Welcome to the Mosaic & Trust Funds Information Session

November 5, 2015
Agenda

- Introduction

- Trust Fund Application

- How to Find Your Trust in Project Costing
  - What Information is Available

- Reports & Queries in Project Costing

- nVision Reports
  - Drilling Down

- General Information
  - Chartstring
  - Accounts

- Trust Policies and Information
Introduction
Trust Fund Application
Finding Trusts in PC
Trust Tabs in General Information

- General Information
- Manager
- Justification
- Attachments
- Supplemental Data
Queries & Reports in PC

Projects WorkCenter Dashboard
- Top Projects
- Financial Summary Pivot
- Project Transactions Pivot
- Budget Vs Actual Pivot
Queries & Reports in PC, cont’d
Trust nVision Reports
General Information

Documentation Tab

- Includes Quick Guides and Tools for all areas of Mosaic
- Includes Interactive Guides
- Includes a spreadsheet of all available accounts
- Setting up ‘Drill Down’ instructions
General Information, continued

- Trust project full chartstring, e.g.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger</th>
<th>Account</th>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Project BU</th>
<th>Project</th>
<th>Activity</th>
<th>Analysis Type</th>
<th>Resource Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC01</td>
<td>ACTUALS</td>
<td>xxxxxx</td>
<td>75/77</td>
<td>xxxxx</td>
<td></td>
<td>MAC01</td>
<td>xxxxxxx</td>
<td>TRUST_FUND</td>
<td>GLR/GLE</td>
<td>MATER</td>
</tr>
</tbody>
</table>

There are currently 4 types of trust funds:

<table>
<thead>
<tr>
<th>Type</th>
<th>Chartstring</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Expendable</td>
<td>TGPTR = General Perpetual</td>
<td>75</td>
</tr>
<tr>
<td>Expendable</td>
<td>TGLTR = General Long Term</td>
<td>77</td>
</tr>
<tr>
<td>Expendable</td>
<td>TSPTR = Specific</td>
<td>77</td>
</tr>
<tr>
<td>Expendable</td>
<td>TSDTR = Spend Down</td>
<td>77</td>
</tr>
</tbody>
</table>

**Hint**

When using accounts beginning with 4 use Analysis Type **GLR**
When using accounts **not** beginning with 4 use Analysis Type **GLE**
Disbursing Aid from Trust Funds

- The implementation of Campus Solutions delivers a more structured method of making aid payments to students.
- Financial Aid Item Types are now used to post scholarship, bursary, academic grant, athletic and other financial award payments to student accounts.
General Information, continued

Disbursing Aid from Trust Funds

- Payments may be directed to student account charges or may ‘pass through’
- Item Types are configured with the chart field information needed to complete financial transactions (manual journal entries no longer required!)
- Contact awards@mcmaster.ca or askgrad@mcmaster.ca to determine the need for an item type
Trust Fund Policies & Information

http://www.mcmaster.ca/bms/BMS_FS_Trust_Funds.htm
Trust Fund Policies & Information, cont’d

http://www.mcmaster.ca/bms/BMS_Policies_Procedures.htm#ppg_tf
Mosaic Support

The Tip Sheet

Entering deferred grades
step-by-step instructions for entering deferred grades

Resolving Mass Journal Entry Upload challenge
Instructions for fixing an issue that stopped mass journal uploads

Foreign Payment Request Form
PDF form that can be filled electronically upon download to support international voucher payments.
Tags: AP, foreign currency

Mosaic Approval Guide
Step by step information on how to approve in all financial work streams.
Tags: approval, finance

Grade Changes
Faculty Tips- Grade Change
Tags: faculty center, grades

Payroll / Pay Statement and Benefits FAQs
Frequently asked questions
Tags: FAQ, benefits, pay statement, payroll

Health & Safety FAQs
Annual Attestation and Review of Trust Funds

- Will be sent to administrators in November
- Review your trusts, deficits and inactives
- Look for projects that don’t meet the minimums or should be closed
- Sign your attestation
Any Questions??