

Table of Contents

Overview	2
1. How to Sign In to WebClient	3
2. Viewing your Awards	4
3. Running a Trial Balance Report	8
4. Running an Account Schedule Report	12
5. Subawards	19
6. Additional Information	22
7. Tips and Tricks	23
8. Questions?	23

WebClient – Supplemental Information

Overview

WebClient is a financial reporting tool that allows you to access your University of Winnipeg Awards online. This tool has been designed to provide you with:

- Access to your current Award and Subaward balances
- Access to information about your Awards such as start and end dates, funder information, award estimates (if applicable) and important documents such as MOUs, contracts, etc.
- The ability to export transaction history into Excel for analytical purposes
- The ability to run/print/save Trial Balance Reports
- The ability to run/print/save Account Schedule Reports

This document is intended to be used as a supplement to the training videos that have been developed for WebClient. We highly recommend that you watch these videos before using WebClient and suggest watching them in the following order:

- Award and Subaward Lists
- How to Run a Trial Balance Report
- How to Run an Account Schedule Report

The WebClient training videos can be accessed using the following link:

https://www.youtube.com/playlist?list=PL_2Kjr9FLZXPrWjwfT4D4nepgSBNtsluv

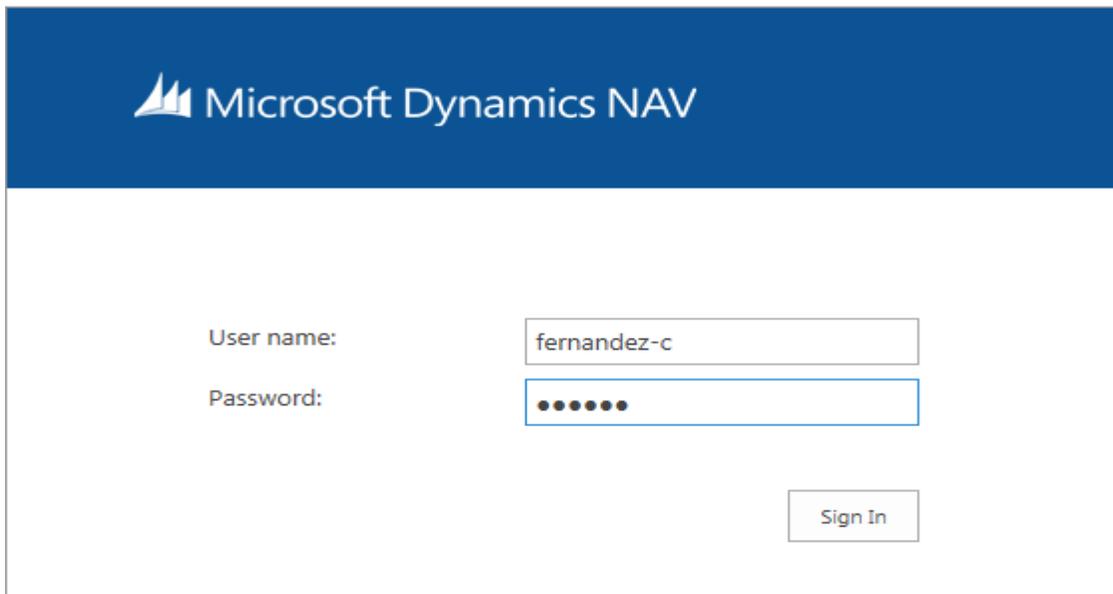
WebClient – Supplemental Information

1. How to Sign In to WebClient

Use the following link to sign in to WebClient:

<https://nav.uwinnipeg.ca/dynamicsnav71/WebClient/default.aspx?company=UWOP>

Enter your own Windows user name and password (the same ones you use to sign in to your workstation) and then choose “Sign In”:



Microsoft Dynamics NAV

User name: fernandez-c

Password: ●●●●●●

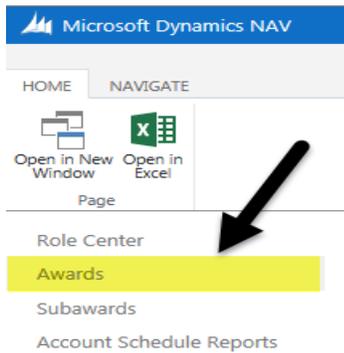
Sign In

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WebClient – Supplemental Information

2. Viewing your Awards

Choose the Awards button on the left hand side of your screen to access your awards list:



The Awards list shows a list of all the active awards that you are currently responsible for or administer:

No.	Reference No. 2	Name	Balance UW	Start Date	End Date	Fund No.	UW Sector Code	UW Department Code	UW Sub department code
10118	...	8456	MRA CCPA Proj 999 - Fernandez, C.	-1,223.32	3/31/2016	3/31/2099	310	325	3262
<input checked="" type="checkbox"/>	...	9876	SSHRC PDG - Fernandez, C.	100.00	9/1/2016	8/31/2017	310	325	3262
30014	...	7029	New Fac Start-Up - Fernandez, C.	-3,004.91	3/31/2016	3/31/2099	230	325	3262
50326	TPDA - Fernandez, Claire	-366.00	3/31/2016	3/31/2099	240	325	3262
69997	Finance Conference - Fernandez, C.	-100.00	10/1/2016	3/31/2099	320	325	3262

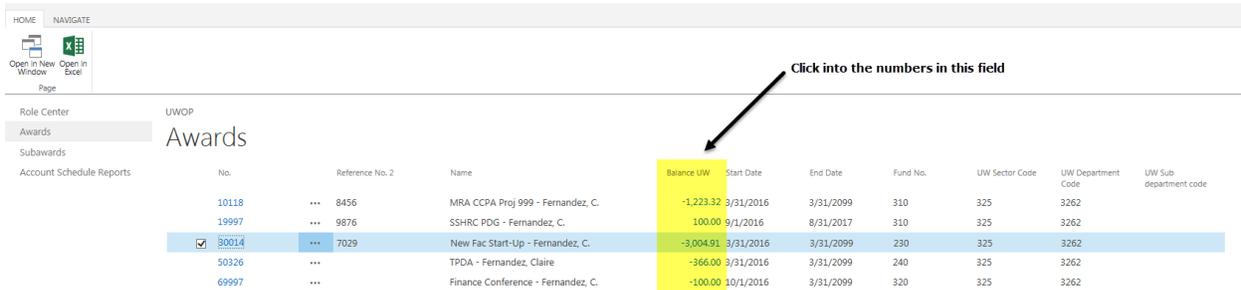
Items to note about the Awards List:

