A presentation by

# Queen's University

# Financial Services

Alternative formats for this presentation can be found on the Financial Services website.

**Website:** Financial Services Training page

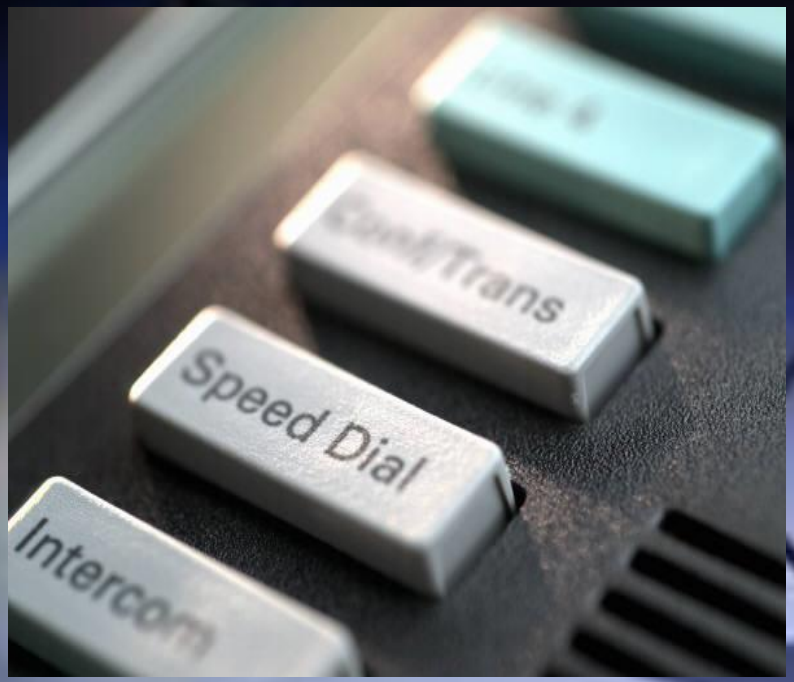
**Email:** finance.training@queensu.ca

**Phone:** 613.533.2050

Financial Services

# Connecting You to People, Systems & Training

# Welcome to your Administrative Role




**Contact your**
**Departmental ITAdmin Rep**
**ITServices, Help & Support page**

# Begin by Asking

**What is my role?**

**What financial systems are available to me?**

**What forms do I complete?**

**What is my training plan?**

# What is Your Role?

## your role

determines what system access you are eligible to request

- Departmental Administrator
- Research Administrator
- Principal Investigator
- Business Officer

# Departmental Administrator

**responsible for monitoring all departmental funds**

eligible to request the following systems and/or signing authority roles:

- GL Inquiry Financial Reporting
- Research Reports
- Journal Entry
- Purchase Requisition

# Research Administrator

**responsible for monitoring research project(s)**
eligible to request the following systems and/or signing authority roles:

- Journal Entry
- Purchase Requisition
- Research Reports – 2 options
  1. View Research reports (for specific project(s) only)
  2. View Research reports (for all projects by Department ID)

# Principal Investigator (P.I.)

**owner of research project(s)**

eligible to request access to the following systems roles:

- Journal Entry
- Purchase Requisition
- Research Reports by (by P.I.)

# Faculty/School/Admin Business Officer

**responsible for overseeing all funds in area portfolio**

eligible to request access to the following systems and/or signing authority roles:

- GL Inquiry Financial Reporting
- Research Reports
- Journal Entry
- Purchase Requisition

# Financial Systems Roles Defined

**GL Inquiry Financial Reporting**

- View Non-Research financial data and reports by Department ID

**Research Project Financial Reporting (2 options)**

1. View Research reports for specific research project(s) only or
2. View Research reports for all projects by Department ID

**Journal Entry**

- Create a Journal Entry to allocate revenue or expenses from one ChartField string to another ChartField string

**Purchase Requisition** (1st step to creating a Purchase Order)

- Add/update Purchase Requisitions
- Review Purchase Requisition information and reports
- Review Purchase Order information

# Financial Systems Security Access Request

* Mandatory fields are highlighted and preceded by an asterisk

Effective Date [ ] [Apr] [2016]

*Purpose [Create New User]

Personal Information

*First Name [ ] *Last Name [ ]

*Net ID [ ] *Employee ID [ ]

*Email [ ] *Phone [ ]

*Department [ ] *Job Title [ ]

**This form is used to request access by Dept ID:**

- **GL Inquiry Financial Reporting role (all Funds within Department)**
- **Research Reports role (all Projects within Department)**
- **Journal Entry role**
- **Purchase Requisition role**

**To access form, visit the Financial Services website Forms page**

FIN-FRM-008

# Delegation of Signing Authority Form Non-Research

**Form Purpose and Instructions**

This form serves to delegate or remove **Signing Authority** in accordance with the Policy on Approval and Execution of Contracts and Invoices.

