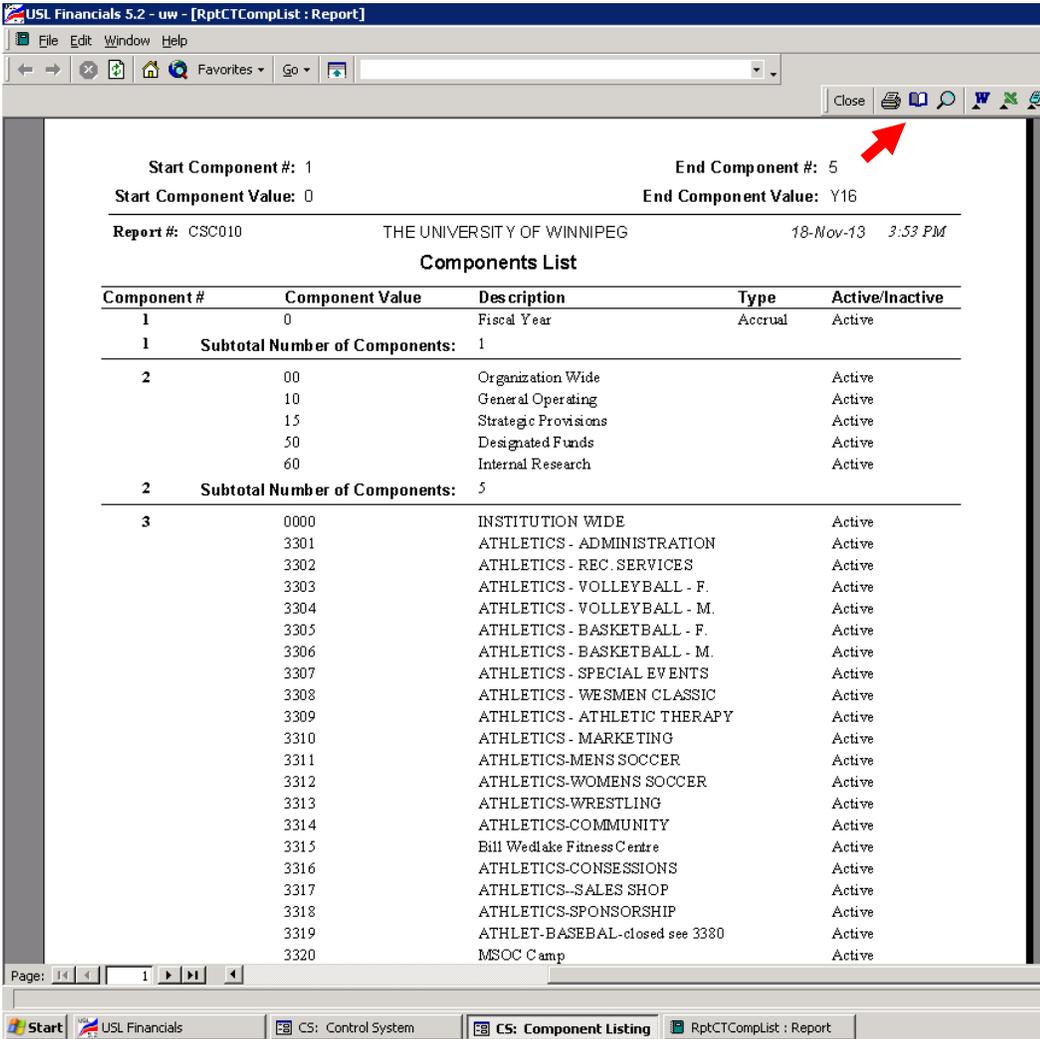


**Component Range**

	Component Number	First	Component Value
Starting Component:	1	<input checked="" type="checkbox"/>	0
Ending Component:	5	<input checked="" type="checkbox"/>	Y16

OK Cancel

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



USL Financials 5.2 - uw - [RptCTCompList : Report]

