Laurentian University
Université Laurentienne

Financial Services
Services financiers
Tel/Tél.: 705-675-1151, 3046
Fax/Téléc.: 705-675-4867

Laurentian University Self-Service User Guide for Financial Reports

Chemin du lac Ramsey Lake Road, Sudbury, ON Canada P3E 2C6 www.laurentian.ca www.laurentienne.ca

What is Self-Service?

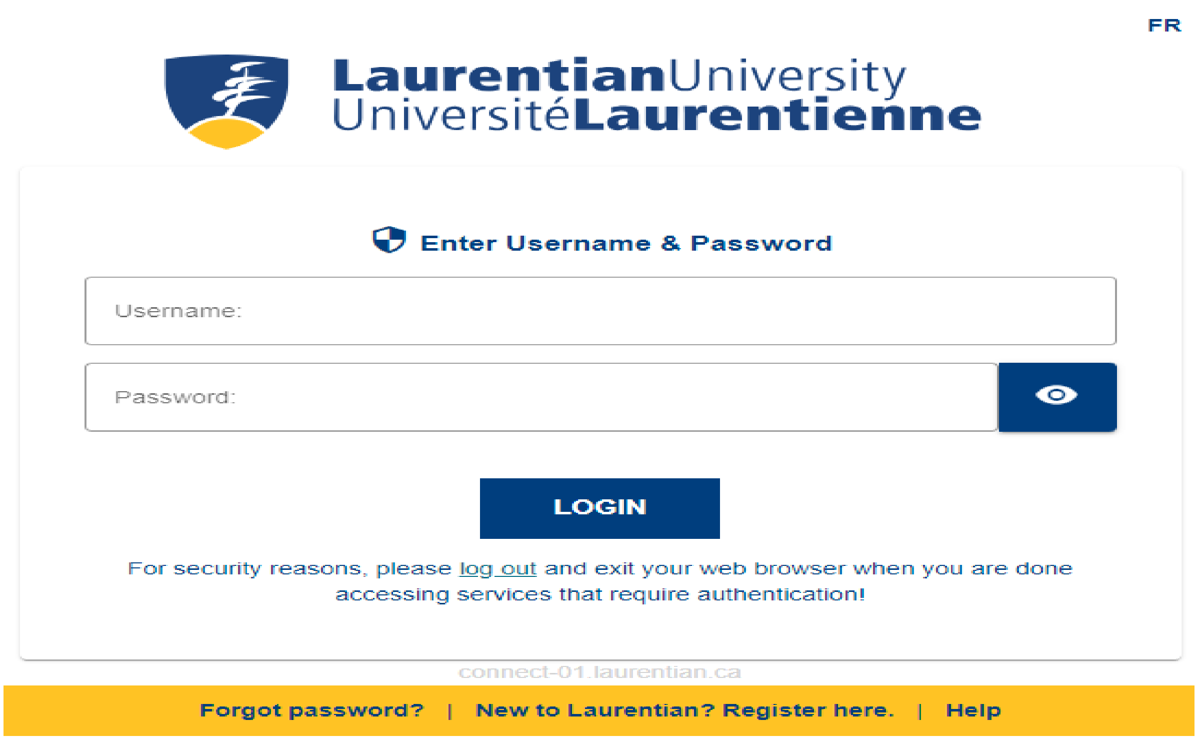
Self-Service is a platform that enables you to have up-to-date financial information.

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.