**Person Delegating Authority**

ChartFields Fund ☐☐☐☐☐ Department ☐☐☐☐☐ Program ☐☐☐☐☐

*I authorize the person(s) indicated below to authorize expenditures against the Fund/Department identified above.*

Delegator _____ Employee ID ☐☐☐☐☐☐☐☐

Signature _____ Position _____

E-mail _____ Date _____

YYYY/MM/DD

**To receive signing authority on a non-research fund associated with your department, complete this form and forward the form to Financial Services.**

**To access form, visit the Financial Services website Forms page.**

FIN-FRM-008R

# Signing Authority & Research Reports Access
# Research Funds

**Form Purpose and Instructions**

This form will serve to delegate or remove **Signing Authority** and/or **Research Reports Access** for the Project identified below. One form per Project must be completed and forwarded to Financial Services. There is no limit on the number of individuals to whom Signing Authority and/or Research Reports access may be granted. Complete additional form(s) if required. The Principal Investigator automatically has Signing Authority and Research Reports access.

**Principal Investigator & ChartField Information**

**ChartFields (mandatory fields)** | **Fund** | **Department** | **Project** | **Or** | **TRAQ DSS**

Principal Investigator _____ Employee ID

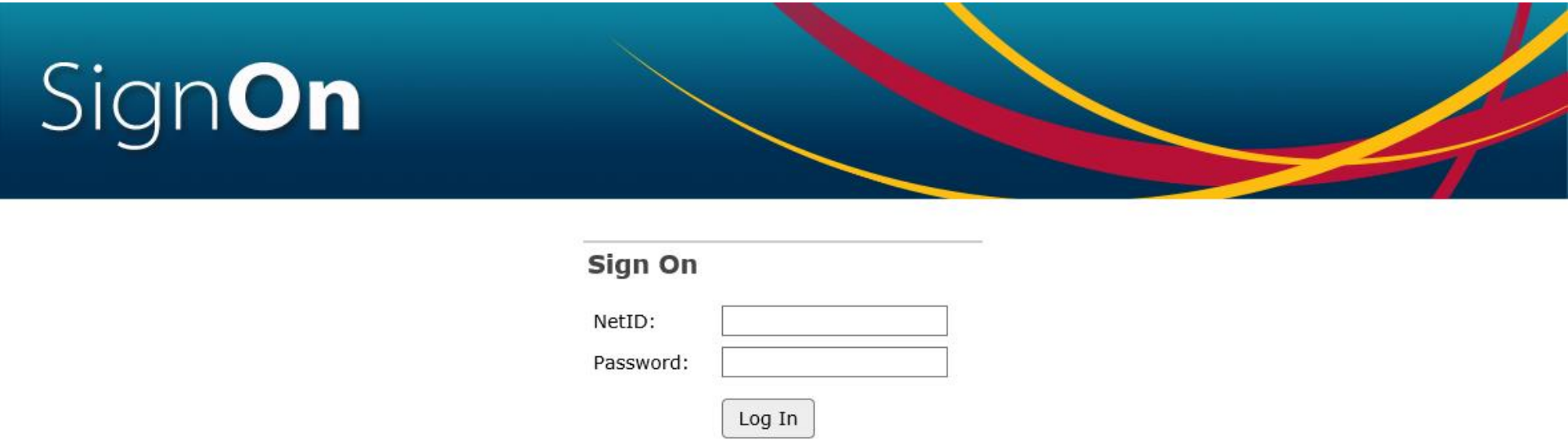
Signature _____

E-mail _____ Date _____ YYYY/MM/DD

**To receive signing authority and/or access to financial reporting for a specific research project, complete this form and forward the form to Financial Services.**

**To access form, visit the Financial Services website Forms page.**

1. From the Queen's Home page, select SEARCH AND SIGN IN and select MyQueensU/SOLUS.




2. On the Sign On page, log in to your personal portal using your NetID and Password.

3. **Once logged in, select** My Applications **tab and select the link you wish to access.**

