

Business Process Office Financial Services

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

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Version Control Notice

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Version	Date	Description of Changes	Originator
4.3	June 13, 2017	Updated images to include Predecessor Fund	R. Cohen
4.4	December 8, 2017	Updated images to display new page layout of MILLENNUIM 4.3.16.19 • Third image, page 5 • All three images, page 7 • All five images, page 8 • Both images, page 9 • Both images , page 10	R. Cohen
		First image , page 12First image, page 13	
		New image of Benefit rates, page 12	
4.41	July 17, 2018	Corrected typo on page 13, re#6	R. Cohen

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Introduction

MILLENNIUM F.A.S.T Finance Reporting is a querying tool to view financial data.

MILLENNIUM is geared towards an environmentally conscious 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 your Financial Officer who can guide, and assist you with your financial query.

Chapter 1: How to View Balances

Step 1: Log on to MyConcordia Portal

Step 2: Choose Financial Services

MYCONCORDIA	Concordia	
MyConcordia Menu	0 0 -	System Announcemen
Student Information System		
Student Services		In 2017 network v
Financial Services		III 2017, HELWORK
Employee Services		
Retail Services		 This year we are c State of Democrac
IT Incident Reports		thinkers from Can
Alerts and Profiles		great opportunity f
Accounts and Settings		officials and politic
Software and Applications		public policy. Spea









This guide will demonstrate two methods to view your fund.

Steps 5-10 demonstrate how to view a fund when the fund number is entered in the Fund box:

Step 5: Enter the fund (or grant) number in the Fund box, and click on ENTER

Ξ	Operating Statement	Help	
	Home		Finance Reporting
6	Application Info	2	Please input your desired report parameters.
	Dashboard	2	Chart(s): C - CONCORDIA UNIVERSITY
٩	Pinned Reports	3	Index:
	Training Videos	2	Orgn: P Acct: P
<u>.</u>	My Schedule	2	Prog: P Actv: P
\$	Finance Reporting		Locn: Fund.Fin.Mgr: Orgn.Fin.Mgr:
			Fund Type: P Acct Type: P
			Fiscal Period: Dec-2017 (Open)
			Reset Parameters
			You can enter multiple values in any field by separating them with a comma. You can also enter a range in any field by separating the two values with a colon. You can also use the % character as a wildcard.

Step 6: Click on the fund # STEST6

	③ Finance Reportin	g 🕨 Summary by Hierard	c hy) Project To Dat	e				(Data a:	s of 01/12/2017 12:4	46:18 AM)
6	Filter Options	🖹 Report Results	? Help	+ More						
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٩	5 ✓ ▲ Chart = C	- CONCORDIA UNIVERSITY	Fund = STEST6 TE	ST SSHRC 6		Sum By =	Fund			
B	Predecessor Fund	Title	Dec-2017 Total Budget	Dec-2017 Month Actual	Dec-2017 YTD Actual	Dec-2017 Project Actuals	0/S Commitments	Dec-2017 Budget Balance	Project Fav/Unfav	
_	SIDG E STES	TEST SSHRC 6	0	0	10,000	10,000	0	10,000	F	
<u>-</u> G			0	0	10,000	10,000	0	10,000	0% F	

Step 7: Click on the organization code RAC006

		•								
	Finance Reporting	Summary by FOAPA	L 🕨 Project To Date					(Data a	s of 01/12/2017 12:	:4
A	Filter Options	Report Results	? Help	+ More						
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	Chart = C - CONCORDIA U	NIVERSITY Fund =	TEST6 TEST SSHRC 6							
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	STEST6 - TEST SSHRC 6									
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Ŭ			0	0	10,000	10,000	0	10,000	0% F	
٢		Total	0	0	10,000	10,000	0	10,000	0% F	
B										

Step 8: Scroll down to the right hand bottom of the page, to the last line of the second to last column. This is your balance, or "how much I have left to spend", which is also viewable in the summary pages in the screen shots in Steps 6-7.