- Reference No. 2 field
 - This is your old USL Account #. This will be blank for Awards created in the new system
 - For Trust Awards, a four-digit account number is still being assigned for use in our sub-systems. All Trust Awards will therefore have an Award No. and a Reference No.
- Balance field
 - A negative number means that the Award has funds remaining
 - A positive number means the Award is overspent or has not yet received all its revenue
- Additional Information
 - The fund, sector, dept and subdept information has been assigned based on the home dept of the person who has primary responsibility for the Award. Please let us know if this information is not accurate

WebClient – Supplemental Information

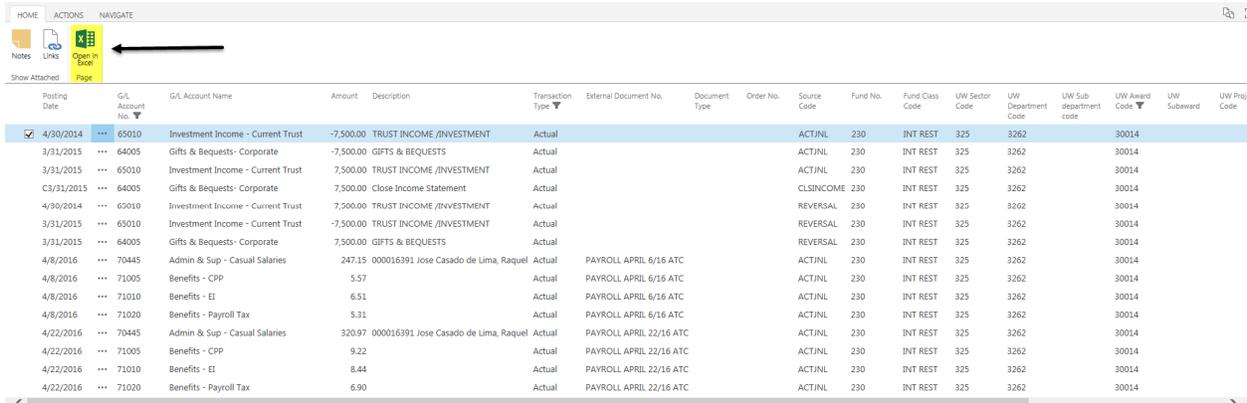
Balance Field:

WebClient provides the ability to drill down into the Balance field and see the transactions that make up the Award balance. To do so, click on the balance you wish to analyze:



No.	Reference No. 2	Name	Balance UW	Start Date	End Date	Fund No.	UW Sector Code	UW Department Code	UW Sub department code
10118	8456	MIRA CCPA Proj 999 - Fernandez, C.	-1,223.32	3/31/2016	3/31/2019	310	325	3262	
19997	9876	SSHRC PDG - Fernandez, C.	100.00	9/1/2016	8/31/2017	310	325	3262	
80014	7029	New Fac Start-Up - Fernandez, C.	-3,004.91	3/31/2016	3/31/2019	230	325	3262	
50326		TPDA - Fernandez, Claire	-366.00	3/31/2016	3/31/2019	240	325	3262	
69997		Finance Conference - Fernandez, C.	-100.00	10/1/2016	3/31/2019	320	325	3262	

This information in the next screen can then be exported to Excel for further analysis by clicking on the “Open in Excel” button on the top left side of the screen and following the instructions to open the file:



Posting Date	G/L Account No.	G/L Account Name	Amount	Description	Transaction Type	External Document No.	Document Type	Order No.	Source Code	Fund No.	Fund Class Code	UW Sector Code	UW Department Code	UW Sub department code	UW Award Code	UW Subaward	UW Proj Code
4/30/2014	65010	Investment Income - Current Trust	-7,500.00	TRUST INCOME /INVESTMENT	Actual				ACTJNL	230	INT REST	325	3262		30014		
3/31/2015	64005	Gifts & Bequests- Corporate	-7,500.00	GIFTS & BEQUESTS	Actual				ACTJNL	230	INT REST	325	3262		30014		
3/31/2015	65010	Investment Income - Current Trust	7,500.00	TRUST INCOME /INVESTMENT	Actual				ACTJNL	230	INT REST	325	3262		30014		
C3/31/2015	64005	Gifts & Bequests- Corporate	7,500.00	Close Income Statement	Actual				CLSNINCOME	230	INT REST	325	3262		30014		
4/30/2014	65010	Investment Income - Current Trust	7,500.00	TRUST INCOME /INVESTMENT	Actual				REVERSAL	230	INT REST	325	3262		30014		
3/31/2015	65010	Investment Income - Current Trust	-7,500.00	TRUST INCOME /INVESTMENT	Actual				REVERSAL	230	INT REST	325	3262		30014		
3/31/2015	64005	Gifts & Bequests- Corporate	7,500.00	GIFTS & BEQUESTS	Actual				REVERSAL	230	INT REST	325	3262		30014		
4/8/2016	70445	Admin & Sup - Casual Salaries	247.15	000016391 Jose Casado de Lima, Raquel	Actual	PAYROLL APRIL 6/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/8/2016	71005	Benefits - CPP	5.57		Actual	PAYROLL APRIL 6/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/8/2016	71010	Benefits - EI	6.51		Actual	PAYROLL APRIL 6/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/8/2016	71020	Benefits - Payroll Tax	5.31		Actual	PAYROLL APRIL 6/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/22/2016	70445	Admin & Sup - Casual Salaries	320.97	000016391 Jose Casado de Lima, Raquel	Actual	PAYROLL APRIL 22/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/22/2016	71005	Benefits - CPP	9.22		Actual	PAYROLL APRIL 22/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/22/2016	71010	Benefits - EI	8.44		Actual	PAYROLL APRIL 22/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/22/2016	71020	Benefits - Payroll Tax	6.90		Actual	PAYROLL APRIL 22/16 ATC			ACTJNL	230	INT REST	325	3262		30014		