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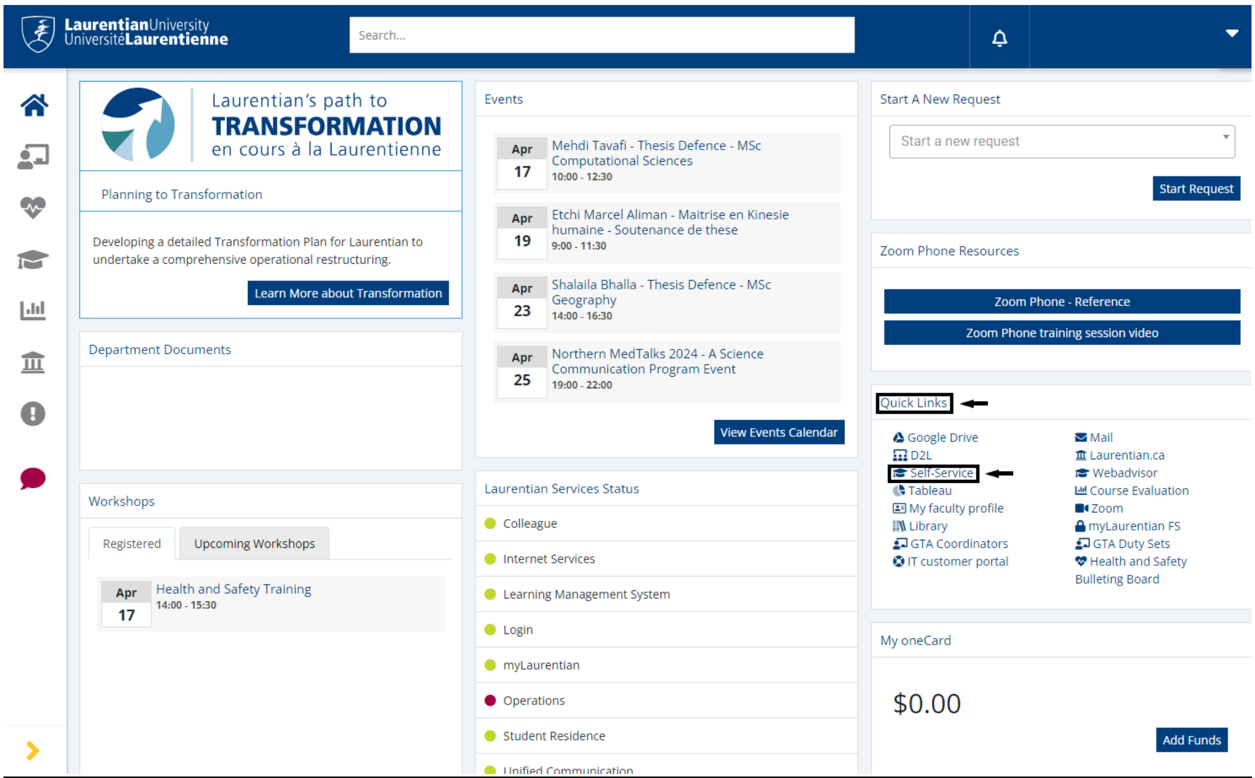
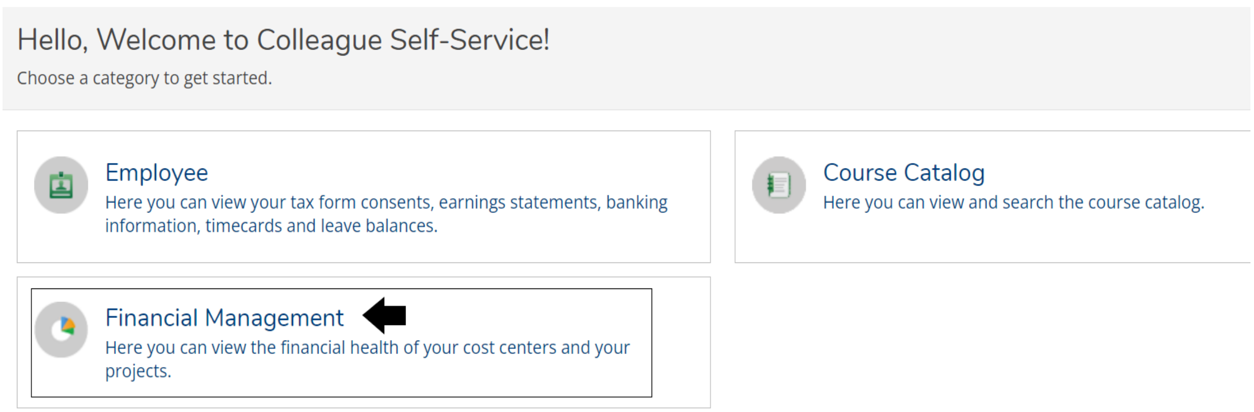
Step 3: On your My Laurentian home page under the Quick Links section click Self-Service.