**For example:**

**Financial Reporting Information**

Go to Fast Administrative Support Tool (FAST)

**(Research and Non Research)**

**PeopleSoft Resources**

**(Journal Entry and Purchase Requisition)**

**Expense Reimbursement System**

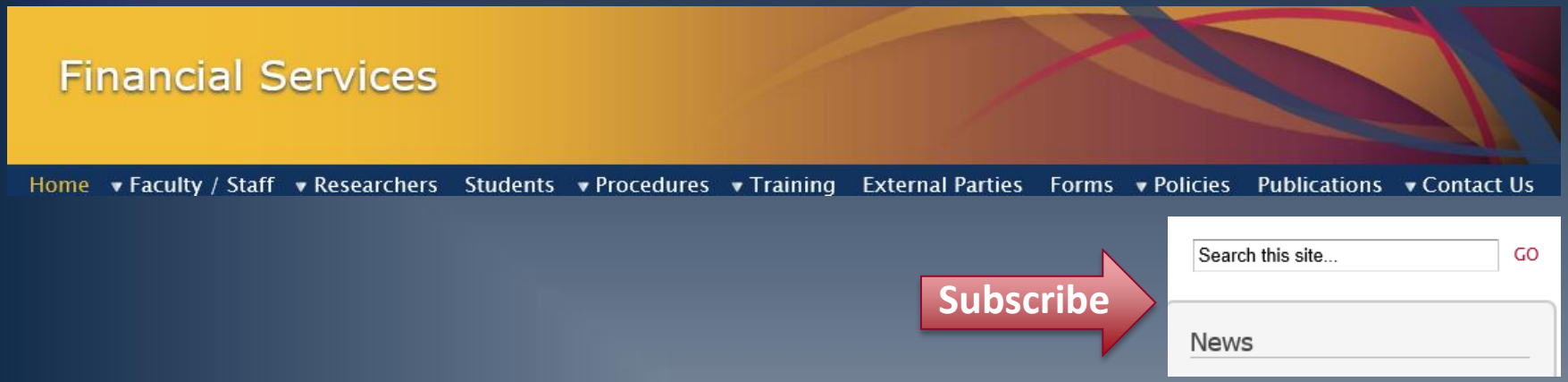
**(Request an Advance or Submit an Expense Report)**

# Financial Training

- Check out our Learning Catalogue
- Learn the basics of financial activities
- Review policy & process documents
- Find out more about a specific topic
- Earn a Financial Services Certificate

