



Business Process Office  
Financial Services

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

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Author: Renee Cohen  
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<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Originator</b>
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 MILLENNIUM 4.3.16.19 <ul style="list-style-type: none"> <li>• Third image, page 5</li> <li>• All three images, page 7</li> <li>• All five images, page 8</li> <li>• Both images, page 9</li> <li>• Both images , page 10</li> <li>• First image , page 12</li> <li>• First image, page 13</li> </ul> New image of Benefit rates, page 12	R. Cohen
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

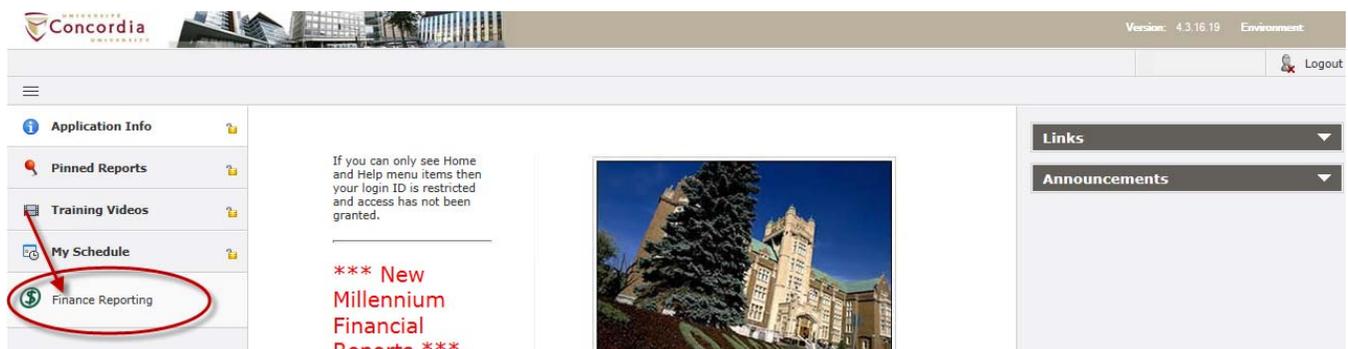
Step 2: Choose **Financial Services**



Step 3: Choose **Millennium Access Millennium – PRODUCTION**



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



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

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

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

Chart(s):  C - CONCORDIA UNIVERSITY

Index:

Fund:

Orgn:

Acct:

Prog:

Actv:

Locn:

Fund.Fin.Mgr:

Orgn.Fin.Mgr:

Fund Type:

Acct Type:

Fiscal Period:

Report:

**?** 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

Finance Reporting Summary by Hierarchy Project To Date (Data as of 01/12/2017 12:46:18 AM)

Filter Options Report Results Help + More

Project To Date Period Dec-2017 (Open) By Fund Budget Annual Adjusted Budget Display 0

5 Chart = C - CONCORDIA UNIVERSITY Fund = STEST6 TEST SSHRC 6 Sum By = Fund

Predecessor	Fund	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
SIDG	STEST6	TEST SSHRC 6	0	0	10,000	10,000	0	10,000	F
			0	0	10,000	10,000	0	10,000	0% F

Step 7: Click on the organization code RAC006

Finance Reporting Summary by FOAPAL Project To Date (Data as of 01/12/2017 12:4)

Filter Options Report Results Help + More

Project To Date Period Dec-2017 (Open) By Fund - Orgn Budget Annual Adjusted Budget Display 0

Chart = C - CONCORDIA UNIVERSITY Fund = STEST6 TEST SSHRC 6

Predecessor	Orgn	Title	Dec-2017 Total Budget	Dec-2017 Month Actual	Dec-2017 YTD Actual	Dec-2017 Project Actuals	O/S Commitments	Dec-2017 Budget Balance	Budget Fav/Unfav
STEST6 - TEST SSHRC 6									
RORG	RAC006	ACADEMIC TEST DEPA	0	0	10,000	10,000	0	10,000	F
			0	0	10,000	10,000	0	10,000	0% F
		Total	0	0	10,000	10,000	0	10,000	0% F

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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.