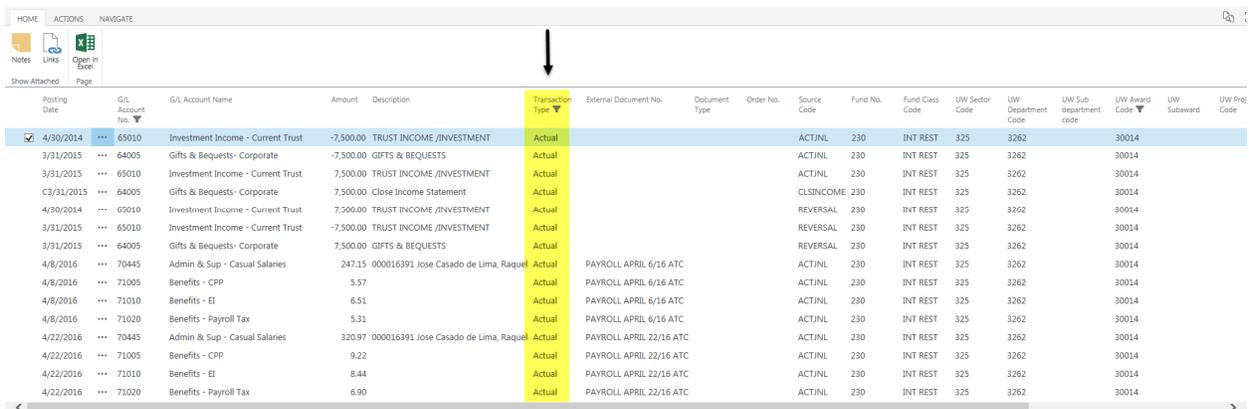
A note about WebClient Balances:

- The Balance UW field is comprised of not only Actual transactions, but also Commitments and Encumbrances. This means that the cost of an item is recorded at the point of being requested, as opposed to waiting for when it is received
- By including these transactions, the balance field more accurately reflects what is remaining to be spent on the award and also helps to prevent overspending

WebClient – Supplemental Information

A note about WebClient Balances (continued):

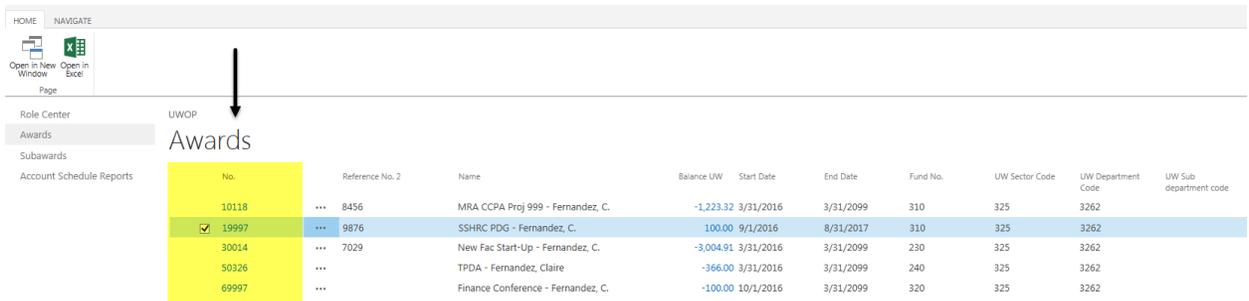
- Definitions:
 - **Commitments** are recorded when a purchase requisition is received and recorded by the Purchasing department
 - **Encumbrances** are recorded when the purchase requisition becomes a Purchase Order. The commitment is reversed at this point and will now be reflected as an encumbrance
 - **Actuals** are recorded when the item is received and invoice is paid. The encumbrance will be reversed at this stage and the expense will be recorded as an actual expense
- Commitments and Encumbrances are ONLY recorded for items purchased through the Purchasing Department (i.e. does not apply to payroll or other charges)
- The transaction type is noted in the transaction type field as highlighted below:



Posting Date	G/L Account No.	G/L Account Name	Amount	Description	Transaction Type	External Document No.	Document Type	Order No.	Source Code	Fund No.	Fund Class Code	UW Sector Code	UW Department Code	UW Sub department code	UW Award Code	UW Subaward	UW Proj Code
4/30/2014	65010	Investment Income - Current Trust	-7,500.00	TRUST INCOME /INVESTMENT	Actual				ACTJNL	230	INT REST	325	3262		30014		
3/31/2015	64005	Gifts & Bequests- Corporate	-7,500.00	GIFTS & BEQUESTS	Actual				ACTJNL	230	INT REST	325	3262		30014		
3/31/2015	65010	Investment Income - Current Trust	7,500.00	TRUST INCOME /INVESTMENT	Actual				ACTJNL	230	INT REST	325	3262		30014		
3/31/2015	64005	Gifts & Bequests- Corporate	7,500.00	Close Income Statement	Actual				CLSNINCOME	230	INT REST	325	3262		30014		
4/30/2014	65010	Investment Income - Current Trust	-7,500.00	TRUST INCOME /INVESTMENT	Actual				REVERSAL	230	INT REST	325	3262		30014		
3/31/2015	65010	Investment Income - Current Trust	-7,500.00	TRUST INCOME /INVESTMENT	Actual				REVERSAL	230	INT REST	325	3262		30014		
3/31/2015	64005	Gifts & Bequests- Corporate	7,500.00	GIFTS & BEQUESTS	Actual				REVERSAL	230	INT REST	325	3262		30014		
4/8/2016	70445	Admin & Sup - Casual Salaries	247.15	000016391 Jose Casado de Lima, Raquel	Actual	PAYROLL APRIL 6/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/8/2016	71005	Benefits - CPP	5.57		Actual	PAYROLL APRIL 6/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/8/2016	71010	Benefits - EI	6.51		Actual	PAYROLL APRIL 6/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/8/2016	71020	Benefits - Payroll Tax	5.31		Actual	PAYROLL APRIL 6/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/22/2016	70445	Admin & Sup - Casual Salaries	320.97	000016391 Jose Casado de Lima, Raquel	Actual	PAYROLL APRIL 22/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/22/2016	71005	Benefits - CPP	9.22		Actual	PAYROLL APRIL 22/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/22/2016	71010	Benefits - EI	8.44		Actual	PAYROLL APRIL 22/16 ATC			ACTJNL	230	INT REST	325	3262		30014		
4/22/2016	71020	Benefits - Payroll Tax	6.90		Actual	PAYROLL APRIL 22/16 ATC			ACTJNL	230	INT REST	325	3262		30014		