**To learn more,**
**visit the**
**Financial Services website**
**Training page**

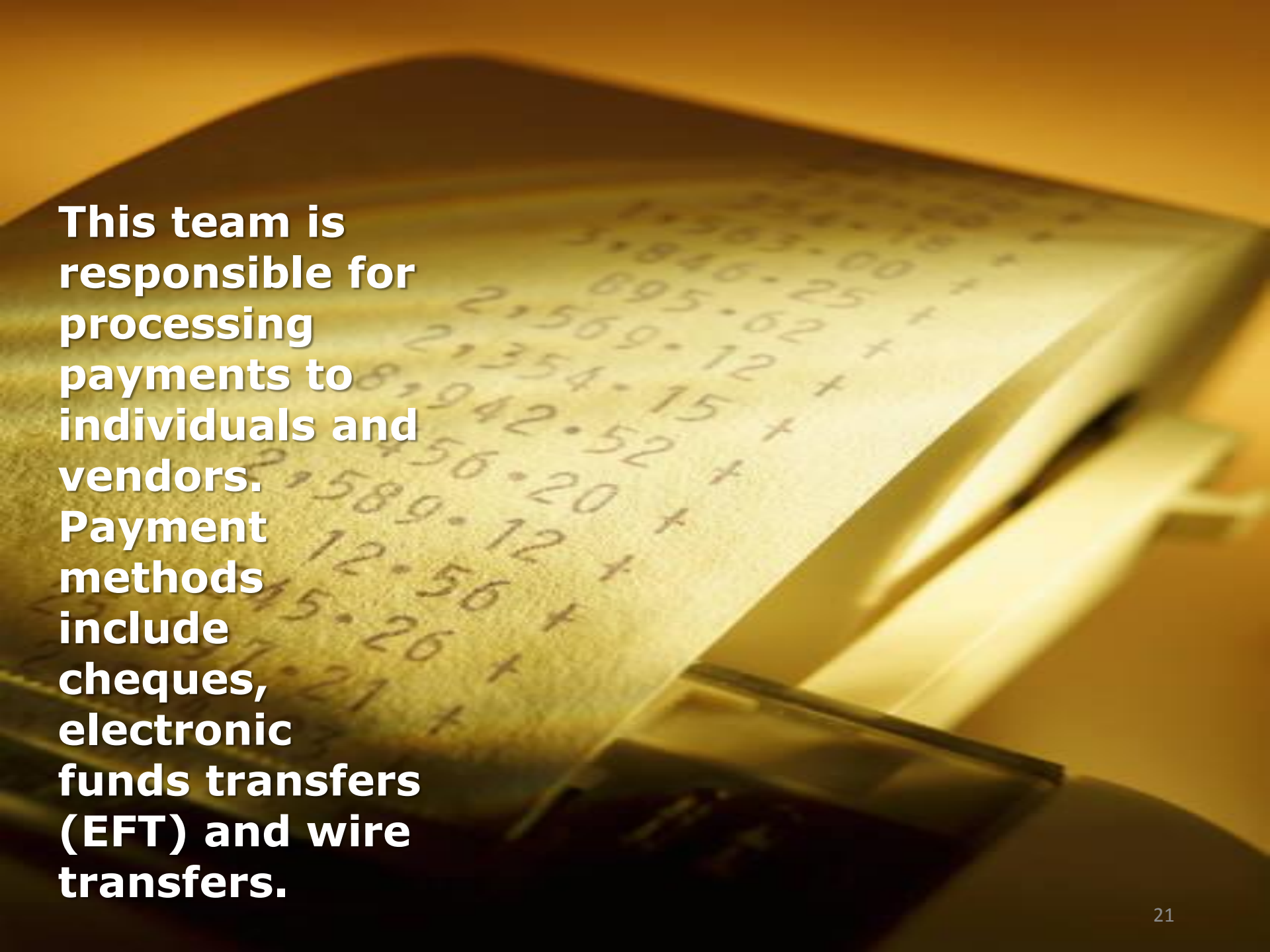
# Tour the Finance Website




Find out
what
you need to know
before
you need to know

- Forms
- Policies
- Processes
- Resources
- Training

# Meet the Team



This team is responsible for processing payments to individuals and vendors. Payment methods include cheques, electronic funds transfers (EFT) and wire transfers.

# Accounts Payable

## oversees and manages

- Expense Reimbursement System (ERS)
- Cash advances
- Cheque requisitions
- Travel expense claims
- Vendor payments