File Edit Window Help

Start Component #: 1 End Component #: 5  
Start Component Value: 0 End Component Value: Y16

Report #: CSC010 THE UNIVERSITY OF WINNIPEG 18-Nov-13 3:53 PM

**Components List**

Component #	Component Value	Description	Type	Active/Inactive
1	0	Fiscal Year	Accrual	Active
1	<b>Subtotal Number of Components: 1</b>			
2	00	Organization Wide		Active
	10	General Operating		Active
	15	Strategic Provisions		Active
	50	Designated Funds		Active
	60	Internal Research		Active
2	<b>Subtotal Number of Components: 5</b>			
3	0000	INSTITUTION WIDE		Active
	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	ATHLETICS-SALES SHOP		Active
	3318	ATHLETICS-SPONSORSHIP		Active
	3319	ATHLET-BASEBAL-closed see 3380		Active
	3320	MSOC Camp		Active

Page: 1 of 1

Start USL Financials CS: Control System CS: Component Listing RptCTCompList : Report

## Accounting Services Guide

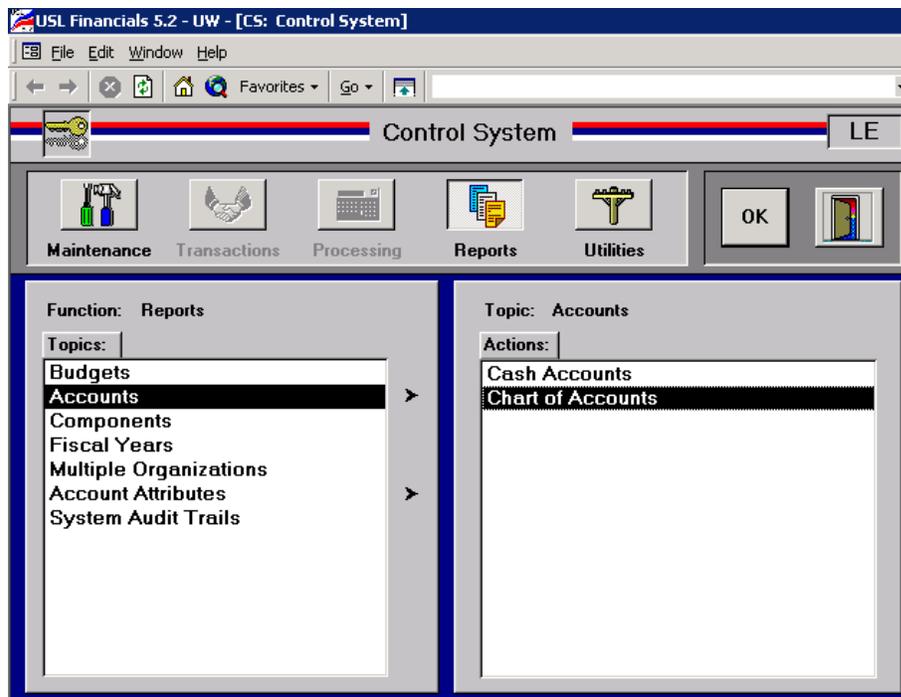
### Departmental Access to USL Financials - Procedures

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#### 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.