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
<b>GENERAL REVENUES</b>								
51010	FEDERAL GOVERN...	10,000	0	10,000	10,000	0	0	
	Subtotal	10,000	0	10,000	10,000	0	0	0%
	<b>Total Revenue</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>OPERATING COSTS</b>								
79930	ALLOTTED AMOUNT...	10,000	0	0	0	0	10,000	100% F
	Subtotal	10,000	0	0	0	0	10,000	100% F
	<b>Total Direct Expenditures</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>100% F</b>
	<b>Total All Expenses</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>100% F</b>
	<b>Total Revenues Less Expenses and Transfers</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0% F</b>

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:

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

Step 11: Click Enter

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Step 12: Click on the specific granting agency

RGRANT	PRVOTH	PROVINCIAL GOVR...
RGRANT	QCGRT	PROVINCIAL GRANTS
RGRANT	RDONAT	DONATIONS FOR R...
RGRANT	RHMISC	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	SFFEDR	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 Date

Filter Options Report Results Help + More

Project To Date Period Nov-2017 (Open) By Fund Budget Annual Adjusted Budget

Chart = C - CONCORDIA UNIVERSITY | Fund = SIDG SSHRC INSIGHT DEVELOPMENT GRANT | Sum By = Fund

Predecessor	Fund	Title	Nov-2017 Total Budget	Nov-2017 Month Actual	Nov-2017 YTD Actual	Nov-2017 Project Actuals	Commitments	O/S	Nov-2017 Budget Balance
SIDG	57576	SSHRC 6	0	0	10,000	10,000	0		10,000

Step 15: Click on the Organization (or Department) code

Finance Reporting > Summary by FOAPAL > Project To Date

Filter Options Report Results Help + More

Project To Date Period Nov-2017 (Open) By Fund - Orgn Budget Annual Adjusted Budget

Chart = C - CONCORDIA UNIVERSITY | Fund = SIDG SSHRC INSIGHT DEVELOPMENT GRANT

Predecessor	Orgn	Title	Nov-2017 Total Budget	Nov-2017 Month Actual	Nov-2017 YTD Actual	Nov-2017 Project Actuals	Commitments	O/S	Nov-2017 Budget Balance	Budget Fav.
57576	57576	SSHRC 6	0	0	10,000	10,000	0		10,000	0
RORG	57576	ACADEMIC TEST DEPARTMENT	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.

Finance Reporting > Summary by Acct Detail > Project To Date

Filter Options Report Results Help + More

Project To Date Period Nov-2017 (Open) Budget Annual Adjusted Budget

Chart = C - CONCORDIA UNIVERSITY | Fund = 57576 TEST SSHRC 6 | Orgn = ACADEMIC TEST DEPARTMENT

Acct	Title	Nov-2017 Total Budget	Nov-2017 Month Actual	Nov-2017 YTD Actual	Nov-2017 Project Actuals	Commitments	O/S	Nov-2017 Budget Balance	Project F.
<b>GENERAL REVENUES</b>									
51010	FEDERAL GOVERN...	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	
<b>OPERATING COSTS</b>									
79930	ALLOTTED 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	0	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	

## 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

DIRECT EXPENDITURES - INDIVIDUALS								
7040	TRAVEL	10,982.08	0.00	0.00	0.00	0.00	10,982.08	100% F
706AC	CONFERENCES - HOTEL ACCO	0.00	0.00	0.00	323.99	0.00	-323.99	U
706AR	CONFERENCES - AIRFARE	0.00	0.00	0.00	3,473.89	0.00	-3,473.89	U
706CR	CONFERENCES - CAR RENTAL	0.00	0.00	0.00	227.28	0.00	-227.28	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
706NS	CONFERENCES - INSURANCE	0.00	0.00	0.00	225.20	0.00	-225.20	U
706PD	CONFERENCES - P/D MEALS	0.00	0.00	0.00	601.25	0.00	-601.25	U
706RG	CONFERENCES - REGISTRATION	0.00	0.00	0.00	960.78	0.00	-960.78	U
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	
<b>Subtotal</b>		<b>10,982.08</b>	<b>0.00</b>	<b>-584.32</b>	<b>6,008.39</b>	<b>0.00</b>	<b>4,973.69</b>	<b>45.3% F</b>
SUPPLIES 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	0.00	-67.25	U
<b>Subtotal</b>		<b>120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>126.89</b>	<b>0.00</b>	<b>-6.89</b>	<b>5.7% U</b>
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
<b>Subtotal</b>		<b>3,516.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,116.00</b>	<b>0.00</b>	<b>-1,600.00</b>	<b>45.5% U</b>

