Quick Guide to Financial Information at Dalhousie

DALHOUSIE UNIVERSITY
Inspiring Minds

Two web-based applications provide financial information on university accounts for individuals have authority to view financial information. **Finance Self Serve (FSS)** and **e~Print** are accessed through **Web for Administrators**. This guide is intended to provide quick information on the two applications to get you started. It provides a brief description of only a portion of the information and functionality available through these tools. More detailed information is available through user guides and information sessions as described below.

Web for Administrators

Web for Admin is accessed though Dal Online on the Dal Home page (or https://dalonline.dal.ca/) in the same way you access tools and information on payroll through Web for Employee or for faculty and advisors through Web for Faculty. From the Dal Online page click "Login", enter your Net ID and password then click Web for Administrators.

To see what accounts you have authority to view click "Your Security" and then "View Your Security Profile".

Delegate Access through Distributed Security

Spending Authority – grants someone access to FSS & ePrint, as well as, able to sign off on financial documents up to and including $10,000, $100,000 or Total Budget.

1. Open Dal Online (https://dalonline.dal.ca/)
2. Click on Login
3. Enter your Net ID and password, click on Login.
4. Click Web for Administrators.
5. Click Distributed Security.
6. Click Update Administrative Security Assignments.
7. Enter the DELEGATE'S B00#. (If an error message indicates the intended delegate does not have an Oracle ID, click the email link and submit delegate's name and Banner ID. A confirmation email will be sent when the Oracle ID has been activated, at which time you are able to continue.)
8. Click on the drop down box and select Spending Authority.
9. Enter the account number in the Orgn Code box. This can be an account (1##### or 4#####), department code (D#####) or senior admin code (SXXXX)
10. The normal limit of $10,000 is the default. Under specific conditions $100,000 or Total Budget can be delegated to specific individuals.
11. Click Save Changes and check for confirmation note.

Repeat steps 8-11 to add more accounts for this delegate.

Query/Reports - grants someone access to FSS & ePrint. To delegate Query/Reports it is the same steps as above except for step 10.

Finance Self Serve (FSS)

FSS provides the authorized users with up to date account balances and transaction details. Users can drill into a transaction and related documents from an account query; view both encumbrance and document detail. Information can also be exported for analysis in other software tools.

From the Web for Admin menu click "Finance". For Non-Research and Special Purpose accounts, the query used most frequently is the "Budget Status by Account" under "Budget Queries". Click "Create Query". The following are tips to run the Budget Query:

1) Make sure there is a check mark beside, Year to Date, Adjusted Budget, Commitments & Available Balance
2) After the following four **required** parameters are entered click "Submit Query":
    a. Fiscal year - 19/20 is 2020
    b. Fiscal period - 14
    c. Chart of Accounts - 1
    d. Organization - 5 digit account number (must be an account you have authority to access- see Web for Admin above)
3) Items in blue can be clicked to drill down to view transaction detail

For Research and Special Purpose accounts, use the Researcher: Summary and Detail Query. This query will allow you to use fiscal year or date range for looking at your data.

ePrint

ePrint provides electronic access to a set of standard reports in PDF format (usually monthly). Reports include detailed transactions, summary financial information and the Payroll Hours and Fringe Benefit report. The latter report provides detailed information on the payroll charges against an account which is not available through FSS.

From the Web for Admin menu click "Finance" and then "ePrint Repository". A description of the various reports is displayed. Click the "PDF" icon to access the last report loaded into ePrint or the "DRILL" to access older reports.

User Guides and Information Sessions

This quick guide provides only a snapshot of some basic information and functionality available. More detailed User Guides are also available on the Financial Services website under For Staff & Faculty-Understanding Your Financial Info – Finance Manuals for Dal Online.

We highly suggest that you watch the training videos on Brightspace to assist you with running various FSS queries

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