DALHOUSIE NOTES ON FINANCE SELF SERVICE (FSS)

QUICK REFERENCE

As of May 14, 2013

Quick reference document outlining the basic steps to using Finance Self Service (FSS) on non-Research accounts

What is Finance Self Service (FSS)?

FSS is a web-based program that allows you to have access financial information for specific accounts. There are various queries that can be run to obtain this information. The information in FSS is up-to-date within three minutes of posting. Also, the information is accumulative. If looking at period 5, you will see all the transactions in a given year from period 1 to 5.

How do I log into FSS?

To access FSS, you must **log into Dal Online**. https://dalonline.dal.ca/

Click on **LOGIN** in the upper left hand side of the screen (in the black/white section).
Enter your **Net ID** – eg. LR######
Password – Your Net ID password (same one used to get your Dalhousie emails).

    a.   If you have forgotten your password, click on "NetId & Password Assistant" link.

    b.   If you are having problems with your password and the "NetID & Password Assistant" hasn't helped you to resolve the problem, email helpdesk@dal.ca. Include in the email: daytime telephone number and your Dalhousie ID Number.

Click on **Web for Administrators** and then **Finance**.

If I don't see Web for Administrators in Dal Online, what should I do?

For those individuals who are not a Unit Authority (Dean, Dept Head/Researcher), if you don't have Web for Administrators and you require access to the financial information for particular account(s), you must speak to the Faculty/Department Administrator or the Principal Investigator (Researcher). They must delegate access to you through Web for Administrators' Distributed Security.

Which queries in FSS, am I going to use the most?

There are two queries in FSS that will be used frequently.
- a. **Budget Queries** – Budget Status by Account
- b. **Commitment Query**

Budget Queries – Budget Status by Account
This is what you will use 95% of the time to view your budget, year to date balances, commitment totals and your available balance.

To run this query, you MUST have the following: Fiscal Year, Fiscal Period, Chart of Accounts and Organization (the 5-digit account/grant #).
Fiscal Year – if the fiscal year is 2013-2014, then the fiscal year would be 2014
Fiscal Period – if left at period 14 you will always obtain all the financial information for a fiscal year. Note, if you do change the period to reflect the actual period you are in, the accounting information shown is cumulative for the fiscal year. So if you put period 5, you will obtain all accounting information from period 1 to 5 not just period 5 data. Also, to see the accrual entries entered for a specific fiscal year, you must have the period on 14.
Chart of Accounts – this is always "1". Once you type the one in the first time, you never have to change it.
Organization – this is the 5-digit account/grant #.

Account (optional) – if you only want to see the detail of a specific account (four-digit account), this can be entered but not necessary.

All of the remaining fields can be left blank (Fund, Fund Type, Account Type and Program).

Include Revenue Accounts - Should be checked for all non-research accounts (5-digit orgn code)

TIP: Any time you see a blue font on the screen, it means you can click on it to get further detail.

When you click on a Year to Date figure, it will take to the document list. This list contains all the transactions that make up this year to date balance. The documents listed will be sorted first on document code (an internal code assigned by Financial Services when processing the transaction) and then by date.

TIP: When looking for a transaction in the document list, you must go to where that document type is first listed (invoice (I), journal entry (J), Feed/Upload (F), or Deposit (H)) and then look for the date when the transaction may have been posted.

Once you find the transaction you are looking for, click on the document code and this will bring up details related to the transaction. You will be able to see Related Documents in association with invoices. Depending on the type of invoice this could include requisition, purchase order, or cheque disbursement.

NOTE: from the Budget Query – Budget Status by Account, you are able to drill into the details of the invoice, journal entry, etc. This screen will be called View Documents. For documents that start with an "I" or "J", you will be able to see a field called Image. When the image is available in WebXtender, this link will read "View". If the document hasn't been scanned/indexed yet, it will read "Not Available". Once the image has been indexed, the wording will change to "View". When you click on "View" another window will open and you will be able to see the scanned image of the document.

Commitment Query
This query is useful if you want to see what makes up the figures within the Commitments column within the Budget Status by Account. The types of commitments included in this query are: purchase requisitions, purchase orders, capital encumbrance (created by Facilities Management) and salary encumbrances (summary information on research accounts).

Required to run this query are: Fiscal Year, Fiscal Period, Chart of Accounts (1) and the Organization – the same information as the Budget Status by Account.

For the Commitment Status, you can change this to be ALL, OPEN, or CLOSED.

TIP: If you want to see what makes up the commitments figure in the Budget Status by Account query, change the Commitment Status to Open. If you want to see which vendor you used before on a previous PO that is now closed, change the status to CLOSED or ALL.

The results of the query contain:
Original Commitments – The original amount of the encumbrance.
Commitment Adjustments – The total amount the encumbrance has been adjusted for after the creation
Commitment Liquidation – Expenditure of the commitment
Year to Date – Amount expended against the commitment. In the case of a PO, the difference between Encumbrance Liquidation & Year to Date is the Tax Rebate.
Current Commitment – The amount currently left on the commitment
% Used – The percentage of the comment that has been liquidated.

TIP: Clicking on the Document Code, will allow you to see all the transactions that have been posted related to this commitment. Again, if you keep clicking on the blue fonts, you can get back to the detail information related to the transaction.

Helpful Tricks & Tips:

➢ Under the Finance menu – clicking on Finance Home Page will bring you to Financial Services home page where you can find detail user manuals for FSS, e~Print and Web for Administrators (http://www.dal.ca/dept/financial-services/For-Staff-and-Faculty/understanding-your-financial-info/finance-manuals-for-dal-online.html).
➢ If you need to ask a question about e~Print or FSS, under the Finance menu – click on the Email Financial Services.

- If the number of transactions within the Budget Query by Account is too numerous and clicking on the Next 15 button is taking too long to find the transaction you are looking for, then download the info to excel. You then can quickly sort and search for the transaction quickly.
- Click on the Download button to download either the transactions posted to a specific account (4-digit) or summary balances of all accounts within an organization.