

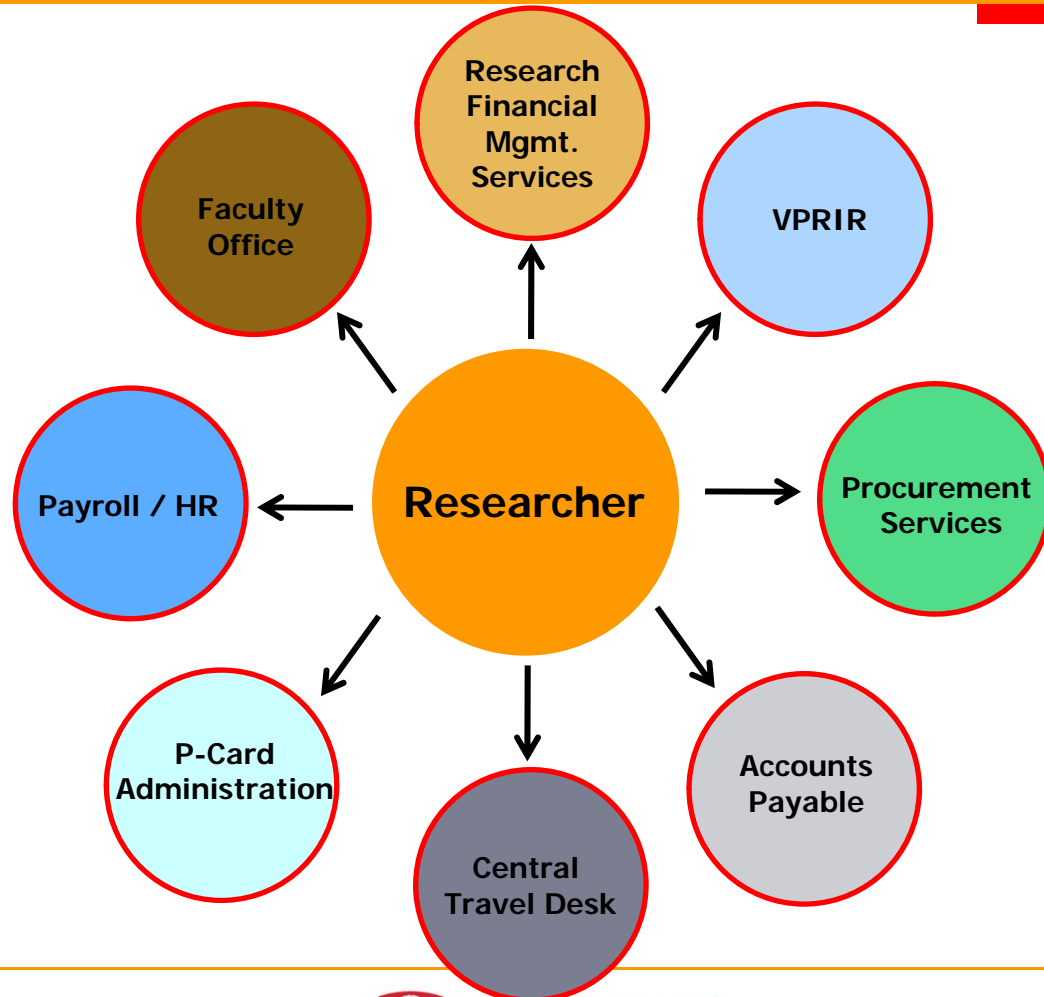


FST Infrastructure for Financial Officers

How FST jurisdiction and system
participation is determined

Updated October 11, 2013

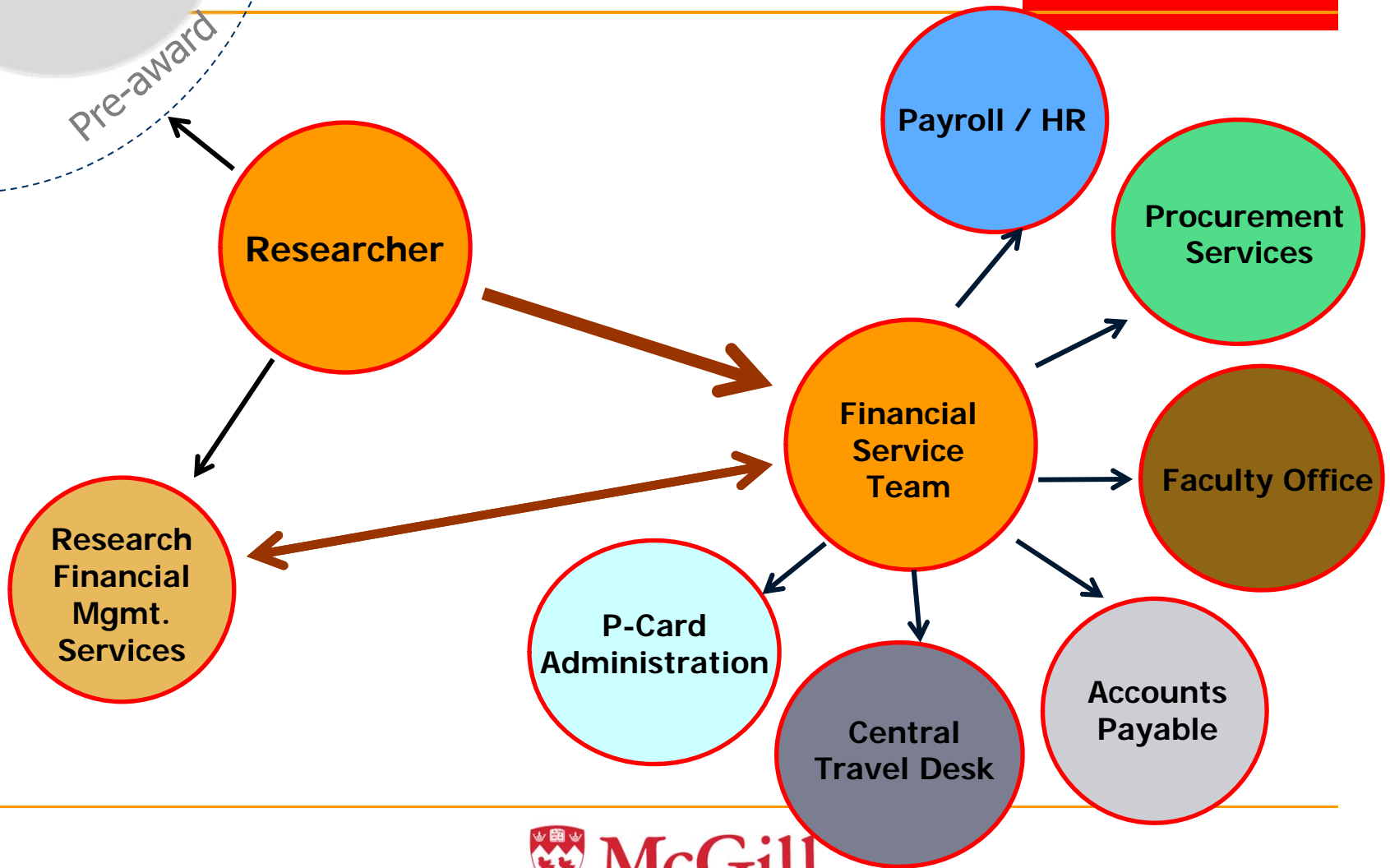
BEFORE FST



AFTER FST

VPRIR
* OSR
* SURF

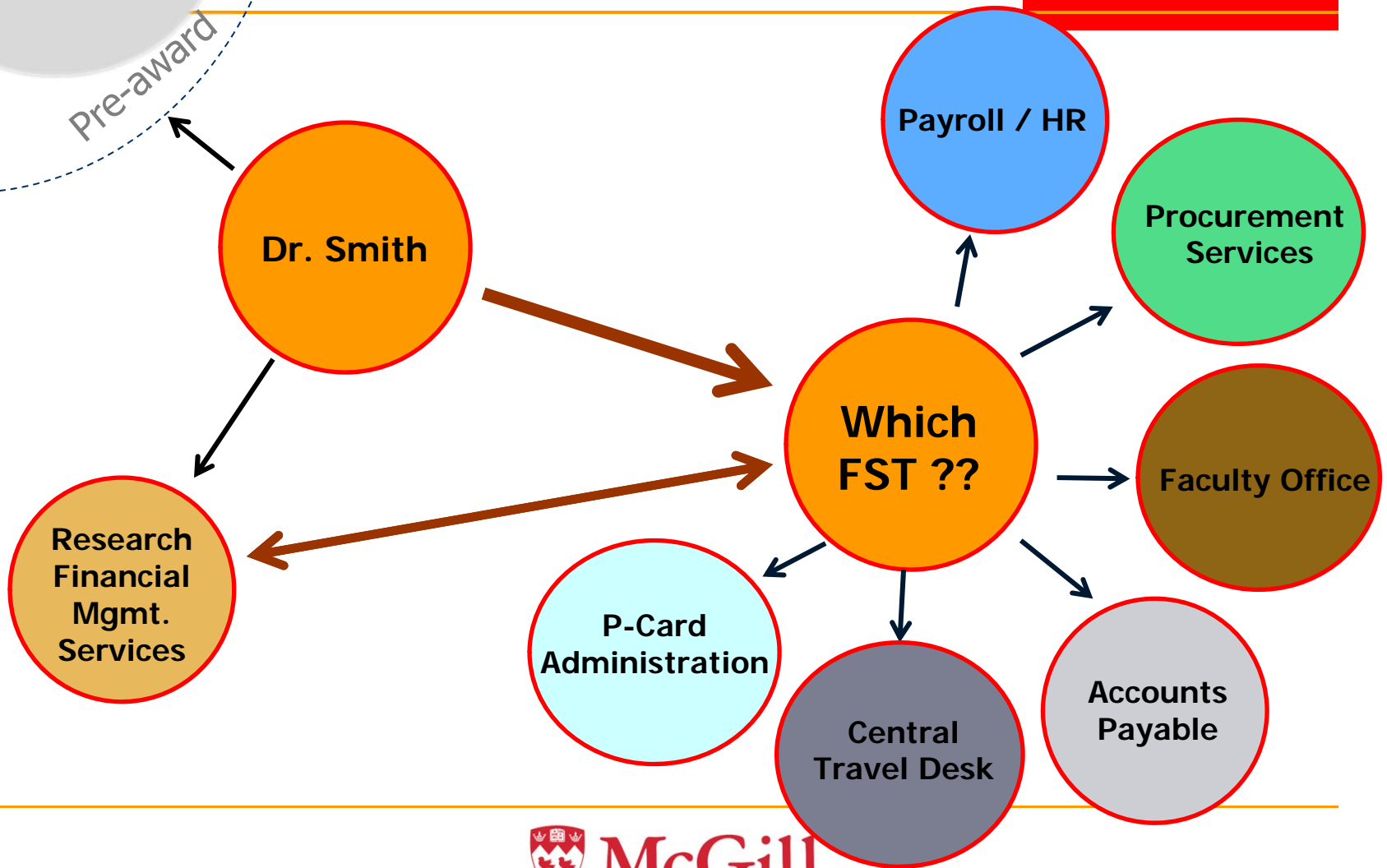
Pre-award



AFTER FST

VPRIR
* OSR
* SURF

Pre-award



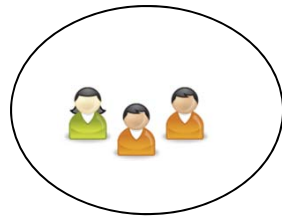
Defining a FST within system

- Characteristics of each FST
 - Code (e.g. ENG04)
 - Faculty/Unit affiliation (e.g. Engineering)
 - FST Manager* with coordinates
 - FST support member(s)
 - Electronic approvals for Advances & Expense Reports

* Key contact for Researcher and Financial Services

Defining FST jurisdiction

- Might be determined by Department



ORG A



ENG01