Award Card:

The Award Card contains all the important information about the award and is accessed by clicking on the Award No. in the Awards List:



No.	Reference No. 2	Name	Balance UW	Start Date	End Date	Fund No.	UW Sector Code	UW Department Code	UW Sub department code
10118	8456	MRA CCPA Proj 999 - Fernandez, C.	-1,223.32	3/31/2016	3/31/2099	310	325	3262	
19997	9876	SSHRC PDG - Fernandez, C.	100.00	9/1/2016	8/31/2017	310	325	3262	
30014	7029	New Fac Start-Up - Fernandez, C.	-3,004.91	3/31/2016	3/31/2099	230	325	3262	
50326		TPDA - Fernandez, Claire	-366.00	3/31/2016	3/31/2099	240	325	3262	
69997		Finance Conference - Fernandez, C.	-100.00	10/1/2016	3/31/2099	320	325	3262	

WebClient – Supplemental Information

Edit - Award Card - 19997 · SSHRC PDG - Fernandez, C.
□ ×

HOME NAVIGATE
🔍 🖨️ ?

Close View Edit Notes Links Previous Next

Manage Show Attached Page

19997 · SSHRC PDG - Fernandez, C.

General

No.	19997	Search Name	SSHRC PDG - FERNANDEZ, C.
Name	SSHRC PDG - Fernandez, C.	Start Date	9/1/2016
Description		End Date	8/31/2017
Description 2		Type	FERNANDEZ
Sponsoring Funder...	EXT101	Class	
Sponsoring Funder...	Social Sciences and Human...	Currency Code	
Originating Funder...		Contacts	0
Originating Funder...		Blocked	☑

Reference

Funder's Reference...		Subaward Clearan...	0.00
Reference No.		Publication Code	
Reference No. 2	9876	Publication Page N...	
CFDA Number		Publication Date	
Appropriation Nu...		Line Item Flexibilit...	0.00

Rules

Restriction Checking	<input type="checkbox"/>	Fiscal Year Start D...	
Revenue Recogniti...		Matching Required	<input type="checkbox"/>

Award Statistics

Total Estimated

LCY(CAD) 7,500.00

ACY(CAD) 7,500.00

Total Obligated

LCY(CAD) 0.00

ACY(CAD) 0.00

Restrictions 0

Modifications

Internal 0

External 0

Subawards

Local 1

Inter-Company 0

Award Details

Proposal No.

Phase Awarded

Terms & Condi... 0

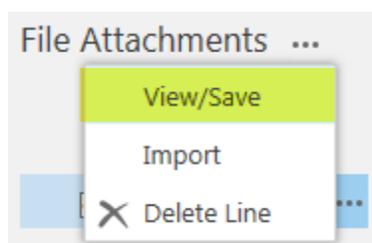
Milestones Co... 1 of 2

Primary Contact

Contacts 0

File Attachments ...

The File Attachments section will be used by Research Accounting to attach important documents such as contracts, MOUs or other communications related to the Award. To open an attached document, highlight the file you wish to open then click the ellipsis next to the “File Attachments” title. Choose “View/Save”, hit save, and then open the file:



WebClient – Supplemental Information

3. Running a Trial Balance Report

From the Role Centre, click on the Trial Bal Det/Sum by Fund/Dimension button



Enter the following filters:

- **Selected Dimensions:** Choose UW Award
- **Account Selection:** Choose Accounts with Balances
- **Print Transaction Detail:** Check Box
- **Override Transaction Type Filter with Actual, Commitment, Encumbrance:** Check Box
(Recommended in the majority of cases – see next point for more detail)
- **Transaction Type Filter:** Select this filter if you wish to see ONLY THE ACTUAL transactions posted for the Award. If you choose this option, uncheck the Override Transaction Type filter box above
- **Date Filter:** Enter date range you want to run the report for using one of the following formats:
 - MMDDYY..MMDDYY - ex. 040116..093016
 - MM/DD/YY..MM/DD/YY – ex. 04/01/16..09/30/16
 - MMDDYY..t - ex. 040116..t (“t” represents today’s date)
- **GIFI Code:** Choose RSRCH (this code applies formatting to the report)

Once the filters are selected, click Preview (or just Send to..) to see the report.

WebClient – Supplemental Information

Edit - Trial Bal Det Sum by Fund Dim □ ×

Options

General Ledger View ...

Selected Dimensions **UW AWARD** ...

Use Dimension Speedkeys

Accounts with Balances ▾

New page per Account

Print Transaction Detail

Include Budget Information

Print Source Names

Use Additional Reporting Currency

Override Trans. Type Filter with Actual, C... ←

Choose either the Override Trans. Type Filter Box OR the Transaction Type Filter below.

See notes above for when to choose which option.

G/L Account

Limit totals to:

Where: Transaction Type Filter ▾ is: **Actual** ▾

And: Date Filter ▾ is: 04/01/16..10/31/16

And: UW Award filter ▾ is: 19997 ...

And: UW Subaward Filter ▾ is: ...

Show results:

Where: No. ▾ is: ...

And: GIFI Code ▾ is: RSRCH| × ...

G/L Entry

Show results:

Where: Document Type ▾ is: ... ▾

And: Document No. ▾ is: ...

