# **Accounting Module Web Application:**

The MnSCU System Office has developed an accounting module on the web. One of its functions is the ability to view cost center balances and transactions online for certain department users. Anyone listed as responsible person on a cost center will automatically be given viewing rights. The responsible person listed on a cost center can notify SCSU Business Services to authorize viewing rights to their cost center for any number of SCSU employees.

## Follow this link to Accounting Documentation and Training

**Materials:** (http://www.its.mnscu.edu/isrs/navigation/finance\_facilities/acctwebdept.html) Begin by reviewing the videos in the section labeled **Training.** This will give you an overview of logging in along with navigation tips and tricks unique to this web application.

### Check the version of your Web Browser:

You must be on either Internet Explorer version 7 or Firefox version 3 (or higher) for this application to work correctly.

#### https://admin.mnscu.edu/acct/

Above is the link to the webbased accounting module.

You will not be able to access this link from off campus.

You will need to utilize your StarID to access this system.

	OFFICE OF THE CHANCELLOR
	OFFICE OF THE CHARCELLOR
STALL	Please login to continue.
STAR A	The '*' indicates a required field.
- MV	* ID or Username: Forgot ID? Need an ID? Sign Up Now.
Minnesota STATE COLLEGES	* Password: Forgot Password?
& UNIVERSITIES	Institution:
The Minnesota State Colleges and Universities system is an equal opportunity employer and	Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations. Login
educator.	See Login Help if you are having problems creating an account or logging in.
	You must <b>logout</b> when finished to ensure that nobody else gains access your records.

### What is StarID?

StarID is a username and password that will be used across the Minnesota State Colleges and Universities (MnSCU) system to access central information technology systems and services. As more and more MnSCU IT systems are modified to use the StarID, the future use of StarID will reduce the number of usernames and passwords that students and employees will need to remember.

### **Activating your StarID**:

• Go to <u>http://starid.mnscu.edu</u> and follow the instructions after clicking on the "Activate StarID" link

## **Training Documentation:**

Your accounting module Home Page also has the previously mentioned link to the Accounting Documentation and Training Materials <u>http://www.its.mnscu.edu/isrs/navigation/</u> <u>finance\_facilities/acctwebdept.html</u> where you can find the **Documentation** section featuring detailed explanations of all available menu choices. You should study the information on these links thoroughly before

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SNESOF	MINNESOTA STATE COLLEGES & UNIVERSITIES
	Velcome to the ISRS Accounting Application All links will open in new tab or in a new window depending on your browser settings.
nent Queries	Documentation and Training Materials <ul> <li>Accounting Documentation and Training Materials</li> </ul>
enter Irance ee Salary	Finance Headlines Finance Division Headlines
tion Detail	Useful Web Links for Application Users
Search & Create	Finance Division Website  home.page About Finance
Status	Finance Policies and Procedures     Accounting home page     Campus Tools and Resources     Budget home page     Contract and Purchasing home page     Lessing home page     Project Information (Finance Division)
	State of Minnesota Applications         • MAPS (Minnesota Accounting and Procurement System)         • SEMA4 (Statewide Employee Management System)
	Third Party Applications Unifier (MnSCU Facilities Construction Project Management System)
	Contact Information ISRS Help Desk Finance Directories

# **Department User Queries:**

attempting to use the screens.

✓ Cost Center

(http://www.its.mnscu.edu/isrs/doc/accounting\_webapp/deptuserqueries/ deptuserccquery.html)

- Query a cost center to obtain detailed financial information attributed to it. You can view cost centers to which you are assigned.
- <u>Employee Salary</u> (<u>http://www.its.mnscu.edu/isrs/doc/accounting\_webapp/deptuserqueries/</u> deptuserempsalaryquery.html)
  - Query an employee salary to obtain salary information for the people associated with cost centers to which you are assigned.

#### ✓ <u>Encumbrances</u>

(http://www.its.mnscu.edu/isrs/doc/accounting\_webapp/deptuserqueries/ deptuserencumbrquery.html)

- Query an encumbrance to obtain detailed financial information attributed to it. You can view encumbrances associated with cost centers to which you are assigned.
- ✓ Transaction Details

(http://www.its.mnscu.edu/isrs/doc/accounting\_webapp/deptuserqueries/ deptusertransdetquery.html)

• Query a transaction to obtain information about a transaction posted to a cost center to which you are assigned.