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.



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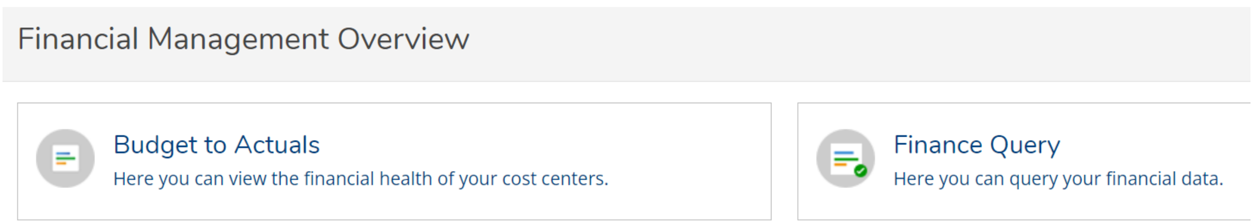
Report Types

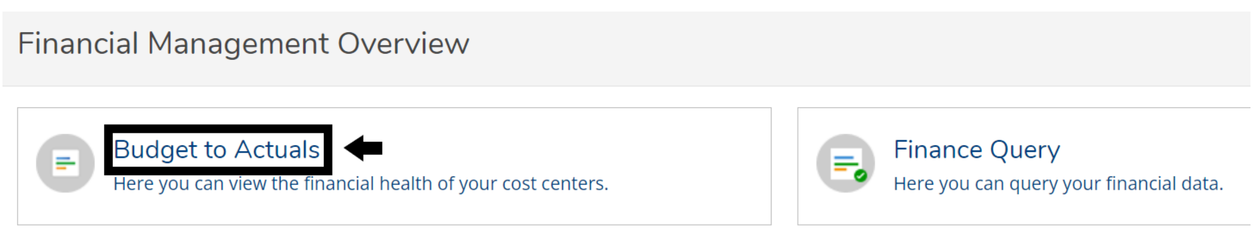
Once you have navigated to the Financial Management section the following two report areas should be available for your use to obtain the financial information related to your department: Budget to Actuals & Finance Query.



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.



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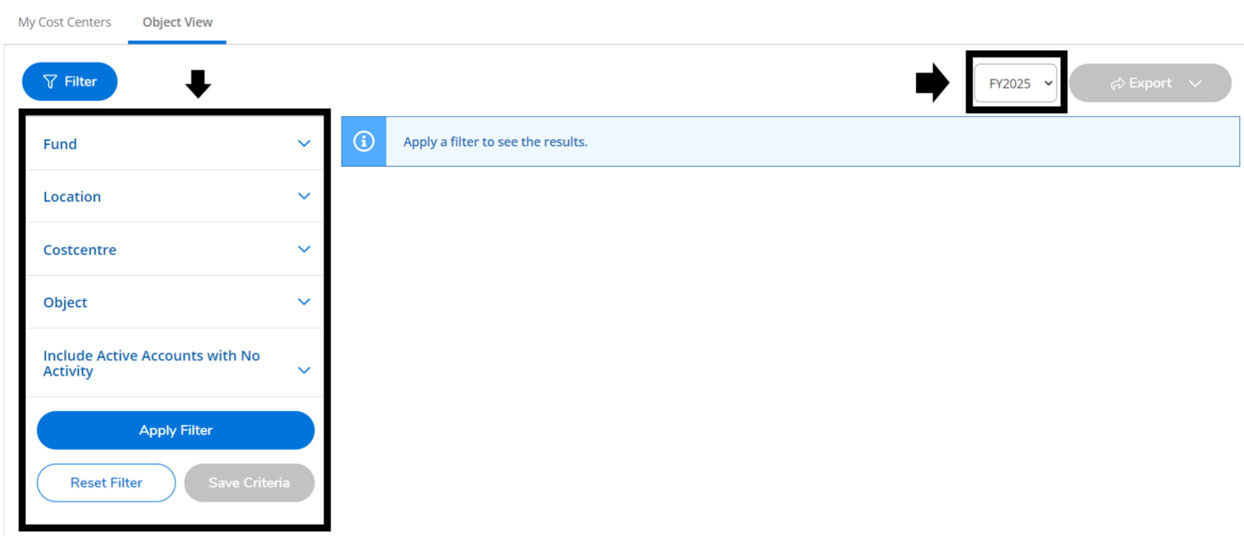
Step 2: Once you navigate into the Budget to Actuals area you will be directed to the following page, which will require you to filter by the information you would like to see. It is important to update the filter before selecting a fiscal year. This is especially important for those with access to many 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)**