# Financial Reporting

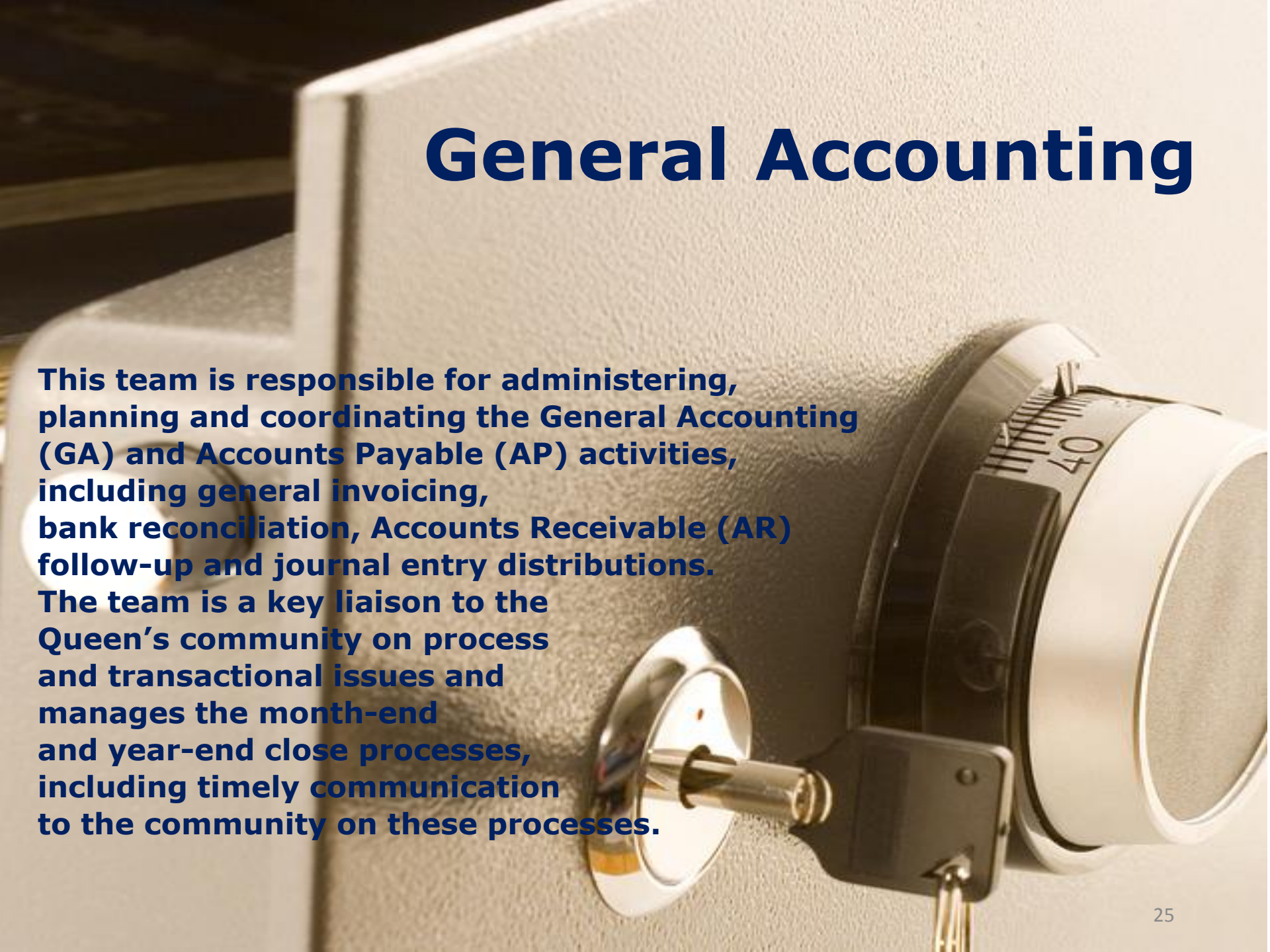
**This team is responsible for ensuring the university's internal and external financial reporting is accurate and in accordance with Generally Accepted Accounting Principles (GAAP). The team manages the overall development, implementation and administration of financial accounting and related internal control policies and procedures and provides leadership and guidance to the Queen's community on the university's Chart of Accounts (COA) and accounting questions.**

# Financial Reporting

## oversees and manages

- ChartFields
- University external audit support
- University financial statements