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

Finance Reporting > Transaction Detail > FOAPAL Lookup (Actuals)														
Filter Options   Report Results   Help   + More														
Chart = C   Fund = STES7 EXPENSE TEST FUND   Orgn = RAC007 EXPENSE TEST ORGN.   Acct = 73120 PHOTOCOPIER CHARGES														
Row #	Fund	Orgn	Acct	Prog	Actv	Locn	Tran Date	Actv Date	User ID	Document	Description	Amount PO #	Inv./Ref. #	Chk. #
1	F00996	RAS350	73120	RGRT			27/03/2017	27/03/2017	LLAW	BS270317	DS-266592-5 INVOICE 03/23/17	67.25	INTSALES	

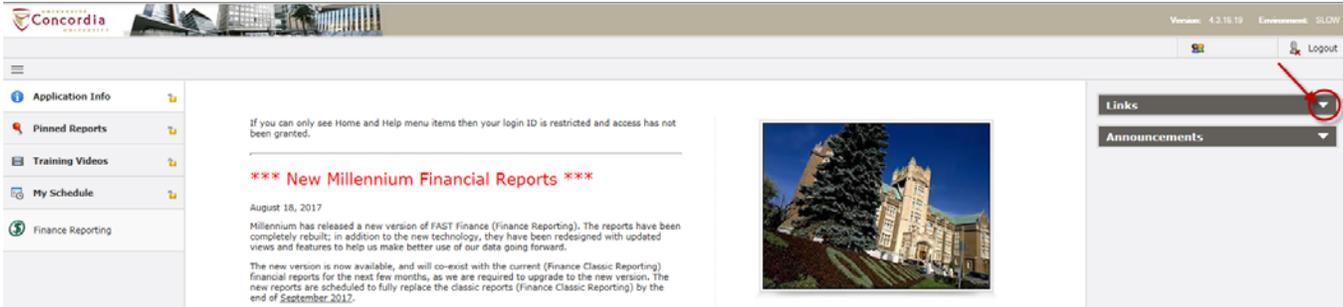
## Chapter 3: Reference Documents

### Section 1: Expense Code Prefixes

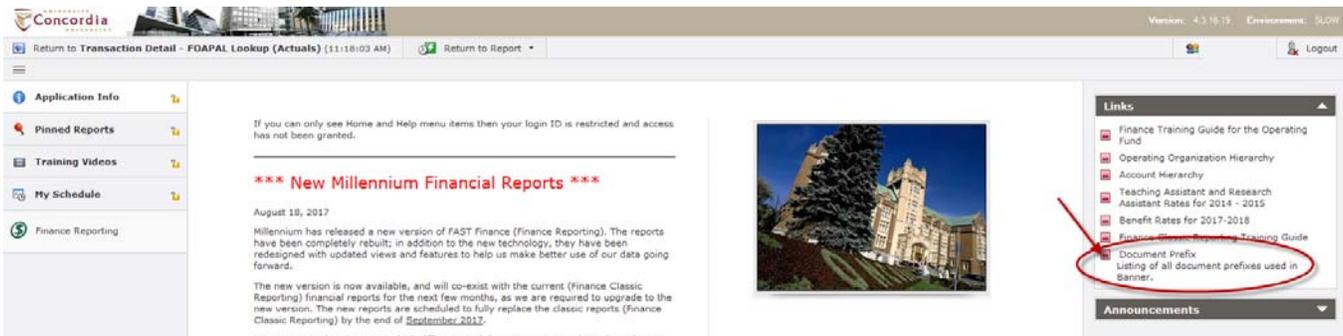
In Chapter 2, the expense entry details have a document number (tenth column) which begins with “BS”. In order to understand what the document number (BS) refers to, the first Appendix was added to the MILLENNIUM Concordia Homepage.

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**



Step 6: The Document Prefix PDF document will open. This document serves as a guide to interpret entries in MILLENNIUM, 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

<u>Prefix</u>	<u>Description</u>
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.