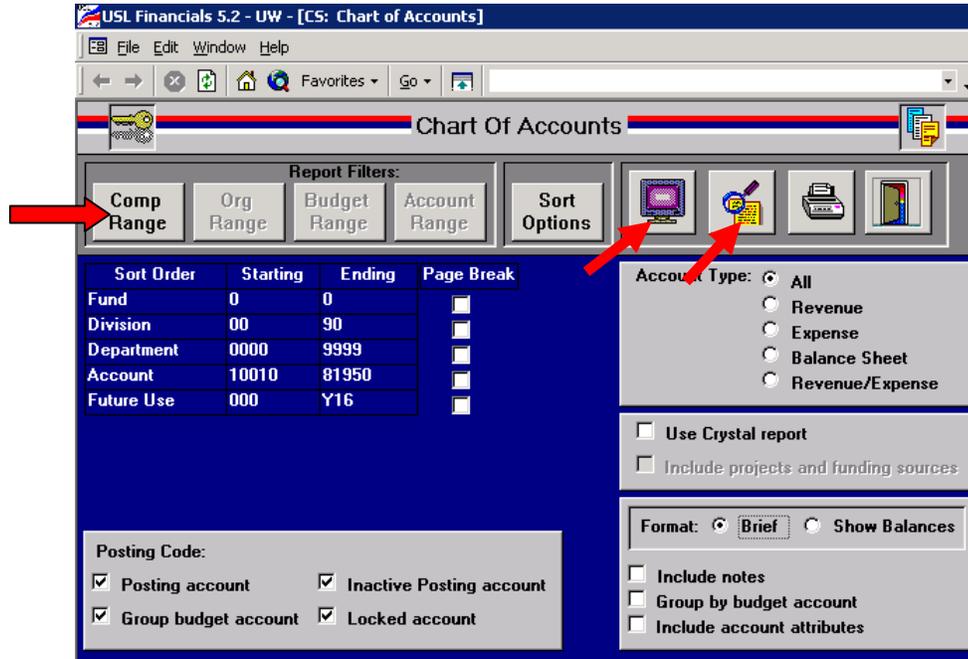
- 1) To view the chart of accounts for your department click on the Reports button, then single click on Accounts in the Topics side of the screen. In the Actions side of the screen double click on Chart of Accounts