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\bigcirc	(5) Finance	e Reporting 🕨 Summa	ary by Acct Detail	Project To Date					(Data as of 0
A	🔎 Filt	er Options 📄 R	eport Results	? Help +	More				
Č	Project To D	Date Period	Dec-2017 (Open)	✓ Budget	Annual Adjusted	l Budget	•		
	Chart = C -	CONCORDIA UNIVERSIT	Y Fund = STEST6	TEST SSHRC 6		Orgn =	RCA006 ACADEMIC TE	ST DEPARTMENT	
٩	۵								
	Acct	Title	Dec-2017 Total Budget	Dec-2017 Month Actual	Dec-2017 YTD Actual	Dec-2017 Project Actuals	O/S Commitments	Dec-2017 Budget Balance	Project Fav/Unfav
	GENERAL F	REVENUES							
-0	51010	FEDERAL GOVERNM	10,000	0	10,000	10,000	0	0	
Ŭ		Subtotal	10,000	0	10,000	10,000	0	0	0%
(\$)		Total Revenue	10,000	0	10,000	10,000	0	0	0%
•	OPERATIN	G COSTS							
	79930	ALLOTED AMOUNT	10,000	0	0	0	0	10,000	100% F
		Subtotal	10,000	0	0	0	0	10,000	100% F
		Total Direct Expenditures	10,000	0	0	0	0	10,000	100% F
		Total All Expenses	10,000	0	0	0	0	10,000	100% F
		Total Revenues Less Expenses and Transfers	o	0	10,000	10,000	0	10,000	0% F

Steps 9-15 Demonstrates how to view a fund(s) when all fields are left blank.

Step 9: Click on the magnifying glass next to the Fund box:

hart(s):	C - CONCORDEA UNIVERSIT	Y
	E - FOUNDATION	
	F - FOUNDATION	
102001	L.J.G - CONCORDEA UNIVERSIT	Y
index:		-6
und:	-	
began:		7-1-
loct:		1
rog:		1
ketw:	-	P
ocat		P
und.Fin.Mpr:		P
vgn.Fin.Mgr:		0
und Type:		1
loct Type:	-	P
riscal Period:	Nov-2017 (Open)	1
Report:	Operation Statement	

Step 10: Select the Fund Rollup, by clicking in the box, then clicking on the green check mark

You can ci	ck on the ma	gnifying glass to loo	kup a field.		
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2				TP	
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Please inpu Please inpu Chart(s Chart(s Fund: Organ: Acct: Prog: Acty	erting It your desir It on the ma It	el report parameter gafying glass to los C = CONCORD E = FOURDAT C = CONCORD RGRANT	s. skup a field. ca uneverset ion ion ion ion ion	×	-
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Fleaze inpu You can di Chart(s Fund: Organ: Actv: Locn: Fund: Organ.Fl	n Mgr: n. Mgr:	d report parameter prhying plass to loo er to concose r - founcest r - founcest r - founcest r - founcest	s, skup a field. Rup a field. EA UNEVERSET ION IDA UNEVERSET	×	
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Step 11: Click Enter

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

Step 12: Click on the specific granting agency

_	-		
RGRANT	PRVOTH	PROVINCIAL GOVR	
RGRANT	QCGRNT	PROVINCIAL GRANTS	
RGRANT	RDONAT	DONATIONS FOR R	
RGRANT	PHISC	RESEARCH MISCEL	
RGRANT	SSHRC)	SSHRC COUNCIL G	
RGRANT	+ USGRNT	U S GRANTS	

Step 13: Click on the specific granting agency program

SSHRC	SCRIG	COLLABORATIVE RESEARCH INITIATIVE
SSHRC	SDIDIN	SSHRC DIGGING INTO DATA
SSHRC	SDIGIN	SSHRC DIGGING INTO DATA
SSHRC	SFEDER	SSHRC FEDERALISM AND FEDERATIONS
SSHRC	SIDG	SSHRC INSIGHT DEVELOPMENT GRANT
SSHRC	+ SINE	SSHRC INE GRANTS
SSHRC	SINEPO	SSHRC INE PUBLIC OUTREACH GRANTS

Step 14: Click on the Fund (or Grant) code

Finance Reporting >	Summary by Hierarchy	Project To Da	te				
🔎 Filter Options	Report Results	7 Help	+ More				
Project To Date	Period Nov-2017 (Ope	n) 🕑 By	Fund	Budge	t Annual Adjusted	Budget	•
4 🗸 🔺 Chart = C - 0	CONCORDIA UNIVERSITY	Fund = SIDG S	SHRC INSIGHT DEVI	ELOPMENT GRANT	Sum By = Fund		
al \							
redecessor hund	Title	Nov-2017	Nov-2017	Nov-2017	Nov-2017	0/5	Nov-2017
IDG STESTS	ST 55HRC 6	O Carl Budget	Pionth Actual	10,000	10,000	Commitments 0	10,000
		0	0	32 774	32 774	0	22 774