## Hon e Department Queries Cost Center



## **Reports**:

The online queries provide up-to-date information on account balances, open commitments, and transaction details needed to review a cost center. The MnSCU System Office has stated that their intent in designing the web accounting application was that a hard copy report would not necessarily be needed. Some users prefer to view their balances and transactions online, or perhaps utilize the download in Microsoft Excel function when performing a more detailed analysis of individual transactions. However, accounting reports of this same information are available and can be run for viewing or printing. Once again, the Accounting Documentation and Training Materials web page has written documentation related to reports. It is located in the Documentation section by clicking on the table of contents link, or here:

- ✓ Report Search & Create (http://www.its.mnscu.edu/isrs/doc/accounting webapp/miscellaneous/ Report Search and Create.html)
  - Use this to find accounting reports by name or number and to run them.
- Report Status (http://www.its.mnscu.edu/isrs/doc/accounting webapp/miscellaneous/ Report Status.html).
  - Use this process to find the results of an accounting report you have run.

#### **Report Search and Create**

**Procedure:** Find and run reports under the Reports section of the Accounting webapp.

- Ι. Step 1: Navigate to the Report Search and Create Page.
  - a) Start at the Main Accounting Screen.
  - b) Click **Reports** in the left column to expand the Reports menu.
  - c) Click Report Search and Create under Reports to display the Report Search and Create page.
- Report Search Report Number: 0 Variation: -0 Title: 0 Do History Search? 🗌

Report Search

Run Report

Home **Department Queries** Cost Center Grant Project Encumbrance Employee Salary Transaction Detail Reports Report Search & Create Report Status Legend

Run Date

П. Step 2: Enter the report

number or name of the report you need.

Report Number: AC0513CP\* Department Queries Title Do History Search? III. Step 3: Click [Search]. A list of the reports roiec matching what you entered displays. Employee Salary Report Title Fransaction Deta AC0513CP 5 Budget Balances by BAT: Fund/GL/Campus ь IV. Step 4: Click the Run Report icon ( ) for the report you need to run. Variation Run Report Title Report Number A report creation page displays. Б AC0513CE Budget Balances by BAT: Fund/GL/Campus

V. **Step 5:** Enter the fields to restrict the information for the report.

The output defaults to "View on-line". If you instead want a printed copy or an email of the report results, change the Output Option at the bottom of the Report Creation page.

VI. Step 6: Click [Submit]. Once it has been submitted,a confirmation message displays at the top of the

Report <u>ACO5O3CP</u> successfully submitted

#### page.

*Please see "Example Report Parameters" on the next set of pages for more information.* 

Please enter the Required Information	on for Report Creation
Report Parameters:	
	Parameters: Default 🛛 💙
Report Number: A	C0513CP
Variation Number:	
Title: Bu	udget Balances by BAT: Fund/GL/Campus
Run Date: 05	5/10/2010
Run Time: 14	4:53:41
Fiscal Year: 20	010
HEB Fund Code (up to 8):	
G/L Account Number:	
Campus Id:	
Object Code Range:	
Cost Center Range: 21	11005
User budget, number and label: 5/	Original / Budget /
Page break by Cost Ctr (Y/N) ?: Y	
User Field parameters:	
Month-end (calendar year/month): 20	010/04
Print Header Page: N	
S View on-line	Select Output Option
C Printer:	Form:HP16LW
Email Address:	FUIL PFICEVV
Email Address:	
	Submit Cancel

Example	Report	Parameters:
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Please enter the Required Informa	tion for Report Creation
Report Parameters:	
	Parameters: Default
Report Number:	AC0513CP
Variation Number:	
Title:	Budget Balances by BAT: Fund/GL/Campus
Run Date:	05/10/2010
Run Time:	
Fiscal Year:	
HEB Fund Code (up to 8):	
G/L Account Number:	
Campus Id:	
Object Code Range:	
Cost Center Range:	211005
User budget, number and label:	5/ Original / Budget /
Page break by Cost Ctr (Y/N) ?:	Y
User Field parameters:	
Month-end (calendar year/month):	2010/04
Print Header Page:	N
Contract line	Select Output Option
View on-line	<b>5</b>
C Printer:	Form: HP16LW
C Email Address:	
	Submit Cancel

Place your cost center in the "Cost Center Range" field.

