

Laurentian University Self-Service User Guide for Financial Reports

What is Self-Service?

Self-Service is a platform that enables you to have up-to-date financial information.

Logging into Self-Service


Step 1: Proceed to the following link to log into your My Laurentian Hub:

www.my.laurentian.ca

Step 2: Log into your account using the credentials you have been provided with upon hire.

FR



 **Enter Username & Password**

👁️

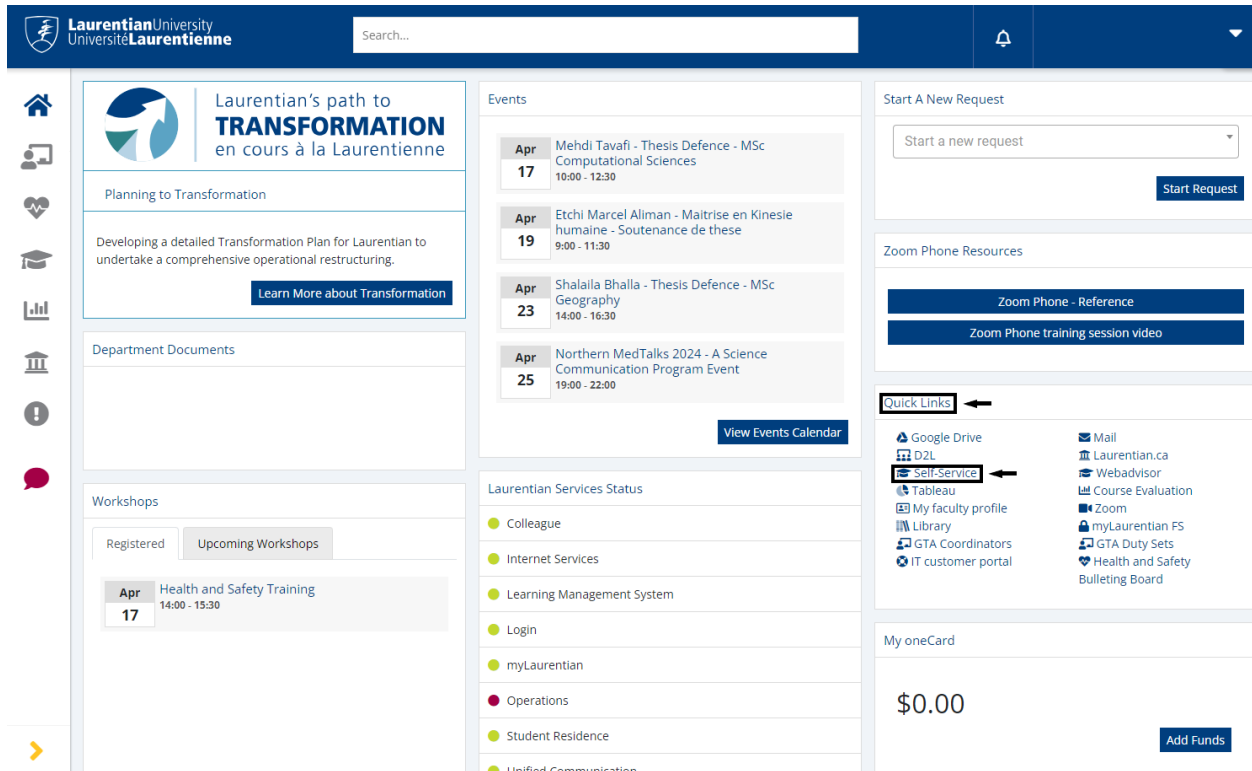
LOGIN

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

connect-01.laurentian.ca

[Forgot password?](#) | [New to Laurentian? Register here.](#) | [Help](#)

Step 3: On your My Laurentian home page under the Quick Links section click Self-Service.