# General Accounting



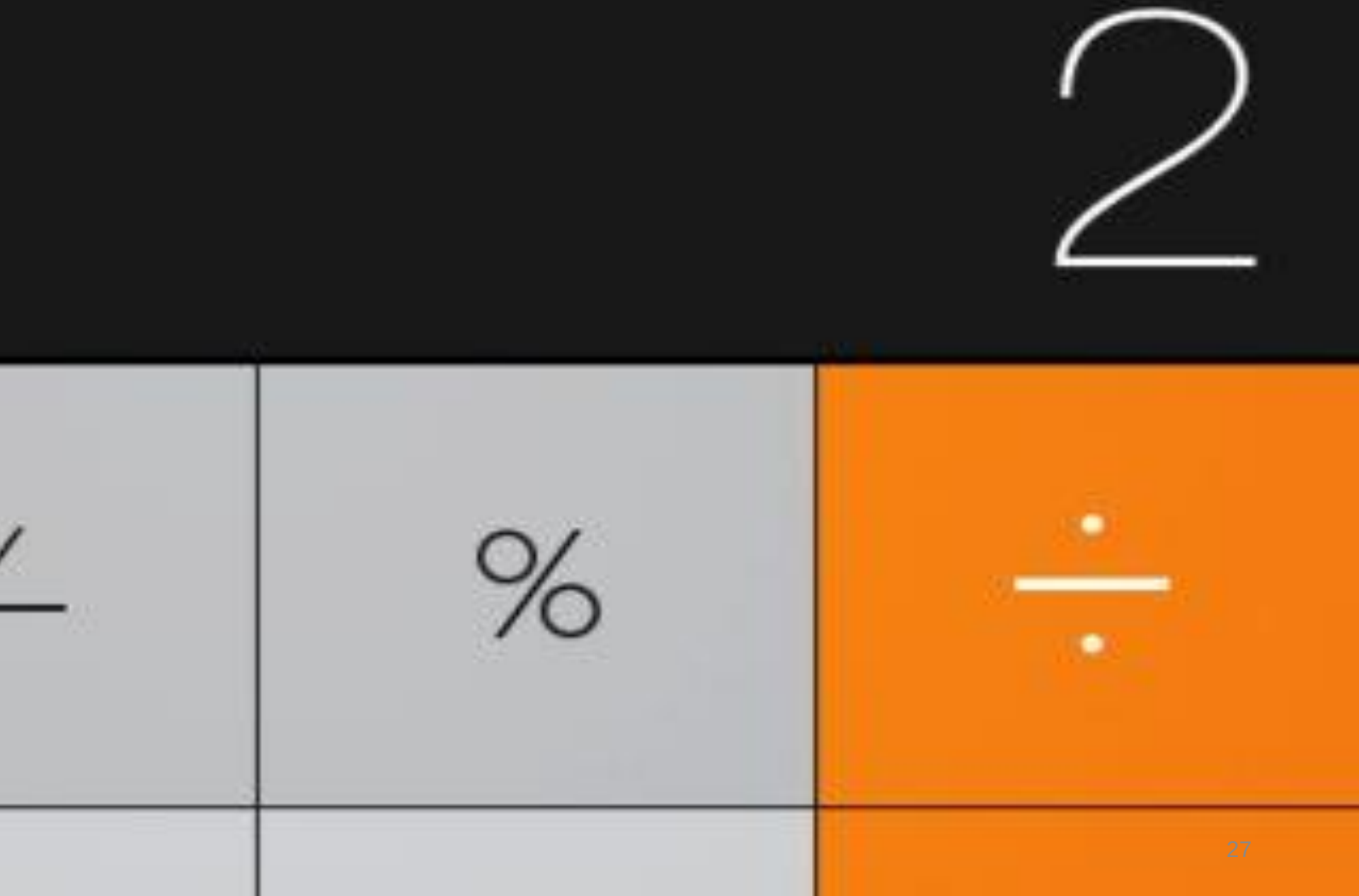
**This team is responsible for administering, planning and coordinating the General Accounting (GA) and Accounts Payable (AP) activities, including general invoicing, bank reconciliation, Accounts Receivable (AR) follow-up and journal entry distributions. The team is a key liaison to the Queen's community on process and transactional issues and manages the month-end and year-end close processes, including timely communication to the community on these processes.**

# General Accounting

## oversees and manages

- Accounts Payable
- Accounts Receivable
- Banking
- Credit card merchant accounts
- Deposits
- HST
- Month-end and year-end procedures
- Stop payments

# Payroll Services



# Payroll Services

## oversees and manages

- Payroll processes and services for monthly, casual and CUPE 229 biweekly payroll
- Issuance of Records of Employment (ROE)
- Banking and tax form (TD1) updates
- Calculation and payment of employee Sub plan top up payments
- Calculation and billing of payroll overpayments
- Annual CRA reporting (T4, T4A)
- GL payroll and related issues
- HR PeopleSoft payroll maintenance and testing

# Research Accounting

**Supporting the research environment at Queen's, this team provides expert advice, financial accountability and management of all post-award finances for research grants and contracts. The team works closely with funding agencies, researchers, administrative support, Strategic Procurement Services, University Research Services and the eQuip Task Force to ensure adherence to funding guidelines and policies.**

