2016 Financial Forum

UNLOCKING MOSAIC TIPS AND TRICKS
Your Presenters

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Agenda

• Peer submitted Tips & Tricks
• Trainer/Expert Tips & Tricks
• Get Current Upgrade – Tips & Tricks
• Reports & Queries – WORKCENTRES – Tips & Tricks
  • GL, PC, AR, nVision
• My Research
Peer Submitted Tips and Tricks

• Over 20 tips submitted – thank you!
• Handout
• Winner is...!
• Some highlights...
Peer Submitted Tips and Tricks
Managing Journal Approvals

General Ledger > Journals > Journal Entry > Manage Journal Approval

Manage GL Journal Approval

Search Journals

To locate journals that require your approval (or journals that previously required your approval), edit the criteria below and click the Search button.

- Business Unit
- Line Business Unit
- Journal Date From
- Approval Status
- Requester
- Journal ID
- To Journal Date

Search
Clear

Hit Clear first and then Search
Peer Submitted Tips and Tricks
Managing Journal Approvals cont.

- Can personalize how data is returned and sorted
- Click on journal hyperlink and review header/lines
- Can approve more than one by selecting and hitting approve
Peer Submitted Tips and Tricks
Other Nuggets

Worklist
• Press F5 to return to your worklist screen after completing the worked item
• To remove items from your worklist that have already been approved, click on the active Mark Worked button

Next Item
• Some Mosaic items have a <next item> or <next employee> link; save time rather than returning to your search by looking for the <next item> where available.

Clearing your Browser Cache
• If you have issues with displaying various screens or start seeing odd behaviour with navigation, worklists etc, the first thing to try is clearing your cache in your internet browser
  • (1) click on the computer’s <Start Menu> then <Control Panel>. (2) In Control Panel click on <Internet Options>. (3) Under <Internet Options> choose <Delete Browsing History> then (4) the <Delete> button under Browsing History.
Trainer/Expert Tips & Tricks
Non-PO Voucher, Travel & Expense and Pcard

- Take Sue Graci’s course! Monthly plus open houses available

- Will do one-on-one training!

- Across all modules
  - Don’t be stingy with information…tell the complete story!
    - Faster approvals and helps with AUDITS
  - Don’t wait too long if you’re waiting for a receipt – use the missing receipt form

- Tip sheets for some modules NOW available:
EXPERIENCE REPORTS

• AVOID having your expense report returned
  • Enter a business purpose for each line – “Who was there and Why?”
  • The PURPOSE APPROVER must ALWAYS be your ‘one-up’
    • i.e. if you’re Faculty, must be the Chair
• Choose the Default Location at the top as your main Destination – ensures tax treatment will be correct for most of the lines (may have to change VAT treatment one or two only if it’s a mixed report)
• Speed up approvals: Scan their receipts in the order they appear in the expense report and right side up

PCARD

• To Do Very Basic Steps – sentence to help you remember the acronym for how to reconcile transactions properly
• Transaction – Distribution – VAT – Billing – Save – do this for each transaction
Get Current – Tips & Tricks

• Navigation
• Favourites
• Differences after Dec 5th Finance Go Live
  • Can set up tiles on your home pages
  • Recent places will work
  • Back arrows will work – won’t bring you back to the beginning
• Missing our Breadcrumbs 😞
  • BUT…handy document created to help you navigate to the most commonly used business processes – then set up as a favorite/tile!
  • NOW available in the How to Guide area under Support and Documentation

Navigation tips: Finance
Where to find commonly used financial tasks
GL WorkCenter Queries

• Finance > General Ledger > GL WorkCenter or TILE Under MY WORK MENU

• This is where commonly used public queries for GL can be found

• These queries along with a description of what they are used for can be found in Support & Documentation in MOSAIC
Project Costing WorkCenter Queries

Finance > Project Costing > Project WorkCenter or TILE Under MY WORK MENU

- Queries found here are used for reporting on Capital, Trust Funds and Sponsored Research
Project Costing WorkCenter Queries