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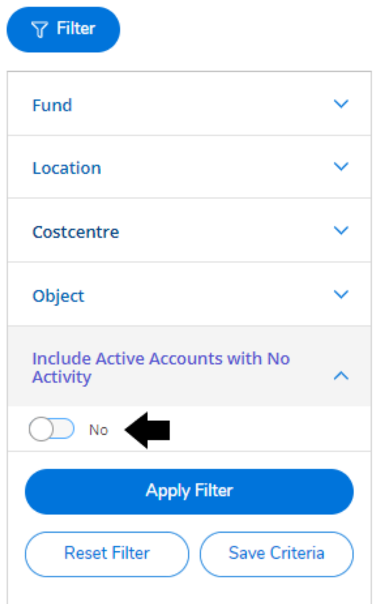
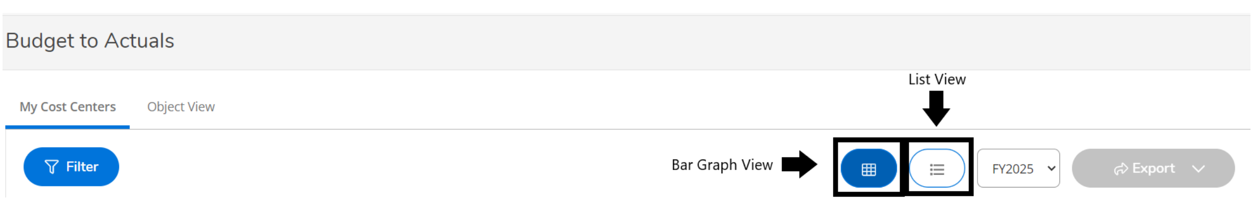
- ****Note** If you do not want to see Active accounts with No Activity be sure to click NO as follows:**



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



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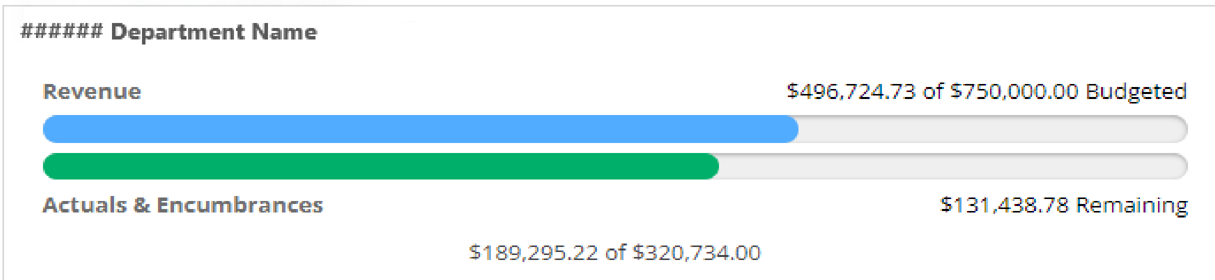
- **Bar Graph View -** provides you with a summarized view of your departments overall financial position