ORG B



ENG02



ORG C



ENG03



McGill

Defining FST jurisdiction

- Might be determined by physical location



Bldg A



MED01



Bldg B



MED02



Bldg C



MED03




McGill

Defining FST jurisdiction

- Might be determined by other ways
 - Workload
 - Fund Type (operating vs. research)
 - Etc.
- Jurisdiction is decided by:
 - the Financial Officer
 - Authority is dictated by the FFM's primary ORG per tenure track position

How FST jurisdiction is assigned

WHAT	WHO	HOW	EXAMPLE
<u>Assign</u> FFM to FST	Financial Officer	Minerva FST Administration menu	Prof Cooper  ↓ ENG01
<p>Note: only funds associated to the FFM's <u>primary</u> appointment org will be assigned to a FST. If FFM has funds that are under a different org, a FST override is required.</p>			

Financial Services Team (FST) Administration - Windows Internet Explorer

https://banweb.mcgill.ca/mcgp/bzfkfs01.p_display_form

File Edit View Favorites Tools Help

Financial Services Team (FST) Administration

MENU HELP EXIT

Financial Services Team (FST) Administration

Use this form to query a list of FFM's and their assigned Financial Services Team (FST Code) and to update the assignment, if necessary.

- Use any combination of search criteria (**Orgn Code**, **FST Code**, or **McGill ID of FFM**).
By default, the search displays only Active FFM's (those with at least one currently active fund) but you can remove the default checkmark to show inactive FFM's as well.
- Click **Submit**.
- You may use the **Sort by** drop down list to choose how the results are displayed.

