Accounting on the Web Training

BSU Web Site>Offices&Services>Business Services>Accounting Services>Accounting on the Web (bookmark this page on the Web)

Log In ID and password - Star ID (same ID used to access timesheets)

If access is denied, go to https://admin.mnscu.edu/employeehome/secure/userapps.html
Log in with StarID and password, under Employee Applications select Security Administration, from menu on the left select Dashboard, next select Web, click green plus sign for Add Web Roles, click on drop down arrow in Approval Group and select Finance, click Search. Place check mark for AC_VIEW_DEPARTMENT_DATA, select Add checked Web Roles at the bottom of the list. This will generate an e-mail to the Web Manager. When access is granted, a confirmation e-mail will be sent to you.
If after logging into accounting on the web, you do not have access to all the cost centers you need to view, contact Business Services to have rights assigned for specific cost centers.

To View Cost Centers on Accounting on the Web:
From menu on left side, select Queries>Cost Center
This will bring up all cost centers you have access to view.
When a cost center is selected the next screen shows Revenues and Expenditures.
Expenditures:
- To view detail for each expenditure category listed under Object Code, you can either click on the small arrow on the left or “expand all” at the top right corner of Expenditures.
- To view further detail for each object code after the category has been expanded, click on the binocular symbol and select View Transactions.
- You can use each binocular symbol to further “drill down” into transaction detail and use the back arrow to return to the previous screen

Transaction Type Definitions:

BB: Beginning balance
CB: Current Budget entries, adding/subtracting from budgeted amounts
CP/CR – Cash Payment/Cash Receipt – money receipted in cashier’s or web payment
EF: Forced encumbrance – used to process a purchase order when there is no money in the account to cover it
EN-Encumbrance – debit(DR) on set up, credit(CR) when paid off
PV – Payment voucher – A check is written
JC – Journal Cash – money is moved from one on campus account to another – usually chargebacks such as postage, copiers, phones
JG – Money moving through a BSU process – i.e. payroll, tuition, fees, funds applied, etc.
PR – Payroll transactions

To print reports on Accounting on the Web:
Select Reports from the top right corner of the screen.
Type one of the following report numbers in the Report field and select:

AC0510CP – Budget Balances by Fund/Campus/GL – this is a summarized report of activity in the account for the fiscal year. This also shows the budget available to use for the year. You don’t need to fill in every field on this screen, but do select:

Fiscal Year: Will default to current fiscal, you may enter a previous fiscal year if needed
Object Code Range: Select 0900-4000 for most reports (if object code range is left blank, the report will pick up all payroll transactions)

Cost Center and/or Range: Enter your account number

Month-end (calendar year/month) You may leave blank and it will include data through current date, or you may choose to run at a month-end using a YY/MO format

DO NOT LEAVE ALL RANGES EMPTY – YOUR PRINTER WILL BE TIED UP FOR HOURS/DAYS!

You may get reports 3 ways by selecting Delivery Method. Select Submit Report. Select Process Monitor to view report. If report is “complete” it will show on this screen. If there is nothing in the status section or it says “active”, you may hit “refresh” occasionally until report is complete.

ACO531CP - Transactions by Fund/CL/CC/Object – This report should be run once per month to assure transactions in the account are correct. You don’t need to fill in every field on this but do select:

Starting date: BSU’s fiscal year begins 7/1/20XX. If you want to run a report for this fiscal year, the beginning date would be 7/1/2014

End date: You may leave blank to get data through the current date or you may choose to run at a month-end using a MM/DD/YY format

Cost Center number range: Enter your account number

Object code range: Recommend using 0900-4000 unless you want to include payroll

Transaction Type: Either type in the following or select each from drop down arrow to the right – PV,XV,CP,XP,JG,JC,PR.

Sub-total by object code: change to “Y”

Print Trans Description – change to a ‘Y’

Print Trans Comment – change to a ‘Y’

Again, you have three choices of how to get this report.

Select Submit Report, Select Process Monitor to view report. If report is “complete” it will show on this screen. If there is nothing in the status section or it says “active”, you may hit “refresh” occasionally until report is complete.