Step 15: Click on the Organization (or Department code

(5) Finance Reporting + Summary by FOAPAL + Project To Date								
Filter Options	E Report Results	7 Help	+ More					
Project To Date	Period Nov-2017 (Open) У Ву	Fund - Orgn	\mathbf{P}	Budget An	nual Adjusted Bud	pet 💌	
Chart = C - CONCORDIA U	INIVERSITY Fund = SIDG	SSHRC INSIGHT	DEVELOPMENT GRAM	σ				
۵ 🖬								
Predecessor Orgn	Title	Nov-2017 Total Budget	Nov-2017 Month Actual	Nov-2017 YTD Actual	Nov-2017 Project Actuals	0/S Commitments	Nov-2017 Budget Balance	Budget Fav
STESTS TEST SS-C 6								
RORG	ACADEMIC TEST DEPARTMENT	0	0	10,000	10,000	0	10,000	
\sim		0	0	10,000	10,000	0	10,000	0
		-						

Step 16: Scroll down to the right hand bottom of the page, the last line of the second to last column, this is your balance, or "how much I have left to spend", which is also viewable in the summary pages in the screen shots in Steps 14-15.

P Fi	Iter Options 📄 Re	port Results	7 Help +	More				
Project To	Date Period	Nov-2017 (Open)	Budget	Annual Adjusted	Budget	3		
Chart = C	- CONCORDIA UNIVERSITY	Fund = STESTS	TEST SSHRC 6		Orgn =	ACADEMIC TEST DEP	ARTMENT	
۵ 🖬								
Acct	Title	Nov-2017 Total Budget	Nov-2017 Month Actual	Nov-2017 YTD Actual	Nov-2017 Project Actuals	0/S Commitments	Nov-2017 Budget Balance	Project
GENERAL	REVENUES							
51010	FEDERAL GOVERNM	10,000	0	10,000	10,000	0	0	
	Subtotal	10,000	0	10,000	10,000	0	0	
	Total Revenue	10,000	0	10,000	10,000	0	0	
OPERATI	NG COSTS							
79930	ALLOTED AMOUNT	10,000	0	0	0	0	10,000	
	Subtotal	10,000	0	0	0	0	10,000	
	Total Direct Expenditures	10,000	0	0	o	0	10,000	
	Total All Expenses	10,000	0	0	0	0	10,000	
	Total Revenues Less Expenses and Transfers	0	0	10,000	10,000	0	10,000	2

Chapter 2: How to View Details of Expenses

Complete steps 1-8 from Chapter 1

Step 9: Choose the expense and click on the number

40	DIRECT EXE	PENDITURES - INDIVIDUALS							
	7040	TRAVEL	10,982.08	0.00	0.00	0.00	0.00	10,982.08	100% F
0	706AC	CONFERENCES - HOTEL ACCO	0.00	0.00	0.00	323.99	0.00	-323.99	U
٢	706AR	CONFERENCES - AIRFARE	0.00	0.00	0.00	3,473.89	0.00	-3,473.89	U
6	706CR	CONFERENCES - CAR RENTAL	0.00	0.00	0.00	227.28	0.00	-227.28	U
<u> </u>	706KM	CONFERENCES - P/D MILEAGE	0.00	0.00	0.00	15.12	0.00	-15.12	U
	706LT	CONFERENCES - TRANSPORT	0.00	0.00	0.00	166.93	0.00	-166.93	U
Ä	706NS	CONFERENCES - INSURANCE	0.00	0.00	0.00	225.20	0.00	-225.20	U
e	706PD	CONFERENCES - P/D MEALS	0.00	0.00	0.00	601.25	0.00	-601.25	U
\square	706RG	CONFERENCES - REGISTRATION	0.00	0.00	0.00	960.78	0.00	-960.78	U
ě	706TH	CONFERENCES - OTHER	0.00	0.00	0.00	13.95	0.00	-13.95	U
	71030	CONSULTANT FEES	0.00	0.00	-584.32	0.00	0.00	0.00	
9		Subtotal	10,982.08	0.00	-584.32	6,008.39	0.00	4,973.69	45.3% F
	SUPPLIES A	AND SERVICES							
	7200	STATIONERY AND OFFICE SUPPLIES	120.00	0.00	0.00	0.00	/ 0.00	120.00	100% F
	72300	BOOKS	0.00	0.00	0.00	59.64	0.00	-59.64	U
	73120	PHOTOCOPIER CHARGES	0.00	0.00	0.00	67.25	5 0.00	-67.25	U
		Subtotal	120.00	0.00	0.00	126.89	0.00	-6.89	5.7% U
	OPERATING	COSTS							
	76811	INDIRECT COST ON RSCH CONTR REAL	3,516.00	0.00	0.00	3,516.00	0.00	0.00	
	77400	UNDERGRADUAT STUDENT RESEARCH A	0.00	0.00	0.00	1,600.00	0.00	-1,600.00	U
		Subtotal	3,516.00	0.00	0.00	5,116.00	0.00	-1,600.00	45.5% U

Step 10: Clicking on 67.25, opens a new page which provides more details. This entry represents a Bookstore purchase, more specifically Digital Store.