Send to... **Preview** Cancel

WebClient – Supplemental Information

You can run a Trial balance report for multiple Awards by manually typing either ranges or a series of individual Awards into the filter fields as opposed to using the drop down menus:

- To run a range of Awards (i.e. consecutively numbered Awards), use two periods to separate the first and last number of the range:

G/L Account

Limit totals to:

Where:	Transaction Type Filter	is:	Actual
And:	Date Filter	is:	04/01/16..10/31/16
And:	UW Award filter	is:	10000..10010

- To run a group of non-consecutive awards, type in the Award numbers you want separate by the pipe symbol , which is created by clicking the shift and backslash buttons at the same time:

G/L Account

Limit totals to:

Where:	Transaction Type Filter	is:	Actual
And:	Date Filter	is:	04/01/16..10/31/16
And:	UW Award filter	is:	10000 10005 10010



A sample Trial Balance report is found on the next page:

WebClient – Supplemental Information

Print Preview

Trial Bal Det Sum by Fund Dim

1 of 1 Find | Next

Excel PDF Word

Tuesday, November 8, 2016 12:51 PM
Page 1
UWDS\FERNANDEZ-C

Detail Trial Balance

Includes Activities from April 1, 2016 to October 31, 2016
University of Winnipeg

UW Award: SSHRC PDG - Fernandez, C. (19997)

Accounts without activities or balances during the above period are not included.

G/L Account: GIFL Code: RSRCH, Transaction Type Filter: Actual|Commitment|Encumbrance, Global Dimension 4 Filter: 19997

Trans. Type indications if item is an Actual, Commitment or Encumbrance transaction

Posting Date	Document Type	Document No.	Source Code	Trans. Type	Source No.	Description	Debit Activities	Credit Activities	Balance
Account: 15230						Prepaid - Subaward advance	Beginning Balance		0.00
10/15/2016		KHV07-001	ACTJNL	Actual		Subaward to Carleton	2,500.00		
10/15/2016		KHV07-001	ACTJNL	Actual		Record actual subaward		800.00	
						Total Activities	2,500.00	800.00	1,700.00
Account: 15230						Prepaid - Subaward advance	Ending Balance		1,700.00
Account: 61370						Federal Grant - SSHRC Grants	Beginning Balance		0.00
10/15/2016		KHV07-001	ACTJNL	Actual		Federal Grant - SSHRC		5,000.00	
						Total Activities	0.00	5,000.00	-5,000.00
Account: 61370						Federal Grant - SSHRC Grants	Ending Balance		-5,000.00
Account: 72030						General Expenses	Beginning Balance		0.00
10/15/2016		KHV07-001	ACTJNL	Actual		General research	2,800.00		
10/15/2016		KHV07-001	ACTJNL	Actual		General subaward expenses	500.00		
						Total Activities	3,100.00	0.00	3,100.00
Account: 72030						General Expenses	Ending Balance		3,100.00
Account: 74560						Other Contracted Services	Beginning Balance		0.00
10/15/2016		KHV07-001	ACTJNL	Actual		Subaward contracted services	300.00		
						Total Activities	300.00	0.00	300.00
Account: 74560						Other Contracted Services	Ending Balance		300.00
						Report Total Beginning Balance			0.00
						Report Total Activities	5,900.00	5,800.00	100.00
						Report Total Ending Balance			100.00

Choose the save to PDF button to open the PDF version of the report. From here you can either print or save the report

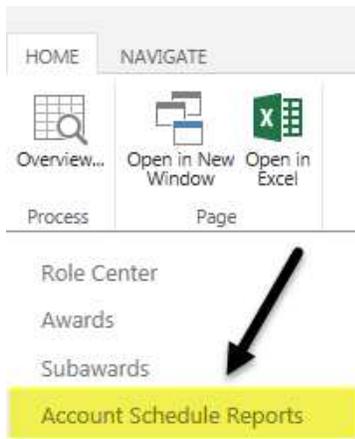
Debit activities are charges to your award (expenses)
Credit activities are credits to your award (revenues)

A negative balance means the Award has money remaining. A positive balance indicates that the Award is overspent, or has yet to receive all its revenue.

WebClient – Supplemental Information

4. Running an Account Schedule Report

Choose the Account Schedule Reports button to access these reports:



Account Schedule Reports are grouped into categories based on the various types of awards such as

- External Research awards (Awards 10,000 to 29,999)
- Internal Research Awards (Awards 30,000 to 49,999)
- Designated Awards (Awards 60,000 to 69,999)
- TPDA, CPAA and Chair Stipend Awards (Awards 50,000 to 69,999)
- Trust awards (Awards 70,000 to 89,999)

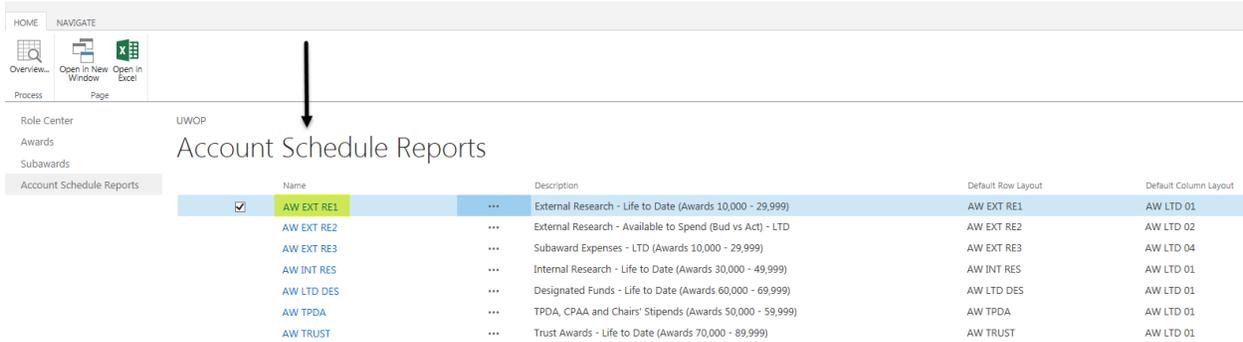
The format of each of these reports has been developed to suit the nature of the Award, however the mechanics of running each report is the same.

Account schedule reports have been designed in a life to date format (LTD). This means that the reports will include all transactions from the start of the award, rather than just the transactions for the current fiscal year. There are no opening balances in a LTD report – instead, all revenues over the life of the award are reflected as revenues, while all expenses are reflected as expenses.