The screenshot shows the My Laurentian home page with a dark blue header containing the university logo, a search bar, and a notification bell. The main content area is divided into several sections:

- Left Sidebar:** A vertical navigation menu with icons for Home, My Profile, Health and Safety, Academic, Library, IT, and a red speech bubble icon.
- Top Left:** A section titled "Laurentian's path to TRANSFORMATION en cours à la Laurentienne" with a sub-header "Planning to Transformation" and a "Learn More about Transformation" button.
- Top Middle:** An "Events" calendar listing four events:
 - Apr 17: Mehdi Tavafi - Thesis Defence - MSc Computational Sciences (10:00 - 12:30)
 - Apr 19: Etchi Marcel Aliman - Maitrise en Kinesie humaine - Soutenance de these (9:00 - 11:30)
 - Apr 23: Shalaila Bhalla - Thesis Defence - MSc Geography (14:00 - 16:30)
 - Apr 25: Northern MedTalks 2024 - A Science Communication Program Event (19:00 - 22:00)
- Top Right:** A "Start A New Request" section with a dropdown menu and a "Start Request" button.
- Middle Right:** "Zoom Phone Resources" with buttons for "Zoom Phone - Reference" and "Zoom Phone training session video".
- Bottom Middle:** A "Quick Links" section with a list of icons and labels: Google Drive, D2L, **Self-Service** (highlighted with a black box and arrow), Tableau, My faculty profile, Library, GTA Coordinators, IT customer portal, Mail, Laurentian.ca, Webadvisor, Course Evaluation, Zoom, myLaurentian FS, GTA Duty Sets, Health and Safety, and Bulleting Board.
- Bottom Right:** A "My oneCard" section showing a balance of "\$0.00" and an "Add Funds" button.
- Bottom Left:** A "Workshops" section with tabs for "Registered" and "Upcoming Workshops", listing "Health and Safety Training" on Apr 17 (14:00 - 15:30).
- Bottom Center:** A "Laurentian Services Status" section with a list of services: Colleague, Internet Services, Learning Management System, Login, myLaurentian, Operations, Student Residence, and Unified Communication.

Step 4: Once you navigate to the Self-Service section you will see the following screen. To obtain your department's financial information you will need to click on the [Financial Management](#) section.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Course Catalog

Here you can view and search the course catalog.



Financial Management

Here you can view the financial health of your cost centers and your projects.



Report Types

Once you have navigated to the Financial Management section the following two report areas should be available for your use to obtain the financial information related to your department:

Budget to Actuals & Finance Query.

Financial Management Overview



Budget to Actuals

Here you can view the financial health of your cost centers.



Finance Query

Here you can query your financial data.

Budget to Actual Report

The Budget to Actual report provides you with an overview of your department's current financial costs compared to current-year budgeted amounts. To navigate through this report see the following steps:

Step 1: Click Budget to Actuals under the Financial Management overview section.

Financial Management Overview



Budget to Actuals



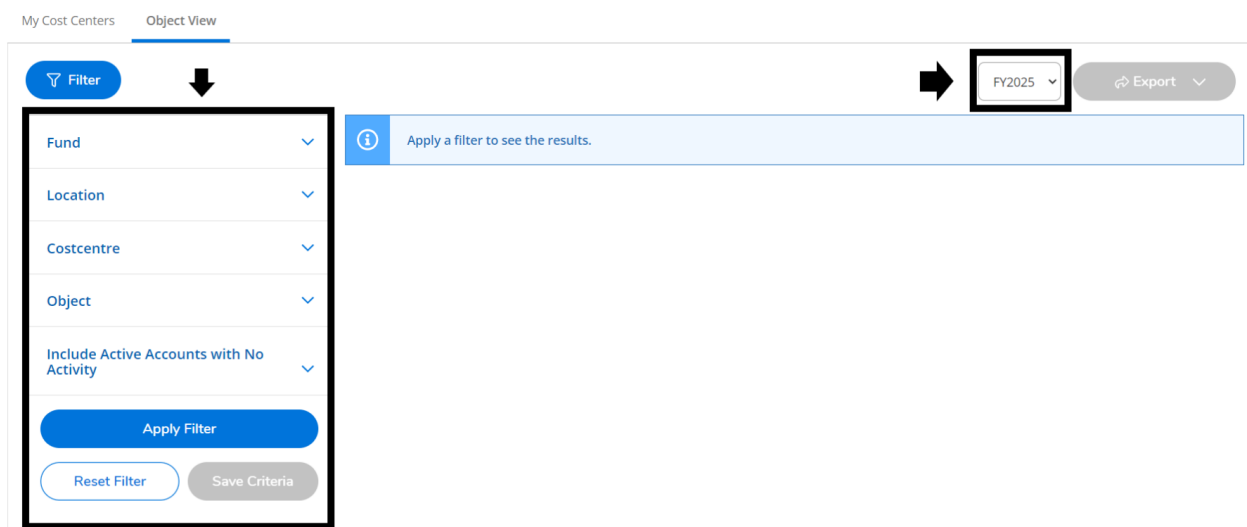
Here you can view the financial health of your cost centers.