	(3) Finance Reporting > Transaction Detail > FOAPAL Lookup (Actuals)																
6	P	Filter Opti	ons	🖹 Report	Results	P He	elp	+ More									
¢	Chart = C Fund = STEST7 EXPENSE TEST FUND Orgn = RAC007 EXPENSE TEST ORGN. Acct = 73120 PHOTOCOPIER CHARGES																
9	Row #	Fund	Orgn	Acct	Prog	Actv	Locn	Tran Date	Actv Date	User ID	Document		Description	Amount	PO #	Inv./Ref. #	Chk. #
1	1	F00996	RAS350	73120	RGRT			27/03/2017	27/03/2017	LLAW	BS270317	۵.	DS-266592-5 INVOICE 03/23/17	67.25		INTSALES	

Chapter 3: Reference Documents

Section 1: Expense Code Prefixes

In Chapter 2, the expense entry details have a document number (tenth column) which begins with "BS". In order to understand what the document number (BS) refers to, the first Appendix was added to the MILLENNIUM Concordia Homepage.

Complete steps 1-3 from the Chapter 1

Step 4: Click on the drop down arrow next to Links:



Step 5: From the Links listing, choose Document Prefix



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

Step 6: The Document Prefix PDF document will open. This document serves as a guide to interpret entries in MILLENIUM, for example all documents starting with BS represents Bookstore entries.

Document Prefixes

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

1. Document Prefix and Description Prefix Description

AD	Advancement
AP	Travel Advance (Accounts Payable)
AT	Athletics
AU	Automated Journal
BS	Bookstore (SGW and Loyola)
BU	Financial Planning and Budgets
CC	Copy Center
CF	Conference Services
CM	Treasury Journal
CN	Concert Hall
EN	Endowment
F0	Advancement
FI	Financial Services Deposit
FP	Foreign Postage
GA	Financial Services General Accounting Journal
GL	Financial Services General Accounting Journal Year End Rollover
GX	Financial Services General Accounting Year End Journal Reversal
MP	P Card
MS	Mail Services
PC	Payroll Clearing Encumbrance
PE	Payroll Encumbrance
PH	Physical Resources
PY	Payroll Journal
RB	Bookstore Revenue
RE	Year End Encumbrance Roll
RF	Restricted Funds Budget Entry
RS	Restricted Funds Journal
SA	Student Accounts Interface
ST	Student Accounts Journal
TL	Telesis (Phone, Voicemail, Faxes)
UN	Student Accounts Deposit

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

Prefix	Prefix Description
С	Canadian Dollar
U	U.S. Dollar
1	Direct Deposit

Section 2: Salary Benefit Rates

This document was created to assist Faculty and Staff when they need to calculate Concordia University employee benefits.

Complete steps 1-3 from the Chapter 1

Step 4: Click the drop down arrow next to the menu option Links

Step 5: From the Links listing, choose Benefit Rates for 2017-2018



Step 6: The Salary Benefit Rates document will open. This is a screen print of the first section.

SERIES	ACCOUNT CODE	ACCOUNT DESCRIPTIONS	BENEFIT RATE	BENEFIT CODE
	60000	FACULTY - PERMANENT	27.7%	69000
	60001	ACSP CAN RES CHAIR STIPEND	10.0%	69140
	60002	ACSP CONU RES CHAIR STIPEND	10.0%	69140
	60003	ACSP DIST. PROF STIPEND	10.0%	69140
	60004	ACSP ENDOWED CHAIR STIPEND	10.0%	69140
	60005	ACAD UNIT HEAD (CHAIR) STIPEND	10.0%	69140
	60006	ACAD UNIT HEAD(ACTING)STIPEND	10.0%	69140
	60007	SUPERVISOR LIBRARIAN STIPEND	10.0%	69140
	60008	SUPERV.LIBRARIAN(ACT.)STIPEND	10.0%	69140
	60009	CUFA MERIT AWARD	10.0%	69140
	60010	FACULTY - STIPEND	10.0%	69140
600	60011	FACULTY COMMITTEE - STIPEND	10.0%	69140
	60012	COMMITTEE STIPEND	10.0%	69140
	60015	DISCRETIONARY STIPEND	10.0%	69140
	60016	ASSOCIATE CHAIR/GPD/UPDSTIPEND	10.0%	69140
	60020	FACULTY - FORFAITAIRES	10.0%	69140
	60025	ASSOCIATE/VICE-DEAN (NON-CUFA)	10.0%	69140
	60026	DISCRETIONARY STIPEND (NON-CUFA)	10.0%	69140
	60027	LIBRARY ASSIS.DIR. STIP (NON-CUFA)	10.0%	69140
	60030	PERM. EMP TEACHING CONTRACT	10.0%	69140
	60031	PAYMENT OF BANKED CREDITS	10.0%	69140
	60040	FACULTY - LRG	27.7%	69000
	6200L	LIBRARIAN - PERMANENT	27.7%	69000

Section 3: Project to Date Column Definitions

This is the MILLENNIUM Project to Date report. The steps to generate this report are detailed in Chapter 1.

