



DALHOUSIE NOTES ON FINANCE SELF SERVICE (FSS)

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QUICK REFERENCE

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**Quick reference document outlining the basic steps to using Finance Self Service (FSS) –
Researcher: Summary & Detail Query
For Research & Special Purpose 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.

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 query in FSS, am I going to use the most?

For Research and Special Purpose accounts, you will want to use the **Researcher: Summary & Detail Query**. From this one query, you will be able to access the information from the other queries listed under the Finance Self-Serve menu.

Researcher: Summary & Detail Query

This query has many different sections.

To run this query, **click** on **Researcher: Summary & Detail Query**.

Researcher – Summary by Account:

The first screen to return to you is the Researcher – Summary by Account.

If you are a:

- a. **Principal Investigator (Unit Authority)**, this screen will automatically list all of the “accounts” you are the primary Principal Investigator for in Banner. A drop down box is only available to you if you have been delegated Spending Authority or Query/Reports access within Web for Administrators to another person’s “accounts”.
- b. **Delegated Query/Reports or Spending Authority access**, if you have been delegated access to only one Researcher’s accounts, you will automatically see the list of accounts for that Researcher that s/he has delegated to you. If you have access to multiple Researchers accounts, you will need to select the Researcher’s name from the drop down list and click on Submit Query.

This screen lists all of the research and special purpose “accounts” you have access to and the current balance available on these accounts. If you need to know how much funds are currently available to you, this is as far into the query you need to go. **NOTE:** you will need to keep in mind commitments that are not in Banner (eg. fringe benefits).

The available balance is colour coded to indicate how you are doing in managing your funds.

- a. **Healthy Fund** – greater than 10% of funds are available (green)
- b. **10% or less of the funds is available** – this is a warning that you have 10% or less of your funds still available for use. (orange)
- c. **Overspent Fund** – no funds are available. You have overspent on this account. (red)

NOTE: If you have money being transferred into your account from another account (an operating account), this transfer occurs by using expense account 9600 (Fund Transfers In/Out). Research does not enter a budget amount for this transfer. Given this the colour coding mentioned above may not be correct when your funds are 100% transferred in. The colour coding is based on the budget amount and there would not be any in this case. The available balance is correct.

To view the details of an account, **click** on the **Account number**. This will go to the **Researcher Account History** screen.

Researcher Account History:

This screen is broken out in 3 sections:

- a. **Header** – details on the account; title, Principal Investigator, Available Balance, Research Accounting Administrator (within Financial Services), Start/End Date, Agency, Sponsor ID, who has been delegated spending authority on the account and notes from Research Accounting.
- b. **Inception to Date information** – Your budget, total spent, commitments (for current fiscal year) and ending balance for each fiscal year will be displayed. For accounts in existence prior to 2002, the data shown here will only go back to when the University first went on Banner.

Not all accounts follow the University's fiscal year. You are able to change the inception to date information to be based on the project's start date. To do this, **click on Project Start Date** button and click **Submit Query**. The data will be shown based on the project start date for a twelve month intervals.

- c. **View Detail Transactions** – This bottom section will allow you to look at specific information for this account. You must indicate the **fiscal year** or **date range** for the data to be retrieved. **NOTE:** this can take 20-30 seconds to retrieve the data.
 - i. **Total Revenue Received on this Account** – this will display a summary of the money you have received and/or balance carry forwarded from the prior fiscal year. Within this query, you can:
 - a. **click** on either the revenue code to **view** the transactions for a **specific revenue code** or
 - b. **click on Open All Line Detail** button to **view** transaction details for **all revenue codes**.

At any point within this query, you can change the fiscal year or date range without having to go back to the **Researcher Account History** screen.

- ii. **Total Spent on this Account** – this will display a summary of the money spent against this account, as well as, the percentage of the budget used per expense code. Similar to the **Total Revenue Received on this Account**, you can **click** on either the expense code to **view** the transactions for the **specific expense code** or the **Open All Line Detail** button to view **all expenditures**.
- iii. **Outstanding Commitments in Current Fiscal Year** – if you see a balance under the Commitments column under Inception to Date section, you can click on this button to view the commitments (purchase requisition, purchase order, capital encumbrance and salary encumbrance) currently outstanding.

- iv. **Salary Commitments (for Fiscal Years only)** – this will indicate whose salary has been committed against this account. This query will only work using a fiscal year parameter. The date range option does not work.

TIP: When viewing the summary or detail information under **Total Revenue Received on this Account** or **Total Spent on this Account**, you can **highlight the data, press Ctrl and C** to copy the data, **open Excel** and then **press Ctrl and V** to paste the information into Excel.

TIP: When you drill into a document id, if the document starts with an “I” or “J”, you will be able to view the image of the document once it has been scanned and indexed in Financial Services. Ideally, you should use Internet Explorer but it will work in the other browsers.

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.