There is one exception to this. Any awards with activity and balances prior to April 1st, 2014 will have a line populated on the report called “April 1, 2014 balance transfer”. This is because the new system was limited to bringing in only two years of historical activity. Any carry forward balances prior to that date were brought in as a net lump sum balance transfer.

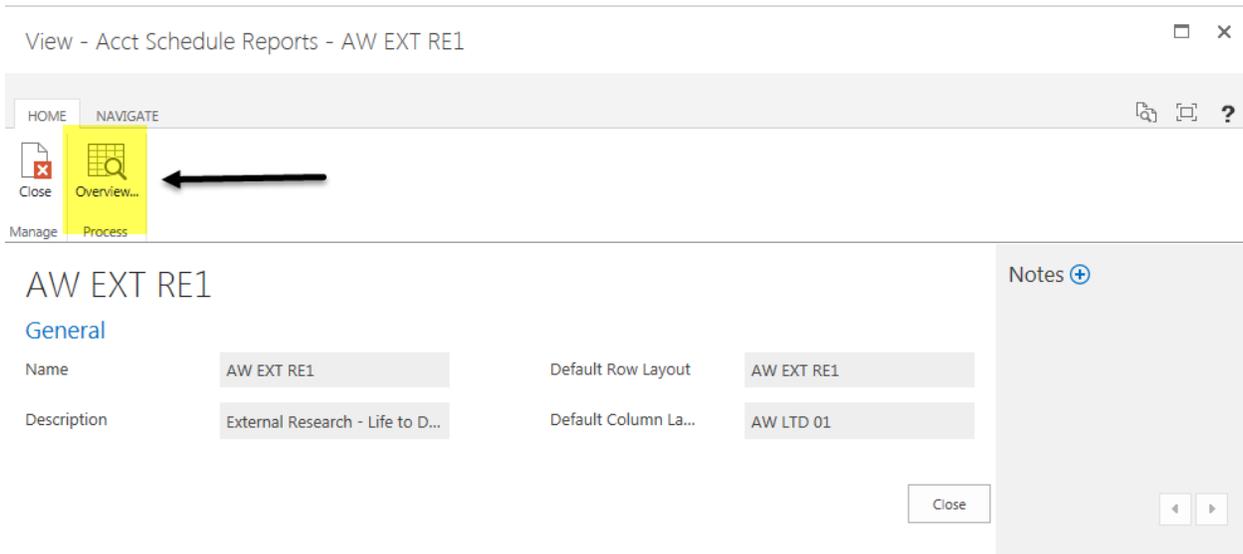
WebClient – Supplemental Information

To run an Account Schedule Report, choose the appropriate report based on the type of Award you wish to analyze. Click on the report name to open the report:



Name	Description	Default Row Layout	Default Column Layout
<input checked="" type="checkbox"/> AW EXT RE1	External Research - Life to Date (Awards 10,000 - 29,999)	AW EXT RE1	AW LTD 01
AW EXT RE2	External Research - Available to Spend (Bud vs Act) - LTD	AW EXT RE2	AW LTD 02
AW EXT RE3	Subaward Expenses - LTD (Awards 10,000 - 29,999)	AW EXT RE3	AW LTD 04
AW INT RES	Internal Research - Life to Date (Awards 30,000 - 49,999)	AW INT RES	AW LTD 01
AW LTD DES	Designated Funds - Life to Date (Awards 60,000 - 69,999)	AW LTD DES	AW LTD 01
AW TPDA	TPDA, CPAA and Chairs' Stipends (Awards 50,000 - 59,999)	AW TPDA	AW LTD 01
AW TRUST	Trust Awards - Life to Date (Awards 70,000 - 89,999)	AW TRUST	AW LTD 01

In the next screen hit the Overview button:



View - Acct Schedule Reports - AW EXT RE1

HOME NAVIGATE

Close Overview...

Manage Process

AW EXT RE1

General

Name: AW EXT RE1 Default Row Layout: AW EXT RE1

Description: External Research - Life to D... Default Column La...: AW LTD 01

Notes +

Close

WebClient – Supplemental Information

Choose your Award from the UW Award filter drop-down list and then enter the date filter. The LTD reports are intended to be viewed by Day (i.e. life to date up to the date specified):

Edit - Acc. Schedule Overview - AW EXT RE1 - AW LTD 01

HOME ACTIONS

Close View Previous Column Next Column Previous Period Next Period Previous Next

Manage Process Page

AW EXT RE1 - AW LTD 01

General

Account Schedule Name: AW EXT RE1
 Date Filter: 10/31/16

Column Layout Name: AW LTD 01

Dimension Filters

UW Award filter: 19997
 UW Subaward Filter: []

Options

Exclude Closing Entries:

Matrix Options

View by: Day

The column layout is the same for most of the reports, displaying a separate column for each of the LTD Commitment, Encumbrance and Actual Expenses:

Description	LTD - Comm	LTD - Encum	LTD - Actual	Total
☑ ... Apr 1, 2014 Balance Transfer				
...				
... Revenue				
... Federal Grants			-5,000.00	-5,000.00
... Provincial Grants				
... Municipal Grants				
... Gifts & Bequests				
... Other Revenue				
...				
... Total Revenue			-5,000.00	-5,000.00
...				