Ŭ	Project To	Date Period Dec-2017 (Open)	M Budget	Annual Adjusted	Budget 🗸				Display 0.00				
	Chart = C	Chart = C - CONCORDIA UNIVERSITY Fund = STEST 8 PROJECT TEST FUND Orgn = RAC008 PROJECT TEST ORGN.											
3	۵			2	2			6	7				
	0 h	T-11-	Dec-2017	Dec-2017	Dec-2017	4 Dec-2017	o/s	Dec-2017	President Free (1) - free				
H H	Acct	litie	Total Budget	Month Actual	YTD Actual	Project Actuals	Commitments	Budget Balance	Project Fav/Unfav				
_	GENERAL	REVENUES											
<u>-</u> C	51010	FEDERAL GOVERNMENT GRANT	17,050.00	0.00	0.00	17,050.00	0.00	0.00					
_		Subtotal	17,050.00	0.00	0.00	17,050.00	0.00	0.00	0%				
٢		Total Revenue	17,050.00	0.00	0.00	17,050.00	0.00	0.00	0%				
	DIRECT EX	PENDITURES - INDIVIDUALS											
	706AC	CONFERENCES - HOTEL ACCO	0.00	0.00	1,513.64	1,513.64	0.00	-1,513.64	U				
	706AR	CONFERENCES - AIRFARE	0.00	0.00	2,408.18	2,408.18	0.00	-2,408.18	U				
	706LT	CONFERENCES - TRANSPORT	0.00	0.00	349.94	349.94	0.00	-349.94	U				
	706PD	CONFERENCES - P/D MEALS	0.00	0.00	338.00	338.00	0.00	-338.00	U				
	706RG	CONFERENCES - REGISTRATION	0.00	0.00	1,520.24	1,520.24	0.00	-1,520.24	U				
	706TH	CONFERENCES - OTHER	0.00	0.00	414.61	414.61	0.00	-414.61	U				
	706TN	CONFERENCES - TRAIN	0.00	0.00	71.89	71.89	0.00	-71.89	U				
		Subtotal	0.00	0.00	6,616.50	6,616.50	0.00	-6,616.50	0% U				
	OPERATIN	G COSTS											
	79930	ALLOTED AMOUNT (BUDGET ONLY)	17,050.00	0.00	0.00	0.00	0.00	17,050.00	100% F				
		Subtotal	17,050.00	0.00	0.00	0.00	0.00	17,050.00	100% F				
	CAPITAL E	XPENDITURES											
	78000	COMPUTER EQUIPMENT	0.00	0.00	4,103.17	4,103.17	0.00	-4,103.17	U				
		Subtotal	0.00	0.00	4,103.17	4,103.17	0.00	-4,103.17	0% U				
		Total Direct Expenditures	17,050.00	0.00	10,719.67	10,719.67	0.00	6,330.33	37.1% F				
		Total All Expenses	17,050.00	0.00	10,719.67	10,719.67	0.00	6,330.33	37.1% F				
		Total Revenues Less Expenses and Transfers	0.00	0.00	-10,719.67	6,330.33	0.00	6,330.33	0% F				

Column #	Column Title	Description
1	Dec-2017 Total Budget	Inception to date budget entries
2	Dec-2017 Month Actual	Current month transactions, or any other month based on a Period
		(second drop down box in first row)
3	Dec-2017 YTD Actual	University Fiscal Year (May 1) to current month transactions
4	Dec-2017 Project	Inception to date transactions
	Actuals	
5	O/S Commitments	Outstanding Commitments (encumbrances)
6	Dec-2017 Budget	Column 1 minus Column 4 minus Column 5
	Balances	 Which answers the question "what do I have left to spend"
		• ONLY if revenue (51010) is equal to budget (6xxxx, 7xxxx)
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 Reporting is a powerful reporting tool used for financial analysis and yearend government reporting. This guide does not provide instructions and detail on how to achieve these activities.

For any questions regarding MILLENNIUM please email <u>help@concordia.ca</u>.