



Processes, Systems and Policies
Financial Services

MILLENNIUM F.A.S.T. Finance Training Guide

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Concordia University, Financial Services,
Internal Document

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Introduction

MILLENNIUM F.A.S.T. Finance was implemented in the last quarter of 2005. The objective was to introduce a simple querying tool for the university community to view financial data.

The Financial system is still BANNER; all financial transactions are entered in BANNER. Each night BANNER is downloaded to a data warehouse from which MILLENNIUM reads from the data. MILLENNIUM is accessed using the MyConcordia portal which enforces system and identity security.

Prior to the rollout of MILLENNIUM, the University community relied on BANNER Web Reports to view financial data. At the moment no new development can be done to the web reports while the future of these reports is uncertain.

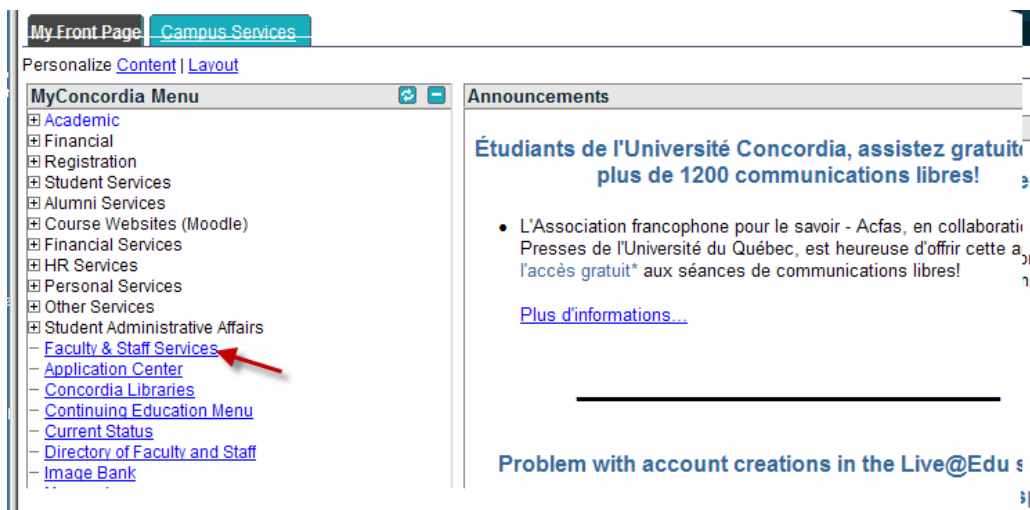
MILLENNIUM is geared towards an environmentally conscience clientele, all reports are downloadable to excel, printing is not necessary.

This guide focuses on the needs of most end users, which is to verify “how much money do I have left to spend” and the ability to track expenses.

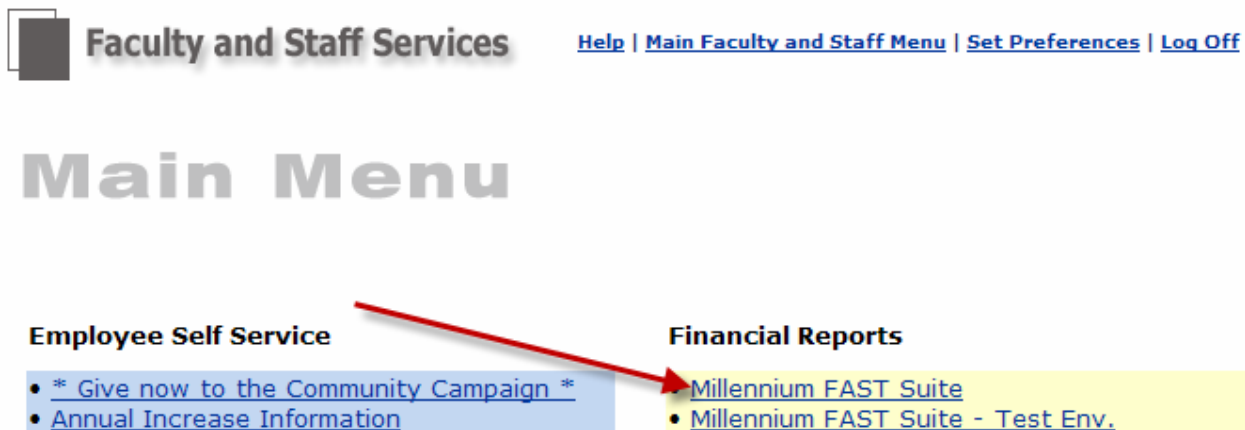
If you have more questions please don't hesitate to contact you Financial Officer who can guide you and assist you with your financial query.