WebClient – Supplemental Information

You have the ability to drill down into the numbers on the report to see the accounts and transactions that make up the balance:

Description	LTD - Comm	LTD - Encum	LTD - Actual	Total
<input checked="" type="checkbox"/> ... Apr 1, 2014 Balance Transfer				
...				
... Revenue				
... Federal Grants			-5,000.00	-5,000.00
... Provincial Grants				

Click on the number to drill down →

The next screen reveals the accounts that are included in this revenue or expense category:

No.	Name	Budget	Commitments	Encumbrances	Actual	Totaling
<input checked="" type="checkbox"/> 61370	... Federal Grant - SSHRC Grants	0.00	0.00	0.00	-5,000.00	
61371	... Federal Grant - SSHRC - Council Auth Trsf	0.00	0.00	0.00	0.00	
61375	... Federal Grant - Tour Cult Her Sprt Cons Prtc	0.00	0.00	0.00	0.00	
61380	... Federal Grant - NRCAN	0.00	0.00	0.00	0.00	
61385	... Federal Grant - Transport Canada	0.00	0.00	0.00	0.00	

Click here to drill down one more level

Drill down one more level to see the transactions that make up the balance:

Posting Date	G/L Account No.	G/L Account Name	Amount	Description	Transaction Type
<input checked="" type="checkbox"/> 10/15/2016	... 61370	Federal Grant - SSHRC Grants	-5,000.00	Federal Grant - SSHRC Grants	Actual

WebClient – Supplemental Information

To print an Account Schedule Report, go to the Actions tab from the Account Schedule Overview page, click on the print icon and choose the portrait option:

Edit - Acc. Schedule Overview - AW EXT RE1 - AW LTD 01

HOME ACTIONS

Next Period
Previous Period
Next Column
Previous Column

Print
Export to Excel
Portrait...
Landscape...

Dimension Filters

UW Award filter 19997 UW Subaward Filter

Options

Exclude Closing Entries

Matrix Options

View by Day

Description	LTD - Comm	LTD - Encum	LTD - Actual	Total
... Apr 1, 2014 Balance Transfer				
... Revenue				
<input checked="" type="checkbox"/> ... Federal Grants			5,000.00	-5,000.00
... Provincial Grants				
... Municipal Grants				
... Gifts & Bequests				
... Other Revenue				
... Total Revenue			-5,000.00	-5,000.00

There is no need to change any parameters on the next screen – the settings will carry forward. Click “Preview” to see your report: (Note: if you prefer parentheses to a minus sign for negative numbers you can change that on the “Show Neg. Amounts With” line)

Edit - Account Schedule - Portrait

Column Layout Name AW LTD 01

Filters

Date Filter 11/08/16

Fund Filter

Fund Class Filter

Budget Plan Filter

Exclude Closing Entries

Dimension Filters

Sector Filter

Department Filter

Sub department Filter

UW Award filter 19997

UW Subaward Filter

Project Filter

UW Travel authorization Filter

Shortcut Dimension & Code

Show

Show Error

Show Neg. Amounts With Parentheses

Show Neg. Percents With Parentheses

Show Amounts in Add. Reporting Curre...

Send to... Preview Cancel

WebClient – Supplemental Information

From the Print Preview page, click on the “Save As” icon at the top of the page to save to PDF. Open the PDF file and then choose either “save as” or “print” from the file menu at the top of the page:

Print Preview

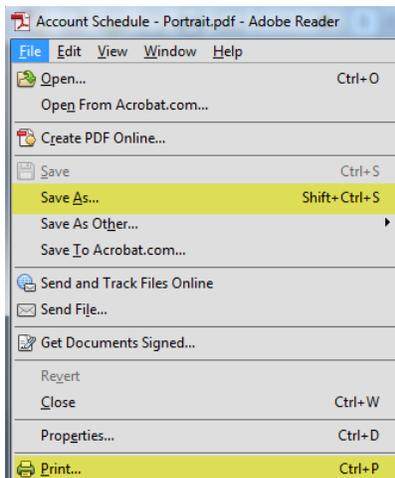
Account Schedule - Portrait

1 of 2 ? Find | Next

University of Winnipeg
External Research - Life to Date (Awards 10
External Research
Awards - Life to Date
For the Period from November 8, 2016 to November 8, 2016

(Amounts are in CAD)
(Includes UW Award: 19997)

	LTD - Comm	LTD - Encum	LTD - Actual	Total
Revenue				
Federal Grants			(5,000.00)	(5,000.00)
Total Revenue			(5,000.00)	(5,000.00)
Expenses				
Professional & Technical Services/Contracts			300.00	300.00
Materials, Supplies & Other			3,100.00	3,100.00
Subaward advances			1,700.00	1,700.00
Total Expenses			5,100.00	5,100.00
(Balance)/Overspent			100.00	100.00



WebClient – Supplemental Information

External Research – Available to Spend (Bud vs Act) LTD Report:

- This Account Schedule Report functions slightly differently than the other reports
- This report compares Total Expenditures to Budgeted Revenue (as opposed to Actual Revenue)
- This report has been developed for Awards where the funding is not received up front and as such the balance field does not accurately reflect what is remaining to be spent
- Comparing the Total Column to Budget informs users of how much money is Available to Spend

Description	LTD - Comm	LTD - Encum	LTD - Actual	Total	LTD - Budget	Available to Spend
<input checked="" type="checkbox"/> ... Expenses						
... Salaries & Benefits						
... Professional & Technical Services/Contracts			300.00	300.00		-300.00
... Materials, Supplies & Other			3,100.00	3,100.00	7,500.00	4,400.00
... Travel						
... Equipment						
... Subaward advances			1,700.00	1,700.00		-1,700.00
... Inter/Intra Charges & Recoveries						
... Other Expenses						
...						
... Available to spend/(overspent)			5,100.00	5,100.00	7,500.00	2,400.00
...						
...						
... Apr 1, 2014 Balance Trsf (Do not use report if balance exists)						

There are two requirements for this report to work:

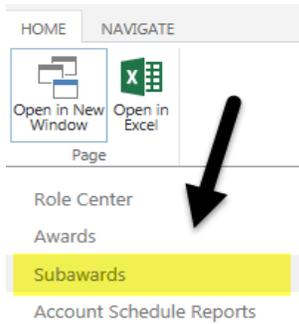
1. A Budget must be posted (currently only Awards created after April 1/16 have budgets)
2. There cannot be an April 1/14 carry forward balance. This is because the carry forward balance is a net number comprised of revenues and expenses prior to this date (not just expenses). There is a line on the report for the April 1/14 balances – if it exists, do not use this report

This Account Schedule Report contains footnotes that will remind you of these requirements.

WebClient – Supplemental Information

5. Subawards

Choose the Subawards button on the left hand side of your screen to access your subawards list:



The Subawards list shows a list of all the active subawards that you are currently responsible for:



No.	Parent No.	Subaward Balance UW	Subawardee Name	Name
<input checked="" type="checkbox"/> 0020	...	19997	2,500.00 Carleton University	Fernandez, C. (Partner, R.)