Place a year/month in the "Month-End" field for a specific month, or leave the field blank for a current report.

Do not accidentally put your cost center in the "G/L Account Number" field.

Please enter the Required Information for Report Creation
Report Parameters:
Parameters: Default
Report Number: AC0517CP
Variation Number:
Title: Budget Balances by BAT-Child Cost Center
Run Date: 03/29/2013
Run Time: 11:02:50
Fiscal Year: 2014
Object Code Range:
Cost Center and/or Range max 8 sep by .: 211005
User budget, number and label: 5/ Original / Budget /
Page break by Cost Ctr (Y/N) ?: Y
User Field parameters:
Month-end (calendar year/month): 2013/07
Print Header Page: N
Select Output Option
View on-line
C Printer: Form: HP16LW
Email Address:
Submit Cancel

This report is the same as the AC0513CP report, but will not print out any additional "parent" cost centers that may hold budget for your cost center (i.e., payroll from Dean's cost center, graduate assistant from Graduate Studies cost center...etc.).

Place your cost center in the "Cost Center Range" field.

Place a calendar year/month in the "Month-End" field for a specific month, or leave the field blank for a current report.

This report will not work for a parent cost center.

Please enter the Required Inform	nation for Report Creation
Report Parameters:	
	Parameters: Default 💉
Report Number:	AC0519CP
Variation Number:	
Title:	Open Commitments Report
Run Date:	05/10/2010
Run Time:	
P/O Number range:	
Vendor or Employee ID:	
Print liquidated encumbrances?:	
Fiscal Year:	
Cost Center Range:	
Object Code range:	
Sort Option: (V/C/R/P):	
(V)endor, (C)ost center,:	
(P)O Nbr, (R)esponsible Person:	
Page Break on Cost center?:	Y
Print detail transactions?:	N
User Field params (see manual):	
Alternate report title:	
Print Header Page:	N
2 August and a second s	Select Output Option
View on-line	-
C Printer:	Form: HP16LW
C Email Address:	
	Submit Cancel

Place your cost center in the "Cost Center Range" field.

Please enter the Required Information for Report Creation	
Report Parameters:	
Parameters: Default	*
Report Number: AC0531CP	
Variation Number:	
Title: Transactions by Fund/GL/CC/Object	
Run Date: 05/10/2010	
Run Time: 14:59:56	
Fiscal Year: 2010	
Starting date (mm/dd/yy): 04/01/10	
Ending date (mm/dd/yy): 04/30/10	
HEB Fund Code(s) (up to 8):	
G/L Account number:	
Cost center number range: 211005	
Object code range: 0800-9999	
Source Module ID:	
Transaction type(s) (up to 12):	
Bank account code:	
Sub-total by object code? (Y/N): N	
Page break by cost center?: Y	
Print Trans Description?: N	
Print Trans Comment?: N	
User Field Parameters (see manual):	
Alternate report title:	
Exclude Transaction Type Code(s):	
Print Header Page: N	
Select Output Option  View on-line	
Printer: Form:HP16LW	
C Email Address:	
Submit Cancel	

Place your cost center in the "Cost center number range" field.

Asterisk means "Starting date" field is required. Format must be mm/dd/yy.

Please enter the Required Information for	or Report Creation
Report Parameters:	
	Parameters: Default
Report Number:	AC0542CP
Variation Number:	
Title:	General Ledger Monthly Activity
Run Date:	05/10/2010
Run Time:	15:03:22
HEB Fund Codes (up to 8):	
G/L Account Range:	000174
Object Code Range:	
Page break by account? (Y/N):	Y
Month-end (calendar year/month):	2010/04
(example: 96/2):	
Alternate report title:	
Additional selection criteria:	
Include Inactive General Ledgers(Y/N)?:	N
Print Header Page:	N
	elect Output Option
View on-line	<b>5</b>
C Printer:	Form: HP16P88
C Email Address:	
	Submit Cancel

*Report AC0542CP is only for Agency Accounts which are all in the 900xxx range.* 

*Change the "9" to a "0" and place your adjusted account number in the "G/L Account Range" field.* 

The above example is for Agency Account **9**00174 (must use **0**00174 to run this report).