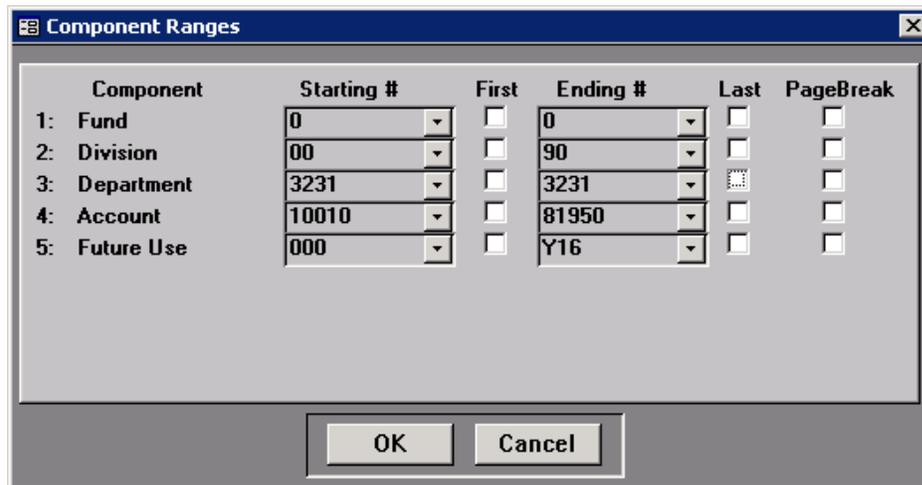
## Accounting Services Guide

### Departmental Access to USL Financials - Procedures

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



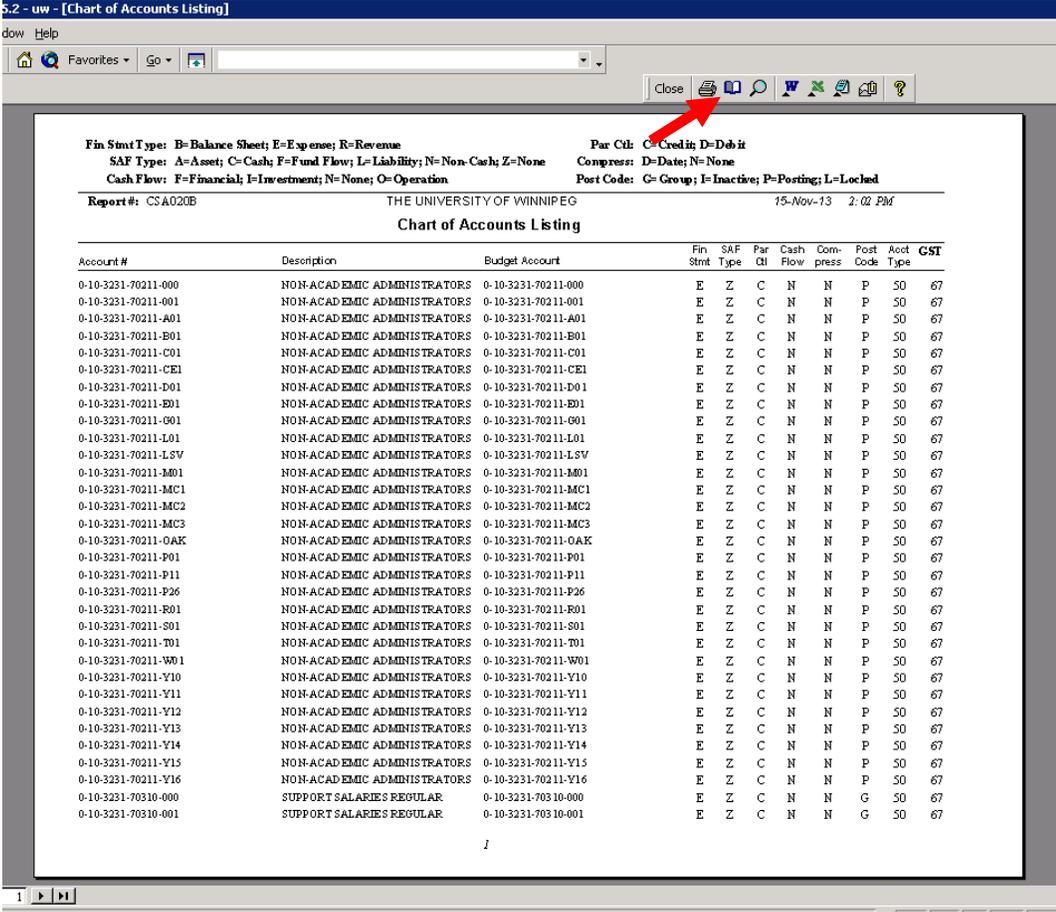
- 3) In the Comp Range screen enter the department number and account or range of accounts for the department that you wish to view.



## Accounting Services Guide

### Departmental Access to USL Financials - Procedures

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



5.2 - uw - [Chart of Accounts Listing]

dow Help

Close [Print] [Search] [Refresh] [Home] [Back] [Forward] [Stop] [Load] [Print] [Help]

Fin Stmt Type: B= Balance Sheet; E= Expenses; R= Revenue  
 SAF Type: A= Asset; C= Cash; F= Fund Flow; L= Liability; N= Non-Cash; Z= None  
 Cash Flow: F= Financial; I= Investment; N= None; O= Operation  
 Par Ctl: C= Credit; D= Debit  
 Compress: D= Date; N= None  
 Post Code: G= Group; I= Inactive; P= Posting; L= Locked