Subaward Card:

The Subaward Card contains all the important information about the award and is accessed by clicking on the Subaward No. in the Subawards List:



No.	Parent No.	Subaward Balance UW	Subawardee Name	Name
<input checked="" type="checkbox"/> 0020	...	19997	2,500.00 Carleton University	Fernandez, C. (Partner, R.)

WebClient – Supplemental Information

Edit - Subaward Card - 0020 · Fernandez, C. (Partner, R.)

HOME NAVIGATE

Close View Edit Notes Links Previous Next

Manage Show Attached Page

0020 · Fernandez, C. (Partner, R.)

General

No.	0020	Search Name	FERNANDEZ, C. (PARTNER, R.)
Name	Fernandez, C. (Partner, R.)	Start Date	9/1/2016
Description		End Date	8/31/2017
Description 2		Type	FERNANDEZ
Subawardee No.	010250	Class	
Subawardee Name	Carleton University	Currency Code	
Monitoring Requir...		Blocked	

Reference

Reference No.		Fiscal Year Start D...	
Reference No. 2		Line Item Flexibilit...	0.00
Allow Posting From	9/1/2016	Award No.	19997
Allow Posting To	8/31/2017		

Defaults

Dimension Speedk...	0020	UW Project Code	
UW Sector Code	325	UW Travel authori...	
UW Department C...	3262	Shortcut Dimensio...	
UW Sub-division		End No.	

Subaward Statistics

Total Estimated

LCY(CAD)	2,500.00
ACY(CAD)	2,500.00
SCY(CAD)	2,500.00

Total Obligated

LCY(CAD)	0.00
ACY(CAD)	0.00
SCY(CAD)	0.00
Restrictions	0

Subaward Details

Terms & Condi... 0

Milestones Co... 0 of 0

Primary Contact

Contacts 0

Certifications 0 of 0

Clearance Status Required

File Attachments ...

File Name

Transfer Agree... **...**

Subaward Reports:

- There are three reports that can be used to analyze your Subaward expenses:
 - Trial Balance Report
 - Account Schedule Reports:
 - External Research – Life to Date Report
 - Subaward Expenses – LTD
- To run these reports you must populate both of the following filters:
 - UW Award Filter (with the Parent Award #)
 - UW Subaward Filter (with the Subaward #)
- Examples of these are shown on the following page:

WebClient – Supplemental Information

Edit - **Acc. Schedule Overview** - AW EXT RE1 - AW LTD 01 **Account Schedule Report** □ ×

HOME ACTIONS 🔍 🖨️ ?

Close View
◀ Next Period
▶ Previous Period
◀ Previous
▶ Next

Manage
Process
Page

AW EXT RE1 - AW LTD 01

General

Account Schedule Name: Date Filter:

Column Layout Name:

Dimension Filters

Parent Award #
Subaward #

Edit - **Trial Bal Det Sum by Fund Dim** **TRIAL BALANCE REPORT** □ ×

Options

General Ledger View: ...
 Selected Dimensions: ...
 Use Dimension Speedkeys:
 Accounts with Balances: ▾
 New page per Account:
 Print Transaction Detail:
 Include Budget Information:
 Print Source Names:
 Use Additional Reporting Currency:
 Override Trans. Type Filter with Actual, C...:

G/L Account

Limit totals to:

Where: ▾ is: ▾
 And: ▾ is:
 And: ▾ is: **Parent Award #** ...
 And: ▾ is: **Subaward #** ...

Show results:

Where: ▾ is: ...
 And: ▾ is: × ...

G/L Entry

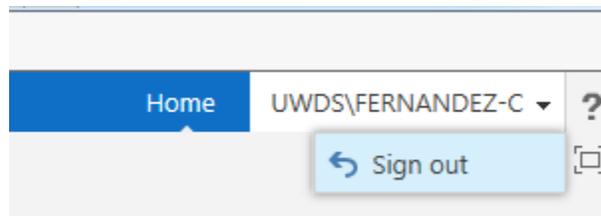
Show results:

Where: ▾ is: ▾
 And: ▾ is: ...

WebClient – Supplemental Information

6. Additional Information

- WebClient Licensing
 - Licensing for WebClient assumes that not all users will be on the system at once. We anticipate that there will be higher volumes of usage for the first few weeks as users sign in for the first time to review the system. If you are unable to sign in to the system due to the maximum number of licenses being used, we first ask that you wait a few minutes and then try to sign in again. However, if this becomes a persistent issue, please contact researchaccounting@uwinnipeg.ca so we can address the issue
 - We also request that if you have finished your session in WebClient, that you sign out immediately so the license is available to be used by another person. To sign out of WebClient, click on the drop down menu next to your user name in the top right corner of the screen and choose “Sign out”



- Imported Awards
 - For Awards that were imported into the new system some fields contain “dummy” or “placeholder” information as this information did not exist in the old system and therefore could not be imported. Examples of this include:
 - Start dates (3/31/2016 used as placeholder)
 - End dates (3/31/2099 used as placeholder)
 - Estimates (\$0.01 used if estimate not available/recorded)
- Closed Awards
 - Closed awards will be removed from your WebClient Awards list. If you require any information about a closed award, please contact Research Accounting
- Missing/Incorrect Awards
 - Please contact Research Accounting if there are any Awards missing from your Awards list that you are responsible for or ones that are on your list that should not be
- WebClient can be used on both MACs and PCs

WebClient – Supplemental Information

7. Tips and Tricks

- Maximize the screens in WebClient to make it easier to see full account names and descriptions
- Placing your cursor over a field will also display the full details of that field
- Fields can be sorted by clicking on the column headers and choosing the sort option you want
- Fields that are the color blue can be drilled down into

8. Questions?

If you have any questions or concerns about WebClient, please contact Research Accounting at:

- researchaccounting@uwinnipeg.ca
- Kathy Vlaming
 - 204-789-1455
 - k.vlaming@uwinnipeg.ca
- Melannie Soukhalom
 - 204-988-7679
 - m.soukhalom@uwinnipeg.ca