Finance Query

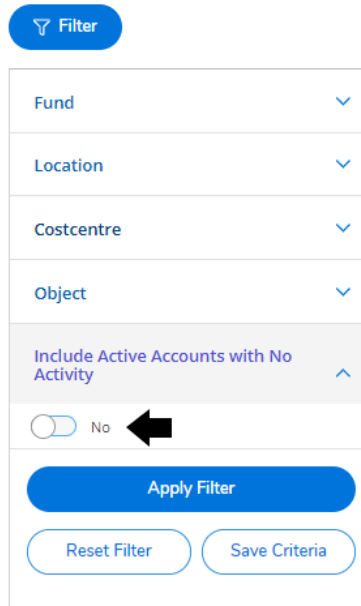
Here you can query your financial data.

Step 2: Once you navigate into the Budget to Actuals area you will be directed to the following page, which will require you to filter by the information you would like to see. It is important to update the filter before selecting a fiscal year. This is especially important for those with access to many other financial accounts as it will put all your accounts that you have access to if you select the year filter first and take much longer to load.



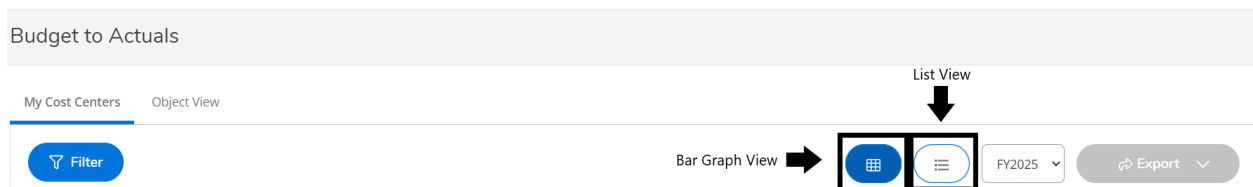
- ****Note** Each system is tailored to viewer access so if you would like to see everything related to your access, you would leave this blank. If you would like to see a specific fund, cost center, or object you would need to update those accordingly.**
- ****Note** You can update the fiscal year based upon the year you would like to see (2020-present year)**

- ****Note** If you do not want to see Active accounts with No Activity be sure to click NO as follows:**



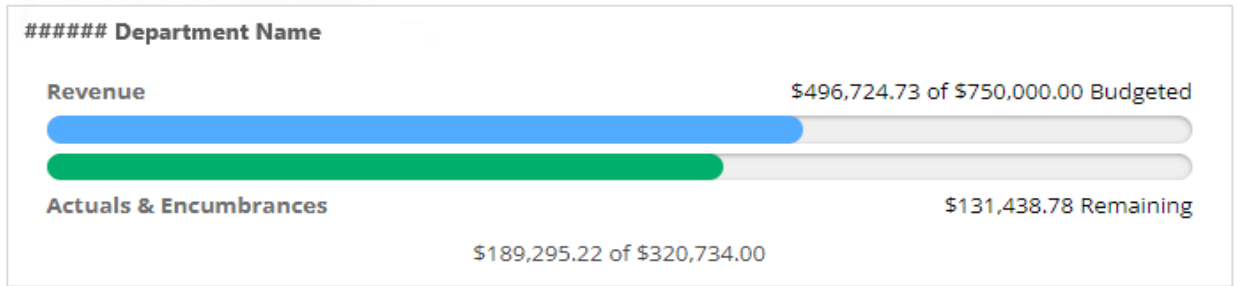
The image shows a 'Filter' dropdown menu with the following options: Fund, Location, Costcentre, Object, and 'Include Active Accounts with No Activity'. The 'Include Active Accounts with No Activity' option is expanded, showing a toggle switch set to 'No'. A black arrow points to the 'No' text. Below the menu are buttons for 'Apply Filter', 'Reset Filter', and 'Save Criteria'.