Place a year/month in the "Month-End" field for a specific month, or leave the field blank for a current report

VII. Step 7: Click the report number in the submission message.

The Report Status page displays, listing the report for each time the report was run. Click the report icon (

), at the left of the row to see the report results.

If you do not see a report icon, your submission of the report is still running. If so, click **[Refresh]**. When the report has finished, the report icon displays at the left of that row.

For further instructions, or if you left the page with the submission message before clicking it, refer to **Report Status** (http://www.its.mnscu.edu/isrs/doc/accounting\_webapp/miscellaneous/Report\_Status.html) to find the report results.

#### **Report Status**

Procedure: Find the status of a report under the Reports section of the Accounting menu.

- I. Step 1: Navigate to the Report Status Search page.
  - a) Start at the Main Accounting Screen.
  - b) Click Reports in the left column to expand the Reports menu.
  - c) Click Report Status under Reports to display the Report Status Search page.
- **II. Step 2:** Enter the information of the report that was run.

*Note:* When entering a date range, the second date should be at least one day past the day you need. This is due to the search range ending at the beginning of the day entered. For example, if you need to search for something run in January of 2009, use the Run Date Range of 01/01/2009 through 02/01/2009.



### Home Department Queries Cost Center Grant Project Encumbrance Employee Salary Transaction Detail Reports Report Search & Create Report Status Legend

a) Click [Search]. A table of the reports matching what you entered displays.

	MINNES	OTA STATE CO	DLLEGES a	& UNIVERSITIES			Bradley G	rabham   St Cloud S	:∪ (change institut	ion)   Logoi
	Rep	ort Status Se	arch							
ome		* Report	Number:	0						
onie	-		/ariation:	0						
partment Queries			te Range:			(mm/dd/yyyy - m				
st Center			te Range:			(mm/dd/yyyy - m				
			te Range:			(mm/dd/yyyy - m				
ject		Submit Da	te Range: te Range:			(mm/dd/yyyy - m (mm/dd/yyyy - m				
umbrance		Add Da	-	Please Select		Cumbrad AAAA - m	((dd/yyyy)			
oloyee Salary	Show	all reports for Ir								
nsaction Detail	51101	-		100 -						
orts										
ort Search & Create				Search Clear Refresh						
ort Status	-			12 Reports found.						
gend		Report Number3	Variation	Report Title	Status	Add Date	Run Date	Start Date	End Date	Submitter
			Vundom	Budget Balances by BAT:		05/10/2010	05/10/2010	05/10/2010	05/10/2010	Grabham.
		AC0513CP		Fund/GL/Campus	Complete	11:50:19 AM	11:48:19 AM	11:50:25 AM	11:50:42 AM	Bradley
	E	AC0513CP		Budget Balances by BAT: Fund/GL/Campus	Complete	05/10/2010 11:35:14 AM	05/10/2010 11:33:14 AM	05/10/2010 11:35:18 AM	05/10/2010 11:35:34 AM	Grabham, Bradley
		AC0513CP		Budget Balances by BAT: Fund/GL/Campus	Complete	04/29/2010 2:55:50 PM	04/29/2010 2:56:50 PM	04/29/2010 2:57:5 PM	04/29/2010 2:57:21 PM	Grabham, Bradley
		AC0513CP AC0513CP			Complete Complete					
				Fund/GL/Campus Budget Balances by BAT:		PM 04/29/2010 2:50:2	PM 04/29/2010 2:48:1	PM 04/29/2010 2:50:14	PM 04/29/2010 2:50:31	Bradley Grabham,
	E	AC0513CP		Fund/GL/Campus Budget Balances by BAT: Fund/GL/Campus Budget Balances by BAT:	Complete	PM 04/29/2010 2:50:2 PM 04/09/2010	PM 04/29/2010 2:48:1 PM 04/09/2010	PM 04/29/2010 2:50:14 PM 04/09/2010	PM 04/29/2010 2:50:31 PM 04/09/2010	Bradley Grabham, Bradley Grabham,
		AC0513CP AC0513CP		Fund/GL/Campus Budget Balances by BAT: Fund/GL/Campus Budget Balances by BAT: Fund/GL/Campus	Complete Complete	PM 04/29/2010 2:50:2 PM 04/09/2010 11:43:55 AM 04/09/2010	PM 04/29/2010 2:48:1 PM 04/09/2010 11:44:55 AM 04/09/2010	PM 04/29/2010 2:50:14 PM 04/09/2010 11:45:45 AM 04/09/2010	PM 04/29/2010 2:50:31 PM 04/09/2010 11:47:36 AM 04/09/2010	Bradley Grabham, Bradley Grabham, Bradley Grabham,
		AC0513CP AC0513CP AC0502CP		FundiGL/Campus Budget Balances by BAT: FundiGL/Campus Budget Balances by BAT: FundiGL/Campus Cost Center Listing Transactions by	Complete Complete Complete	PM 04/29/2010 2:50:2 PM 04/09/2010 11:43:55 AM 04/09/2010 10:13:20 AM 04/06/2010 9:54:28	PM 04/29/2010 2:48:1 PM 04/09/2010 11:44:55 AM 04/09/2010 10:14:20 AM 04/06/2010 9:53:28	PM 04/29/2010 2:50:14 PM 04/09/2010 11:45:45 AM 04/09/2010 10:14:23 AM 04/06/2010 9:54:31	PM 04/29/2010 2:50:31 PM 04/09/2010 11:47:36 AM 04/09/2010 10:14:25 AM 04/06/2010 9:54:39	Bradley Grabham, Bradley Grabham, Bradley Grabham, Bradley Grabham,