Existing Trust and Capital Queries

To Find Transactions Not in Proper Department
• Every project has a home department – finds errors so you can correct

To Find Transactions Not in Proper Fund
• Should only ever have one fund for each project – finds errors so you can correct

Project Reports

PC Details by Project
• Like GL Activity Inquiry with drillable links but allows you to enter in a date range vs fiscal period and year (e.g. April 1st…March 31st)
Accounts Receivable WorkCenter Queries

Finance > Accounts Receivable > Receivables WorkCenter

- These queries are used to obtain information on non-student deposits

**TIP: Reducing Rework on Deposits**
- If the amount of the posted deposit is correct, but the chartfield needs to be corrected, this can be done through a GL JE. You don’t need to create a deposit reversal and a correcting deposit through AR.
What do I do if one of my report requests does not show up in Report Manager when I am running a Report book?

Delete the line and re-add it
How do I email my PS/nVision reports to myself?

After clicking on the run button to run the report click on the down arrow for type and format.
How do I email my PS/nVision reports to myself? cont.

Change to email and XLS and click Distribution
How do I email my PS/nVision reports to myself? cont.

Insert the macid of who you wish the report to be emailed to
What do I do if I have lost the ability to drill-down on a PS/nVision report?

- Although you may have already installed the add-ins macro from the DrillToPia xla file, automatic windows updates may have deleted this

**TIP:** Save your Vision reports to a folder on your desktop, and open them using the DrilltoPia xla file also kept on your desktop.
## Research Reports

### My Research

<table>
<thead>
<tr>
<th>Research Project Statement</th>
<th>Team by User ID</th>
<th>RPS Information By Department</th>
</tr>
</thead>
<tbody>
<tr>
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<td><img src="team_icon.png" alt="Team Icon" /></td>
<td><img src="folder_icon.png" alt="Folder Icon" /></td>
</tr>
</tbody>
</table>

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<tr>
<th>RPS Information By Faculty</th>
<th>RPS Information By PI</th>
<th>Monthly RPS (PI's only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="file_icon.png" alt="File Icon" /></td>
<td><img src="user_icon.png" alt="User Icon" /></td>
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Research Reports

• Display Projects for team member:
  • PI’s
  • PI Delegates
  • Accountants
  • Project Managers
• Only display result when User ID is in caps
• Fields such as BU, Projects, Empl Id, Project Role…etc.
Research Reports

- Display Team members for a project
- Employee ID, Name, Project Role, Start & End dates
- Processing Status
Research Reports

- Displays all Active Projects of a PI
- Uses Employee ID of PI
- Range of fields
  - Projects, Fund Code, Research Accountant, Award Amount, Ending Balance, Commitment…etc.
Research Reports

- Displays Projects of a Department:
- Range of fields
  - Projects, Employee Id, Project Role...etc.
  - Transactional data; Award amt., Ending Balance and Commitments
Research Reports

- Display all Active Projects of a Faculty
- Uses Faculty Name for lookup
- Range of fields
  - Projects, Fund Code, Research Accountant, Award Amount, Ending Balance, Commitment…etc.

See peer submitted reports
Research project Statement Enhancement

- **Select All** and **Download all** buttons available for PI’s, Delegates and Senior Research Accountants
- **Pre-generated** Research Project Reports Every **Month**

*Cool Trick: Leave Project Number field blank for All projects*
Research Reports

- Display Projects for a user:
  - PI’s
  - PI Delegates
  - Accountants
  - Project Managers
  - Scientific Stores Purchasing Delegates
- Fields such as BU, Projects, Empl Id, Project Role…etc.

Coming Soon

Team by Employee ID
Pop-up blocker could prevent the report to be downloaded.
Research Report Tips & Tricks

Change **Day** to **All** in **Report Manager** to view reports from up to 45 days back.
Save Search Criteria to save time
Schedule Reports and receive them on your email

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name

begins with

Search Advanced Search

Search Results

*Folder View -- All Folders --

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
<th>Add to Favorites</th>
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Questions?