Step 3 (A) Viewing as My Cost Center: Each department has two ways to view the actual spend to budget. You will need to click on the view of your preference.



The image shows the 'Budget to Actuals' interface. At the top, there are tabs for 'My Cost Centers' and 'Object View'. Below these is a 'Filter' button. To the right, there are two view icons: a bar graph icon and a list icon. A black arrow points from the text 'Bar Graph View' to the bar graph icon. Another black arrow points from the text 'List View' to the list icon. Below the view icons is a dropdown menu set to 'FY2025' and an 'Export' button.

- **Bar Graph View** - provides you with a summarized view of your departments overall financial position



NOTE - if you do not have revenue there will not be a budgeted amount for revenue

- **List View** - Provides you with a more detailed view of each individual account in your department comparing budget amounts to actuals. This is the preferred view for research accounts given there isn't a budget assigned.

Cost Center	Budgeted Revenue	Actual Revenue	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses	% Spent	Financial Health
##### Cost Center Name	\$0.00	\$280.00	\$0.00	\$313.50	-\$313.50	101 %	ⓘ

- **Drilling down on Financial Accounts**

- If you would like to drill down on an account in your department to see the financial details you would simply click on the revenue or expense account while in the list view. This would bring you to the following screen:

##### Cost Center Name	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Revenue	\$0.00	\$280.00	\$0.00	-\$280.00	101 %	
##-#-#####-##### Revenue Account Name	\$0.00	\$280.00	\$0.00	-\$280.00	101 %	
Expense	\$0.00	\$0.00	\$313.50	-\$313.50	101 %	⊖
##-#-#####-##### Expense Account Name	\$0.00	\$0.00	\$313.50	-\$313.50	101 %	⊖
Net	\$0.00	\$280.00				

- Once in list view if you would like to drill down even further to analyze a specific expense or revenue account you would simply click on the revenue or expense account and you would get the following detailed view of transactions:

Actuals				-\$280.00
Document	Date	Description	Amount	
0000063621	11-16-22	Transaction Description	-\$140.00	
0000061971	08-15-22	Transaction Description	-\$140.00	

Step 3 (B) Viewing as Object View: The Budget to Actual can be viewed in a more condensed manner under Object View.






My Cost Centers **Object View** ←

Filter FY2023 Export

Fund:# Location: # Costcentre: #####

Object	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Revenue	\$25,000.00	\$26,925.35	\$0.00	-\$1,925.35	108 %	
Expense	\$642,742.83	\$688,441.33	\$12,242.92	-\$57,941.42	109 %	ⓘ
Net Revenue - Expense	-\$617,742.83	-\$661,515.98				

- Clicking on the blue arrows under revenue and expenses will allow you to expand each section to further see the breakdown of revenue accounts listed and similar to the My Cost Center view you can drill down on each revenue or expense account to see further details as follows:

Object	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Click on the arrows to expand account detail 						
 Fund Balance		\$280.00	\$0.00			
 300000 Fund Balance		\$280.00	\$0.00			
 Revenue	\$0.00	\$280.00	\$0.00	-\$280.00	101 %	
 Expense	\$0.00	\$0.00	\$313.50	-\$313.50	101 %	ⓘ
Net Revenue - Expense	\$0.00	\$280.00				