Chapter 1: How to View Balances

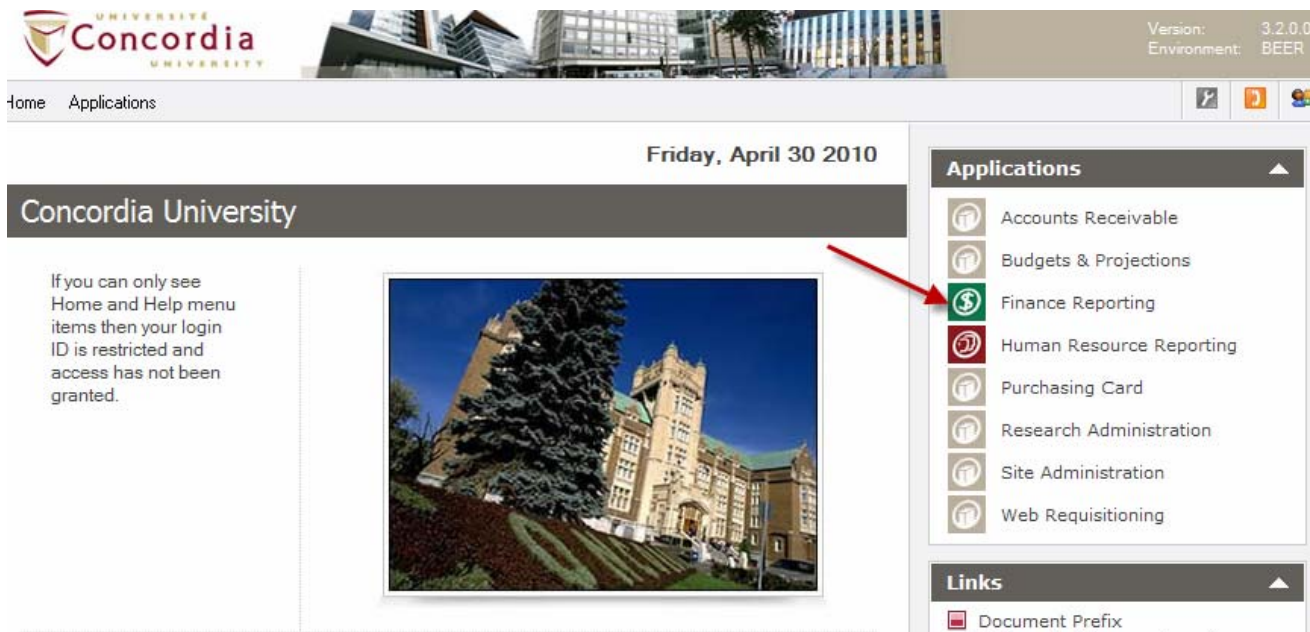
- Step 1: Log on to MyConcordia Portal
- Step 2: Choose Faculty and Staff Services



- Step 3: Choose MILLENNIUM FAST Suite



Step 4: In the Applications Section (top right hand corner) choose Finance Reporting



Step 5: Click on the drop down arrow next to the Index box, or as stated on the bottom of the page click enter and a summary of your accounts will appear

Please input your desired report parameters.
You can click on the arrow to lookup a field

Chart	<input type="text" value="C"/>
Index	<input type="text" value=""/> ▼
Fund	<input type="text" value=""/> ▼
Orgn	<input type="text" value=""/> ▼
Acct	<input type="text" value=""/> ▼
Prog	<input type="text" value=""/> ▼
Fund Type	<input type="text" value=""/> ▼
Acct Type	<input type="text" value=""/> ▼
Period:	<input type="text" value="Apr-2010 (Open)"/> ▼
Desired Option:	<input type="text" value="Operating Statement"/> ▼

[Click Here For HELP](#) ?