***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 %	(!)

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- **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

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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 Click on the arrows to expand account detail	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
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				

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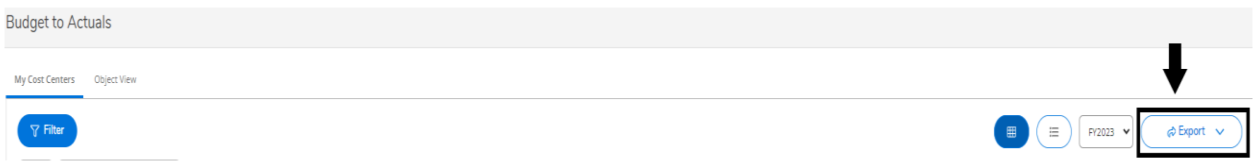
If you would like to export any of the above reports you simply click on the following export button:



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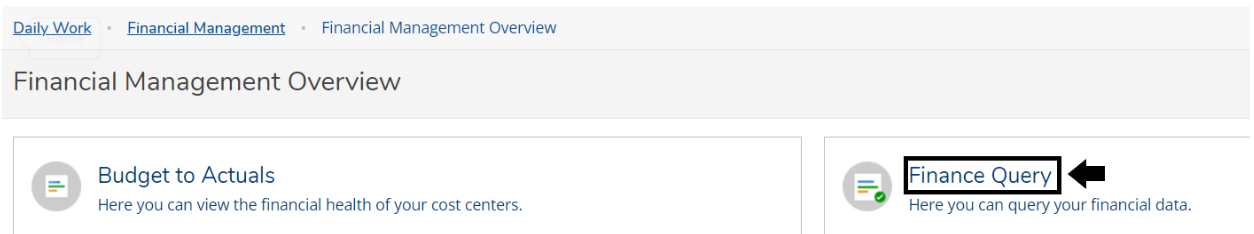
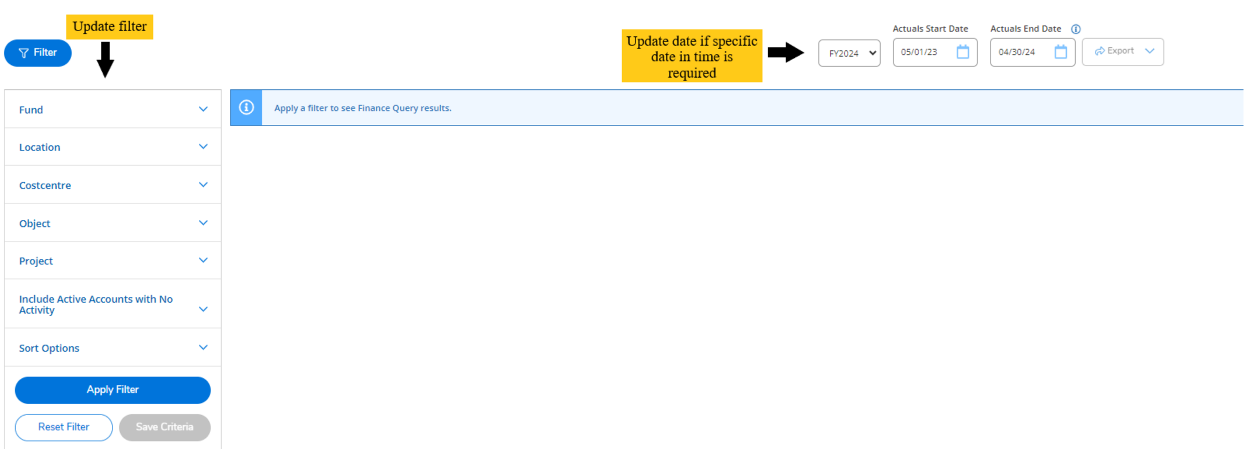
Finance Query

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.