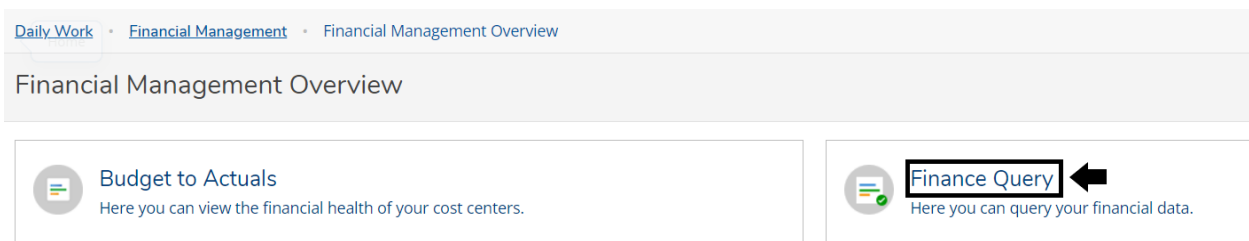
****If you would like to export any of the above reports you simply click on the following export button:****



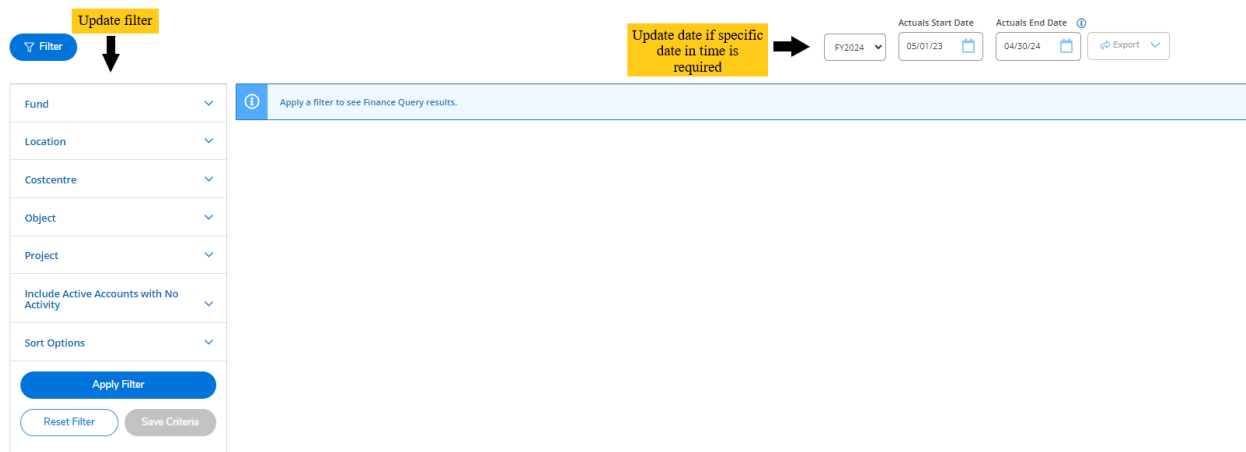
Finance Query

The Finance Query Section is a detailed view of the financial information for your department and it enables you to specify financial details at a specific period of time. To navigate through this report follow the following steps:

Step 1: Click Finance Query under the Financial Management overview section.



Step 2: Once in the Finance Query section you will need to update the filter for your specific department and change the date if you want the financial details from a specific period in time. It is important to update the filter before selecting a fiscal year. This is especially important for those with access to many other financial accounts as it will put all your accounts that you have access to if you select the year filter first and take much longer to load.



Step 3: Once you update the filter a summarized version of the department accounts will appear as follows.

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
##-#-#####-##### Account Name	\$0.00	-\$280.00	\$0.00	\$0.00	\$280.00
##-#-#####-##### Account Name	\$0.00	-\$280.00	\$0.00	\$0.00	\$280.00
##-#-#####-##### Account Name	\$0.00	\$0.00	\$313.50	\$0.00	-\$313.50
Grand Total	\$0.00	-\$560.00	\$313.50	\$0.00	\$246.50


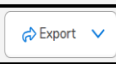
Step 4: If you would like to see detail of a specific account you simply click on the account name you would like to analyze and the following detail will appear breaking apart encumbrances, actuals, and budget.