If you prefer, you can also just leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts.

Note: You can enter multiple values in any field by separating them with a comma.

ENTER

Step 6: Click on any fund from the drop down list

Step 7: Click on the Organization code

Version: 3.2.0.0
Environment: BEER

Home

Project To Date Period: Budget: FORM: SUMM Display

Title	Apr-2010 Total Budget	Apr-2010 Month Actual	Apr-2010 YTD Actual	Apr-2010 Project Actuals	O/S Commitments	Apr-2010 Budget Balance	Project Fav/Unfav
PRM023-EXPANSION TO FITNESS CENTRE EV S2.2							
RP6009 REAL ESTATE DEVELOPMENT	0	-11,170	168,333	136,163	-2,322	133,841	F
Subtotal	0	-11,170	168,333	136,163	-2,322	133,841	
Total	0	-11,170	168,333	136,163	-2,322	133,841	

Click here to return to the Menu Click here to download to Excel F = Favorable, U = Unfavorable

Millennium F.A.S.T.

Step 8: Scroll down to the right hand bottom of the page, the last line of the second to last column, this is your balance

Version: 3.2.0.0
Environment: BEER

Home

Project To Date Period: Budget: FORM: OS Display

Code	Title	Apr-2010 Total Budget	Apr-2010 Month Actual	Apr-2010 YTD Actual	Apr-2010 Project Actuals	O/S Commitments	Apr-2010 Budget Balance	Project Fav/Unfav
DIRECT EXPENDITURES - INDIVIDUALS								
71010	LEGAL FEES	0	0	220	220	0	-220	U
71080	OTHER PROFESSIONAL FEES	0	11,170	17,603	28,712	0	-28,712	U
	Subtotal	0	11,170	17,823	28,931	0	-28,931	
SUPPLIES AND SERVICES								
72202	PLUMBING SUPPLY BILLABLE	0	0	642	642	0	-642	U
72211	ELECTRICAL SUPPLY BILLABLE	0	0	456	456	0	-456	U
72212	LIGHTING SUPPLY BILLABLE	0	0	68	68	0	-68	U
72221	LOCKSMITH SUPPLY BILLABLE	0	0	0	355	0	-355	U
72242	CLEANING PRODUCTS	0	0	0	520	0	-520	U
	Subtotal	0	0	1,166	2,041	0	-2,041	
OPERATING COSTS								
76500	COST RECOVERY - GENERAL	0	0	0	-525	0	525	F
	Subtotal	0	0	0	-525	0	525	
CAPITAL EXPENDITURES								
78510	BUILDINGS AND ALTERATIONS	0	0	81,147	340,483	2,322	-342,806	U
	Subtotal	0	0	81,147	340,483	2,322	-342,806	
TRANSFERS								
81000	INTRAFUND TRANSFER - RECEIVED	0	0	-152,133	-152,133	0	152,133	F
85000	INTERFUND TRANSFER - RECEIVED	0	0	-116,336	-354,961	0	354,961	F
	Subtotal	0	0	-268,469	-507,094	0	507,094	
	Total Expenses	0	11,170	-168,333	-136,163	2,322	133,841	
	Total Revenues less Expenses	0	-11,170	168,333	136,163	-2,322	133,841	

Chapter 2: How to View Details of Expenses

Complete steps 1- 7 from Chapter 1

Step 8: Choose the expense and click on the number

Project To Date: [v] Period: Apr-2010 (Open) Budget: Annual FORM: OS Display 0

Chart C Fund PRM023 EXPANSION TO FITNESS CENTRE EV S2.2 Orgn RP6009 REAL ESTATE DEVELOPMENT Prog ALTR Locn EVSS2 As At:2010/04/30 03:54:AM