Report#: CSA020B THE UNIVERSITY OF WINNIPEG 15-Nov-13 2:02 PM

### Chart of Accounts Listing

Account #	Description	Budget Account	Fin Stmt	SAF Type	Par Ctl	Cash Flow	Compress	Post Code	Acct Type	GST
0-10-3231-70211-000	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-000	E	Z	C	N	N	P	50	67
0-10-3231-70211-001	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-001	E	Z	C	N	N	P	50	67
0-10-3231-70211-A01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-A01	E	Z	C	N	N	P	50	67
0-10-3231-70211-B01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-B01	E	Z	C	N	N	P	50	67
0-10-3231-70211-C01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-C01	E	Z	C	N	N	P	50	67
0-10-3231-70211-CE1	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-CE1	E	Z	C	N	N	P	50	67
0-10-3231-70211-D01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-D01	E	Z	C	N	N	P	50	67
0-10-3231-70211-ED1	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-ED1	E	Z	C	N	N	P	50	67
0-10-3231-70211-001	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-001	E	Z	C	N	N	P	50	67
0-10-3231-70211-L01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-L01	E	Z	C	N	N	P	50	67
0-10-3231-70211-LSV	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-LSV	E	Z	C	N	N	P	50	67
0-10-3231-70211-M01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-M01	E	Z	C	N	N	P	50	67
0-10-3231-70211-MC1	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-MC1	E	Z	C	N	N	P	50	67
0-10-3231-70211-MC2	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-MC2	E	Z	C	N	N	P	50	67
0-10-3231-70211-MC3	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-MC3	E	Z	C	N	N	P	50	67
0-10-3231-70211-OAK	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-OAK	E	Z	C	N	N	P	50	67
0-10-3231-70211-P01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-P01	E	Z	C	N	N	P	50	67
0-10-3231-70211-P11	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-P11	E	Z	C	N	N	P	50	67
0-10-3231-70211-P26	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-P26	E	Z	C	N	N	P	50	67
0-10-3231-70211-R01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-R01	E	Z	C	N	N	P	50	67
0-10-3231-70211-S01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-S01	E	Z	C	N	N	P	50	67
0-10-3231-70211-T01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-T01	E	Z	C	N	N	P	50	67
0-10-3231-70211-W01	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-W01	E	Z	C	N	N	P	50	67
0-10-3231-70211-Y10	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-Y10	E	Z	C	N	N	P	50	67
0-10-3231-70211-Y11	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-Y11	E	Z	C	N	N	P	50	67
0-10-3231-70211-Y12	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-Y12	E	Z	C	N	N	P	50	67
0-10-3231-70211-Y13	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-Y13	E	Z	C	N	N	P	50	67
0-10-3231-70211-Y14	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-Y14	E	Z	C	N	N	P	50	67
0-10-3231-70211-Y15	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-Y15	E	Z	C	N	N	P	50	67
0-10-3231-70211-Y16	NON-ACADEMIC ADMINISTRATORS	0-10-3231-70211-Y16	E	Z	C	N	N	P	50	67
0-10-3231-70310-000	SUPPORT SALARIES REGULAR	0-10-3231-70310-000	E	Z	C	N	N	G	50	67
0-10-3231-70310-001	SUPPORT SALARIES REGULAR	0-10-3231-70310-001	E	Z	C	N	N	G	50	67

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## Accounting Services Guide

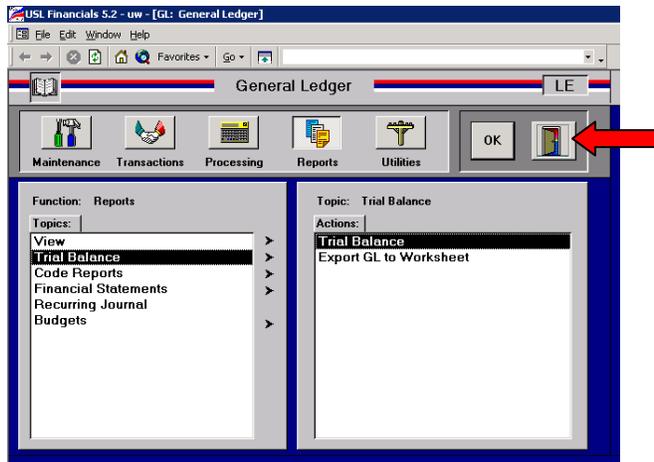
### Departmental Access to USL Financials - Procedures

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#### 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.



- 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