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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

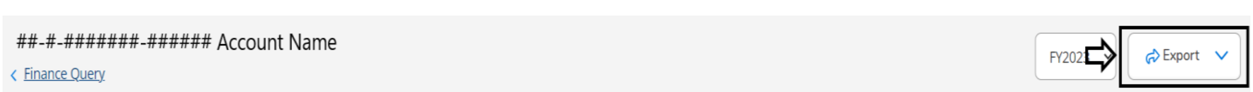
Actuals

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:****



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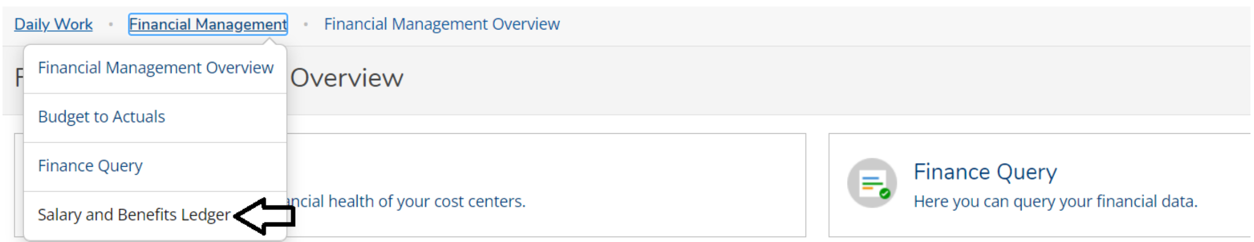
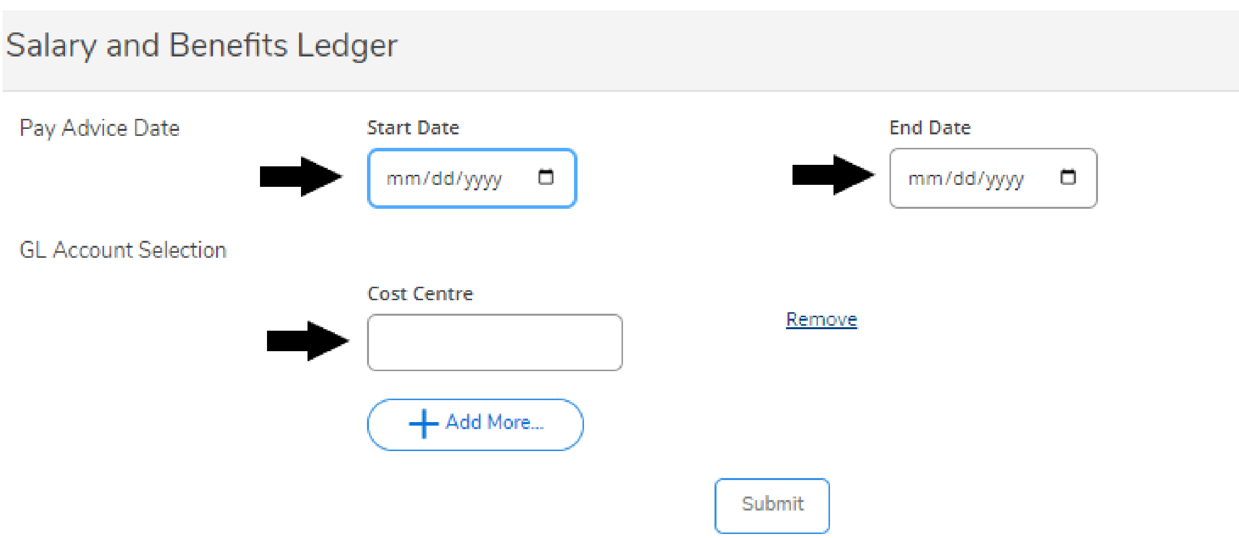
Salaries & Benefits Ledger

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.



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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**	

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Help Access

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