Code	Title	Apr-2010 Total Budget	Apr-2010 Month Actual	Apr-2010 YTD Actual	Apr-2010 Project Actuals	O/S Commitments	Apr-2010 Budget Balance	Project Fav/Unfav
DIRECT EXPENDITURES - INDIVIDUALS								
71010	LEGAL FEES	0	0	220	220	0	-220	U
71080	OTHER PROFESSIONAL FEES	0	11,170	17,603	28,712	0	-28,712	U
	Subtotal	0	11,170	17,823	28,931	0	-28,931	
SUPPLIES AND SERVICES								
72202	PLUMBING SUPPLY BILLABLE	0	0	642	642	0	-642	U
72211	ELECTRICAL SUPPLY BILLABLE	0	0	456	456	0	-456	U
72212	LIGHTING SUPPLY BILLABLE	0	0	68	68	0	-68	U
72221	LOCKSMITH SUPPLY BILLABLE	0	0	0	355	0	-355	U
72242	CLEANING PRODUCTS	0	0	0	520	0	-520	U
	Subtotal	0	0	1,166	2,041	0	-2,041	
OPERATING COSTS								
76500	COST RECOVERY - GENERAL	0	0	0	-525	0	525	F
	Subtotal	0	0	0	-525	0	525	
CAPITAL EXPENDITURES								
78510	BUILDINGS AND ALTERATIONS	0	0	81,147	340,483	2,322	-342,806	U
	Subtotal	0	0	81,147	340,483	2,322	-342,806	
TRANSFERS								
81000	INTRAFUND TRANSFER - RECEIVED	0	0	-152,133	-152,133	0	152,133	F
85000	INTERFUND TRANSFER - RECEIVED	0	0	-116,336	-354,961	0	354,961	F
	Subtotal	0	0	-268,469	-507,094	0	507,094	
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	Total Revenues less Expenses	0	-11,170	168,333	136,163	-2,322	133,841	

Step 9: Clicking on 642, opens a new page which details what the amount comprises of

Concordia UNIVERSITY Version: 3.2.0.0 Environment: BEER

Home

FORM: CFOAPALDetail (RENEECO)

Chart C Fund PRM023 Orgn RP6009 Acct 72202 Prog ALTR Locn EVSS2 As At:2010/05/03 03:55:AM

Fund	Orgn	Acct	Prog	Actv	Locn	Date	UserID	Doc. #	Description	Amount	Banner PO #	Invoice / Ref. #	Cheque #
PRM023	RP6009	72202	ALTR	----	EVSS2	2010/01/15	OPS\$DBAJOB	PH250110	09-15110 11-DEC-2009	321.10			
PRM023	RP6009	72202	ALTR	----	EVSS2	2010/01/15	OPS\$DBAJOB	PH250110	09-15901 07-JAN-2010	321.10			
									TOTAL	642.20			