Encumbrances				\$313.50
Document	Date	Description	Amount	
0005629	05-01-22	Transaction Description	\$313.50	

Actuals	
No transactions to view.	

Budget	
No transactions to view.	

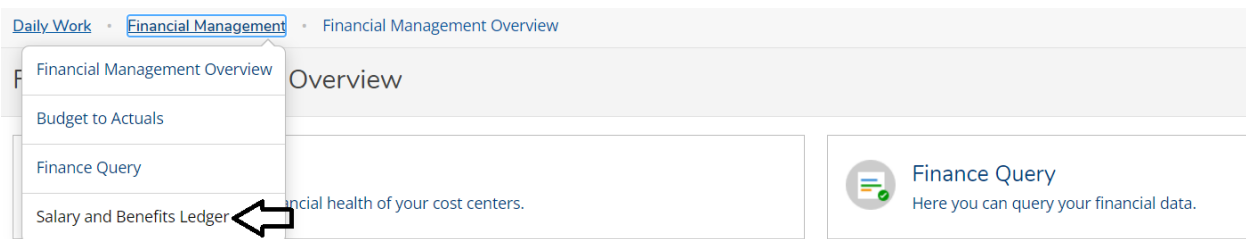
****If you would like to export any of the above reports you simply click on the following export button:****

##-#-#####-##### Account Name FY202  
[Finance Query](#)

Salaries & Benefits Ledger

The Salaries and Benefits ledger provides you with an analysis of account details related to a specific pay period.

Step 1: Click Salary and Benefits Ledger under the Financial Management at the top of your screen as shown below. You will need to click Financial Management to find the Salary and Benefits Ledger.



Step 2: Update the Pay Advice Start/End Date and your Cost Center (Department) you would like to analyze.

Salary and Benefits Ledger

Pay Advice Date → Start Date → End Date

GL Account Selection → Cost Centre [Remove](#)

[+ Add More...](#)

Step 3: Once you submit your information you will get a report in a separate browsing tab that will look like the following with detail.

Apr 22, 2024

Laurentian University
Salary Budget Ledger

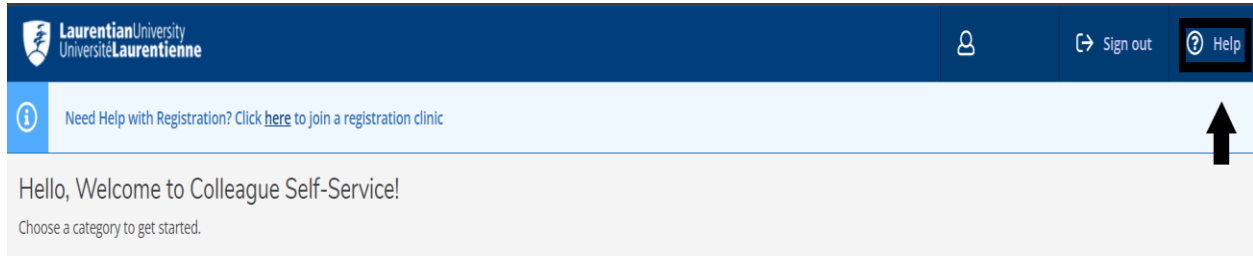
Page: 1

From 01/12/23 To 31/12/23

Pay Advice Date	Expenditure	Name
--	0.00	
Total:	0.00	
Transaction Total:	0.00	
Cost Centre Total:	0.00	

Help Access

If you need help troubleshooting or further descriptions of options, you can access the help section as follows:



The screenshot shows the top navigation bar of the Laurentian University Colleague Self-Service portal. The bar is dark blue and contains the university logo on the left, a user profile icon, a "Sign out" button, and a "Help" button with a question mark icon. The "Help" button is highlighted with a black box and a black arrow pointing upwards. Below the navigation bar is a light blue banner with an information icon and the text: "Need Help with Registration? Click [here](#) to join a registration clinic". Below the banner is a grey area with the text: "Hello, Welcome to Colleague Self-Service!" and "Choose a category to get started."