Step 3: To view the results of the report, click the report icon () at the left of that row. A Report III. View/Reprint Form window displays.

Report Municipal Variation	Report Title	Status	Add Date	Run Date	Start Date	End Date	Submitter
AC0513CP	Budget Balances by BAT: Fund/GL/Campus	Complete	05/10/2010 11:50:19 AM	05/10/2010 11:48:19 AM	05/10/2010 11:50:25 AM	05/10/2010 11:50:42 AM	Grabham, Bradley
	Dudent Delenses St. DAT.		05/40/2040	05/40/2040	05/40/2040	05/40/2040	Orabban
Step 4: If needed, view the file	Report View/Reprin	nt Form					
online.							
		ort: AC	)503CP				
If the report results were divided	Variation Number:						
into multiple files, those files are	Title: Grant/Project Listing						
listed under Output Files. To view	Report Paramete	rs					
•	FY: 2009						
the results online, click the View File	PRINT HEADER PAGE: N						
link. A separate window opens with	PRINT QUEUE: QUEUE/=FILE						
the report information displayed.							
	Report Outputs	_					
Step 5: If needed, request a copy of	Output Ty Output				50300 00050	5095441.RPT;	
the file.	Output Co		SCORFI_ROC	1.[DDEW]ACC	1503CF_08050	3033441.NF1,	
the me.							
If the report results were divided	Output Files						

If the report results were divide into multiple files, those files a listed under the Report Output dropdown under Reprint Reque

a) To get the results in a print copy, select Printer under Reprint Requests and fill in printer and form information

ouput countes
Output Files <u>View File #1</u>
Reprint Requests 🕨
Report Output File: MNSCURPT_ROOT:[DBEM]AC0503CP_090505095441.RPT; 💙
OPrinter: Form:
⊙Email Address:
Request Reprint Close

- b) To get the results in an email, or to send the results to another person, select Email Address under Reprint Requests and enter the address to which the report should be sent.
- c) Click [Request Reprint].

#### **Additional Documentation**

IV.

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- ✓ glossary (http://www.its.mnscu.edu/isrs/doc/accounting webapp/miscellaneous/acctglossary.html)
- ✓ **Report Search and Create** (http://www.its.mnscu.edu/isrs/doc/accounting webapp/miscellaneous/Report Search and Create.ht <u>ml</u>)