To make updates, including comments:

- If no FST has been assigned, click on the **ADD NEW** link and follow the onscreen instructions.
- To change the current FST assignment, click on the FST code link, e.g. **ART01** and follow the onscreen instructions.

Note: If you think the **Orgn Code** assigned to an FFM is incorrect, please contact Fissecurity.acct@mcgill.ca.

Orgn Code
FST Code
McGill ID of FFM [Search](#)
Sort by
Show only Active FFM's

Orgn Code	Orgn Description	FFM McGill ID	FFM Name	FFM Building	FST Code (default)	Comments
00152	Chemical Engineering	150840584	Berk/Dimitrios	Wong Building 3610 University	ADD NEW	
00152	Chemical Engineering	150810713	Cooper/David G	Wong Building 3610 University	ADD NEW	
00152	Chemical Engineering	119447457	Coulombe/Sylvain	Wong Building 3610 University	ADD NEW	
00152	Chemical Engineering	150017690	Dealy/John Michael		ADD NEW	
00152	Chemical Engineering	260039690	Hill/Reghan James	Wong Building Room 3060 3610 University	ADD NEW	
00152	Chemical Engineering	260294707	Jones/Elizabeth A.V.	Wong Building Room: 4220 3610 University	ADD NEW	
00152	Chemical Engineering	150039712	Kamal/Musa R		ADD NEW	
00152	Chemical Engineering	150840188	Kubes/George 1	Wong Building 3610 University	ADD NEW	

Internet 100%



Financial Services Team (FST) Administration

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Orgn Code **FST Code** **McGill ID of FFM** **Search** **Sort by** **Show only Active FFM's**

Orgn Code	Orgn Description	FFM McGill ID	FFM Name	FFM Building	FFM Building	FST Code (default)	Comments
00152	Chemical Engineering	150810713	Cooper/David G	Wong Building	3610 University	ENG01	

How FST jurisdiction is assigned

WHAT	WHO	HOW	EXAMPLE
<u>Assign</u> FFM to FST	Financial Officer	Minerva FST Administration menu	Prof Cooper  ↓ ENG01
<u>View</u> FST by Fund Code	All	FTMFUND McGill Fund Options	Prof Cooper's funds: 224571 → ENG01 (default) 210802 → ENG01 (default) 213895 → ENG01 (default)

Chart 1 Fund 224571 Nserc Rgpin 6398-08

Status **Active**

Fund Administrator

RFD 260240431 Orinta Liatukiene 260240431 (514) 3982153
orinta.liatukiene@mcgill.ca

FST default

ENG01 260006354 Kevin Mitchell Chemical Engineering
kevin.mitchell1@mcgill.ca Room 4210
(514) 398-4400 ext. 04597 Wong Building

FST enable Indicator

AR Charge? **AR Client ID**
 AR Itemize?

Budget for Benefit?
Budget for Revenue?
 Auto Manual No

Exclude from academic salary po...

Year-end Reporting? **FBAL Acct**
 Minerva Test Fund? 400006 RF Externally-Restr. Fund Balance

Active in AR **Year End Month**
 Active in HR 03 March

Frozen?

Approvals

Non-Central Queue ID
Delegate Limit
Delegation Threshold
Auto Approval Limit

Budget Availability Control

Fund Orgn Acct Prog
Severity **Period**

Where can I see my balance?

FRIGITD - Grant Inception to Date

Minerva web queries

Budget Query for Fund Holder

Warehouse templates

Monthly Grant Details

Minerva-delivered reports

FZRG0049 - Monthly Grant Details

How FST jurisdiction is assigned


WHAT	WHO	HOW	EXAMPLE
<u>Assign</u> FFM to FST	Financial Officer	Minerva FST Administration menu	Prof Cooper  ↓ ENG01
<u>View</u> FST by Fund Code	All	FTMFUND McGill Fund Options	Prof Cooper's funds: 224571 → ENG01 (default) 210802 → ENG01 (default) 213895 → ENG01 (default)
<u>Override</u> or <u>Disable</u> FST for a Fund Code	Financial Officer- email fissecurity.acct@mcgill.ca	FTMFUND McGill Fund Options	224571 → ENG02 (override)

Chart 1 Fund 224571 Nserc Rgpin 6398-08

Status **Active**

Fund Administrator

RFD 260240431 Orinta Liatukiene 260240431 (514) 3982153
orinta.liatukiene@mcgill.ca

FST default

ENG01 260006354 Barbara Cassidy Engineering - Dean'S Office
Room: 1240
FST override ENG04 150128471 (514) 398-4400 ext. 09562 Wong Building

FST enable Indicator

- AR Charge?
- AR Itemize?
- Budget for Benefit?
- Budget for Revenue?
 Auto Manual No

AR Client ID

Exclude from academic salary po...