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

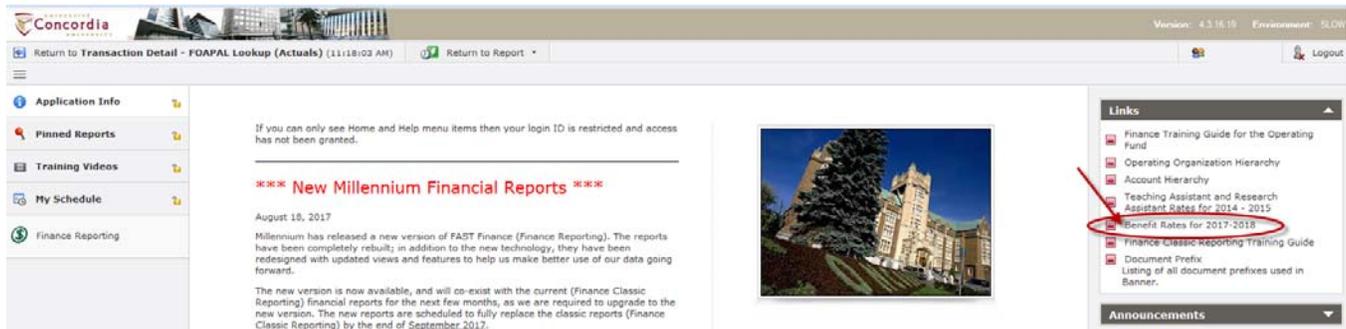
## Section 2: Salary Benefit Rates

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.

**SALARY BENEFIT RATES AS OF MAY 1, 2017**

SERIES	ACCOUNT CODE	ACCOUNT DESCRIPTIONS	BENEFIT RATE	BENEFIT CODE
600	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
	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.

Acct	Title	1 Dec-2017 Total Budget	2 Dec-2017 Month Actual	3 Dec-2017 YTD Actual	4 Dec-2017 Project Actuals	5 O/S Commitments	6 Dec-2017 Budget Balance	7 Project Fav/Unfav
<b>GENERAL REVENUES</b>								
51010	FEDERAL GOVERNMENT GRANT	17,050.00	0.00	0.00	17,050.00	0.00	0.00	
	<b>Subtotal</b>	17,050.00	0.00	0.00	17,050.00	0.00	0.00	0%
	<b>Total Revenue</b>	17,050.00	0.00	0.00	17,050.00	0.00	0.00	0%
<b>DIRECT EXPENDITURES - INDIVIDUALS</b>								
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
	<b>Subtotal</b>	0.00	0.00	6,616.50	6,616.50	0.00	-6,616.50	0% U
<b>OPERATING COSTS</b>								
79930	ALLOTTED AMOUNT (BUDGET ONLY)	17,050.00	0.00	0.00	0.00	0.00	17,050.00	100% F
	<b>Subtotal</b>	17,050.00	0.00	0.00	0.00	0.00	17,050.00	100% F
<b>CAPITAL EXPENDITURES</b>								
78000	COMPUTER EQUIPMENT	0.00	0.00	4,103.17	4,103.17	0.00	-4,103.17	U
	<b>Subtotal</b>	0.00	0.00	4,103.17	4,103.17	0.00	-4,103.17	0% U
	<b>Total Direct Expenditures</b>	17,050.00	0.00	10,719.67	10,719.67	0.00	6,330.33	37.1% F
	<b>Total All Expenses</b>	17,050.00	0.00	10,719.67	10,719.67	0.00	6,330.33	37.1% F
	<b>Total Revenues Less Expenses and Transfers</b>	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 Actuals	Inception to date transactions
5	O/S Commitments	Outstanding Commitments (encumbrances)
6	Dec-2017 Budget Balances	Column 1 minus Column 4 minus Column 5 <ul style="list-style-type: none"> <li>Which answers the question "what do I have left to spend"</li> <li>ONLY if revenue (51010) is equal to budget (6xxxx, 7xxxx)</li> </ul>
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 year-end government reporting. This guide does not provide instructions and detail on how to achieve these activities.

For any questions regarding MILLENNIUM please email [help@concordia.ca](mailto:help@concordia.ca).