Click here to return to the Menu Click here to download to Excel

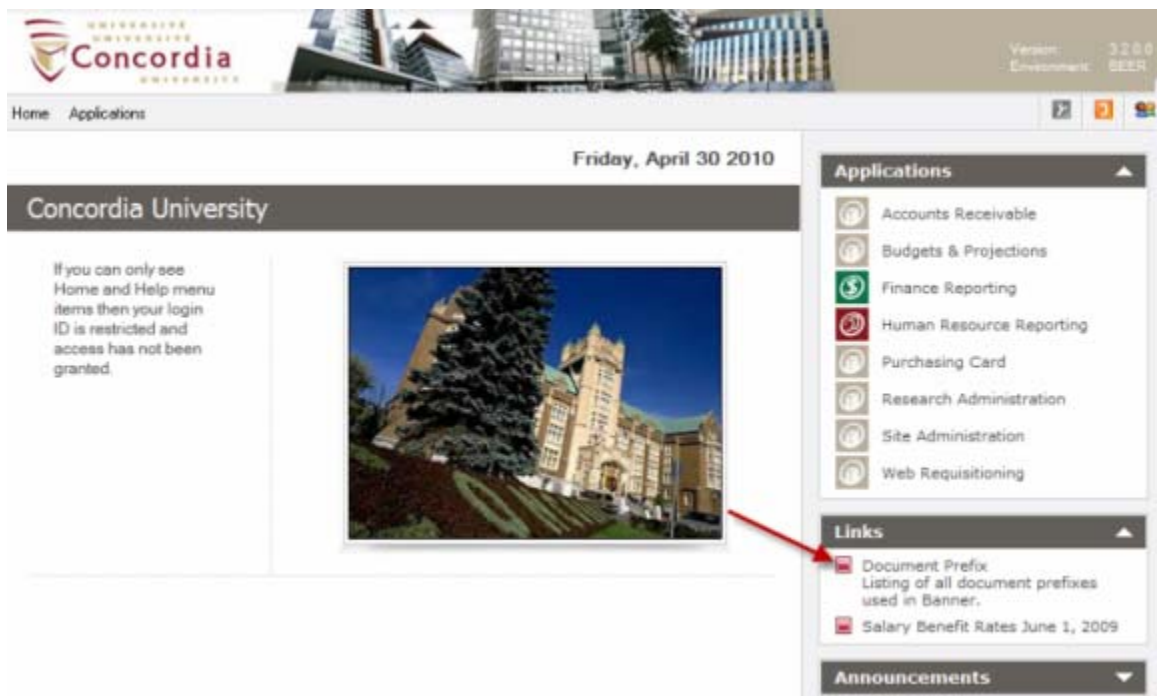
Chapter 3: Reference Documents

Section 1: Expense Code Prefixes

In Chapter 3 the expenses detailed have a document number (9th column) which begins with “PH”, in order to understand what the document number (PH) refers to the first appendix was added to the MILLENNIUM Concordia Homepage.

Complete steps 1- 3 from the Chapter 1

Step 4: In the Links Section (bottom right hand corner) choose Document Prefix Listing of all document prefixes used in Banner.



Step 5: This PDF document will open; scrolling down the page PH represents Physical Resources

Document # Prefixes

This listing was created to provide end users guidance and assistance to understand where the document originates from.

1. Document # Column:

<u>Prefix</u>	<u>Prefix Description</u>	<u>Prefix</u>	<u>Prefix Description</u>
ADB	Advancement	GXR	Financial Services Year End Journal
ADR	Advancement	I	Concordia Internal Invoice #
ADV	Advancement	LBL	Library
ARS	Fine Arts Bookstore	LBP	Library
ATL	Athletics	LBS	Library
AUC	Auxiliary Services	MPC	P Card
AUT	Automatic Journal	MS	Mail Services
BS	Bookstore	PC	Payroll Clearing Encumbrance
BUD	Budget Department, Financial Services	PE	Payroll Encumbrance
CBC	Computer Store	PH	Physical Resources
CBL	Computer Store, Loyola	PY	Payroll
CBS	Computer Store, SGW	RBC	Bookstore Journal
CC	Copy Center	RCC	Computer Store Journal
CF	Conference Services	RCH	Computer Store Receivables
CFA	Aviation Management Institute	RDC	Residence
CMA	Finance Journal	RPS	Digital Store Journal
COL	Hospitality, Loyola	RSB	Restricted Funds Journal
COS	Hospitality, SGW	RSC	Restricted Funds Journal
CPS	Computer Store	RSE	Restricted Funds Journal
CS	Computer Store	RSJ	Restricted Funds Journal
DRS	Digital Store Receivables	RSQ	Restricted Funds Journal
DSB	Digital Store	RSS	Restricted Funds Journal
DSC	Digital Store	RSZ	Restricted Funds Journal
DSE	Digital Store	SA	Student Accounts
DSI	Digital Store	SHS	Health Services
DSL	Digital Store, Loyola	STB	Student Accounts Journal
DSS	Digital Store, SGW	STC	Student Accounts Journal
DTS	Distribution Services	STE	Student Accounts Journal
EDP	Executive Center	STJ	Student Accounts Journal
END	Endowment	STK	Student Accounts Journal
F	Financial Services	STL	Student Accounts Journal
FIS	Financial Services Cash Receipt	STS	Student Accounts Journal
FP	Foreign Postage	STT	Student Accounts Journal
GAL	Financial Services Journal	TL	Telesis (phone, voice mail, faxes)
GAM	Financial Services Journal	TRR	Tax Rebate Reversal
GAR	Financial Services Year End Journal	UNE	Student Accounts Cash Receipt
GNE	Grey Nuns Residence Cash Receipt	USD	Student Accounts Cash Receipt

2. Cheque # Column: This references the type of payment.

<u>Prefix</u>	<u>Prefix Description</u>
C	Canadian Dollar
U	U.S. Dollar
I	Direct Deposit

Section 2: Salary Benefit Rates

This document was created to assist Faculty and Staff when they need to budget for salary benefits.