- Year-end Reporting?
- Minerva Test Fund?

FBAL Acct

400006 RF Externally-Restr. Fund Balance

Year End Month

03 March

- Active in AR
- Active in HR

Frozen?

Approvals

Non-Central Queue ID
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Oracle Developer Forms Runtime - Web: Open > FTMFUND - FZMFUND

File Edit Options Block Item Record Query Tools Help

Mcgill Fund Options FZMFUND 7.15 [1.18] (Banner)

Chart 1 Fund 224571 Nserc Rgpin 6398-08 Status **Active**

Fund Administrator
 RFD 260240431 Orinta Liatukiene 260240431 (514) 3982153
 orinta.liatukiene@mcgill.ca

FST default
 ENG01 260006354 Barbara Cassidy Engineering - Dean'S Office
 barbara.cassidy@mcgill.ca Room: 1240

FST override
 ENG04 150128471 (514) 398-4400 ext. 09562 Wong Building

FST enable Indicator

AR Charge? AR Itemize?
 Budget for Benefit?
 Budget for Revenue?
 Auto Manual No

Exclude from academic salary po...

Year-end Reporting?
 Minerva Test Fund?

Active in AR
 Active in HR
 Frozen?

AR Client ID

FBAL Acct
 400006 RF Externally-Restr. Fund Balance

Year End Month
 03 March

Approvals
 Non-Central Queue ID
 Delegate Limit
 Delegation Threshold
 Auto Approval Limit

Budget Availability Control
 Fund Orgn Acct Prog
Severity **Period**

Where can I see my balance?

Minerva web queries

Warehouse templates

Minerva-delivered reports

Record: 1/1 | ... | <OSC>

Chart 1 Fund 224571 Nserc Rgpin 6398-08

Status **Active**

Fund Administrator

RFD 260240431 Orinta Liatukiene 260240431 (514) 3982153
orinta.liatukiene@mcgill.ca

FST default

ENG01 260006354 Barbara Cassidy Engineering - Dean'S Office

barbara.cassidy@mcgill.ca

Room: 1240

ENG04 150128471 (514) 398-4400 ext. 09562

Wong Building

FST enable Indicator

AR Charge?

AR Client ID

AR Itemize?

Budget for Benefit?

Budget for Revenue?

Auto Manual No

Exclude from academic salary po...

Year-end Reporting?

FBAL Acct

Minerva Test Fund?

400006 RF Externally-Restr. Fund Balance

Active in AR

Year End Month

Active in HR

03 March

Frozen?

Approvals

Non-Central Queue ID

Delegate Limit

Delegation Threshold

Auto Approval Limit

Budget Availability Control

Fund Orgn Acct Prog

Severity

Error

Period

A

Where can I see my balance?

FRIGTD - Grant Inception to Date

Minerva web queries

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FTMFUND:

How will the FST field help?

- Financial Services can informally get the FST Manager in the loop!
- Allow for appropriate level of participation in the system
- Grant or Expense Report inquiries can be directed to the FST Manager of the Fund Code in question
- Streamline formal communications
- Tailored reporting & monitoring

FST Jurisdiction: Impact on Advances/Expense Reports

- Electronic routing based on fund charged
 - If more than 1 fund, only one FST is the selected approver even if crosses FST jurisdiction, based on priority
- Paper routing
 - 'Send to' address on printable requests
- Approval/disapproval capabilities (FSTM)
- Proxy capabilities (FO or FSTM within Faculty)
- Query capabilities (FSTM & FST support)

Important Points

- Fund exceptions vs. additional FSTs
- Key point of contact for FST infrastructure (e.g. FST membership, jurisdiction exceptions, FFM missing/extra) is FISsecurity.acct@mcgill.ca
- Ongoing maintenance is critical!
 - New Fund Financial Managers
 - Fund level exceptions are current
 - FST Manager & Support membership

Important Points

- Resources on Financial Services website
 - Info for FFO page
 - How-To Query & Maintain FST jurisdiction
 - Resources and Tools for Updating FST Memberships
 - Reporting page
 - Funds & balances within FST Jurisdiction report



Questions?

Thank you for your time!