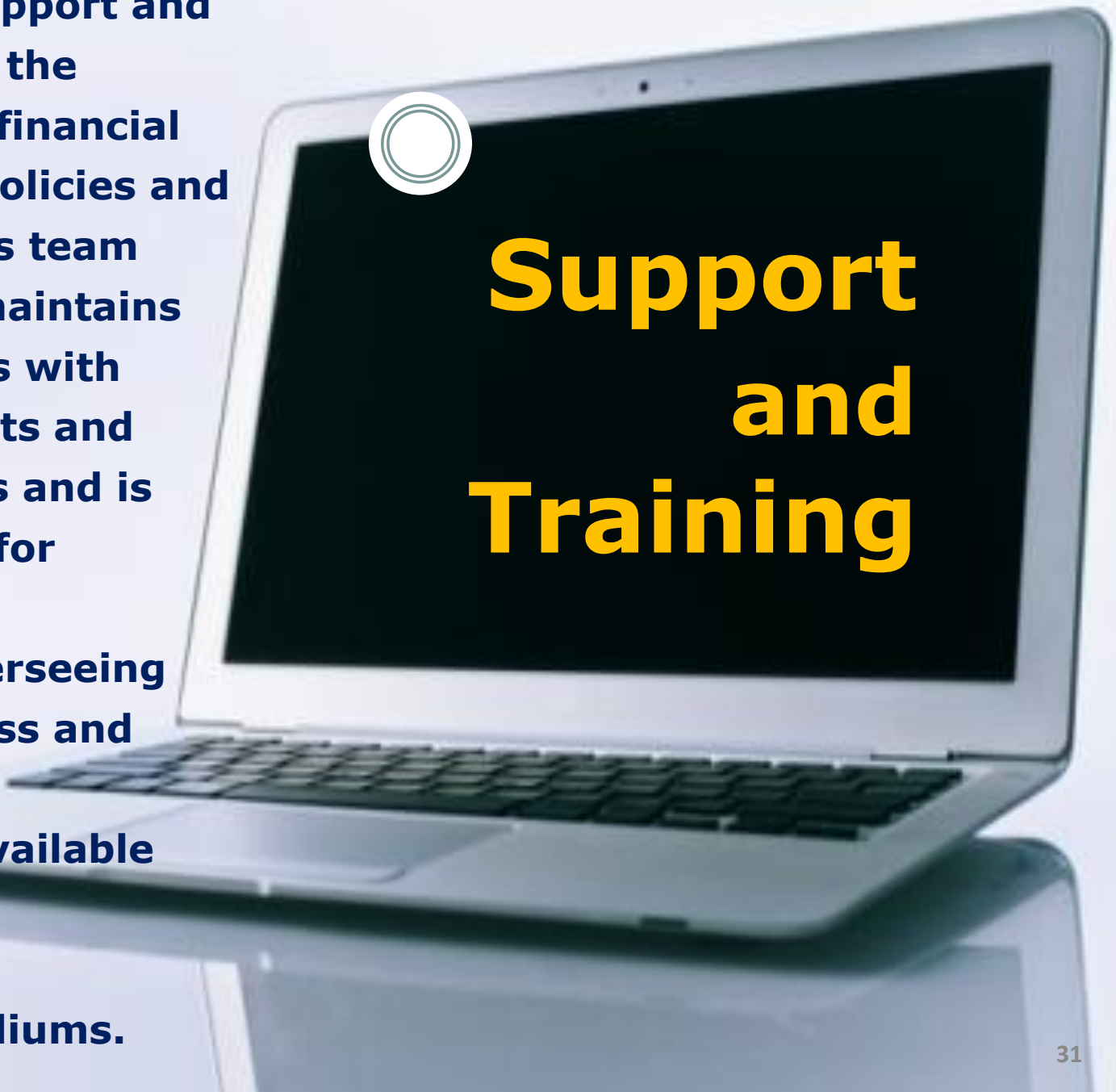
# Research Accounting

## oversees and manages

- All research expenses and revenues
- Establishment of all research projects
- Financial invoicing and reporting for research projects
- Financial policies and procedural guidance to research community
- Monitoring visits and audits
- Research component of the university's financial statements

# Support and Training

**Providing support and guidance on the university's financial processes, policies and systems, this team builds and maintains relationships with business units and stakeholders and is responsible for coordinating training, overseeing system access and ensuring support is available through a variety of training mediums.**



# Support and Training

## oversees and manages

- Financial policies and procedural guidance
- Financial systems security access
- Financial systems and process training

# Build Your Team Contact List

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## Research Contacts

- Financial Services Research Accounting Contact Page
- TRAQ Tools for Research at Queen's Contact Page
- University Research Services Contact Page
- Office of the Vice-Principal Research Contact Page

# Build Your Team Contact List

## More Valuable Resources

- Human Resources
- Internal Audit
- IT Services
- Office of Advancement
- School of Graduate Studies
- Strategic Procurement Services
- Student Awards Office
- University Secretariat Office

# How may we help you today?

**Contact us:**

**Tel:** 613-533-2050
**Fax:** 613-533-6433
**Email:** finance@queensu.ca
**Website:** Financial Services

**Location:** Financial Services
207 Stuart Street,
3rd Floor, Rideau Building

**Hours:** Monday – Friday
Open 8:00 am – 4:00 pm

**To learn more or to review additional**

# Training Resources

# and Video Tutorials

**visit the Financial Services Training page**