Complete steps 1- 3 from the Chapter 1

Step 4: In the Links Section (bottom right hand corner) choose Salary Benefit Rates June 2009

The screenshot displays the Banner system interface for Concordia University. At the top left is the Concordia University logo. The top right corner shows the version (3.2.0.0) and environment (BEER). Below the header, there are navigation links for 'Home' and 'Applications'. The main content area features the date 'Friday, April 30 2010' and a 'Concordia University' banner. A message on the left states: 'If you can only see Home and Help menu items then your login ID is restricted and access has not been granted.' A photograph of a university building is shown in the center. On the right side, there is a sidebar with three sections: 'Applications' (listing Accounts Receivable, Budgets & Projections, Finance Reporting, Human Resource Reporting, Purchasing Card, Research Administration, Site Administration, and Web Requisitioning), 'Links' (listing Document Prefix and Salary Benefit Rates June 1, 2009), and 'Announcements'. A red arrow points to the 'Salary Benefit Rates June 1, 2009' link in the 'Links' section.

Section 3: Project to Date Column Definitions

This is the MILLENNIUM report that is viewed after clicking on the organization code.

Project To Date		Period: Apr-2010 (Open)	Budget: Annual		FORM: OS Display 0						
Chart C	Fund	PRM023	EXPANSION TO FITNESS CENTRE EV S2.2	Orgn	RP6009	REAL ESTATE DEVELOPMENT	Prog	ALTR	Locn	EVSS2	As At: 2010/04/30 03:54:AM
Code	Title	Apr-2010 Total Budget	Apr-2010 Month Actual	Apr-2010 YTD Actual	Apr-2010 Project Actuals	O/S Commitments	Apr-2010 Budget Balance	Project Fav/Unfav			
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72211	ELECTRICAL SUPPLY BILLABLE	0	0	456	456	0	-456	U			
72212	LIGHTING SUPPLY BILLABLE	0	0	68	68	0	-68	U			
72221	LOCKSMITH SUPPLY BILLABLE	0	0	0	355	0	-355	U			
72242	CLEANING PRODUCTS	0	0	0	520	0	-520	U			
	Subtotal	0	0	1,166	2,041	0	-2,041				
OPERATING COSTS											
76500	COST RECOVERY - GENERAL	0	0	0	-525	0	525	F			
	Subtotal	0	0	0	-525	0	525				
CAPITAL EXPENDITURES											
78510	BUILDINGS AND ALTERATIONS	0	0	81,147	340,483	2,322	-342,806	U			
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	Total Expenses	0	11,170	-168,333	-136,163	2,322	133,841				
	Total Revenues less Expenses	0	-11,170	168,333	136,163	-2,322	133,841				

Column 1 Apr-2010 Total Budget: Inception to date budget entries

- ONLY BUDGET ENTRIES

Column 2 Apr-2010 Month Actual: Current month transactions, or any other month based on a Period (second drop down box in first row)

Column 3 Apr-2010 YTD Actual: University Fiscal Year (June 1) to current month transactions

Column 4 Apr-2010 Project Actuals: Inception to date transactions

Column 5 O/S Commitments: Outstanding Commitments (encumbrances)

Column 6 Apr-2010 Budget Balances: Column 1 minus Column 4 minus Column 5 which

- which answers the question "what do I have left to spend"
- ONLY if revenue (51010) is equal to budget (6xxxx, 7xxxx)

Column 7: Project Fav/Unfav:

Project Favorable **F** xx%

- within budget

Project Unfavorable **U** xx%:

- over budget (usually there is no budget entry for that specific account code)

Conclusion

This guide focuses on the most common needs of end users.

MILLENNIUM F.A.S.T. Finance is a powerful reporting tool used for financial analysis and year end government reporting, this guide does not go into detail how to achieve these duties.

For any questions regarding MILLENNIUM please contact:

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