NAVIGATING FMS NQUERY

Published April 15, 2016

NAVIGATING FMS NQUERY

Contents

COURSE OVERVIEW

This course provides you with an overview of the FMS nQuery Menu in the Management Systems Portal and is aimed at UBC employees who process financial transactions or review financial information at the University.

By the end of this course, you will be able to:

- Access FMS nQuery (provided you have requested access to FMS nQuery)
- Review and update your FMS nQuery profile (My Profile)
- Navigate the menu items within FMS nQuery

Assumptions

This course is based on the understanding that:

- You have already completed the UBC Accounting 101 course or are already familiar with the course content of UBC Accounting 101. Please see our website for more information www.finance.ubc.ca/training/course-information.
- Your access to FMS nQuery menu items is based on your user security setup.
- Data security restricts your access to authorized department and project grant ledgers.
- Security access requests are handled by your department security administrator. For more information please visit http://finance.ubc.ca/systems.

Contacts

In the course of your career at UBC, you may need to contact Central Finance for specific inquiries. Please visit:

- www.finance.ubc.ca – to find contacts on the Vancouver campus
- www.finance.ok.ubc.ca – to find contacts on the Okanagan campus

Both websites also contain many helpful resources.

INTRODUCTION TO MANAGEMENT SYSTEMS PORTAL (MSP)

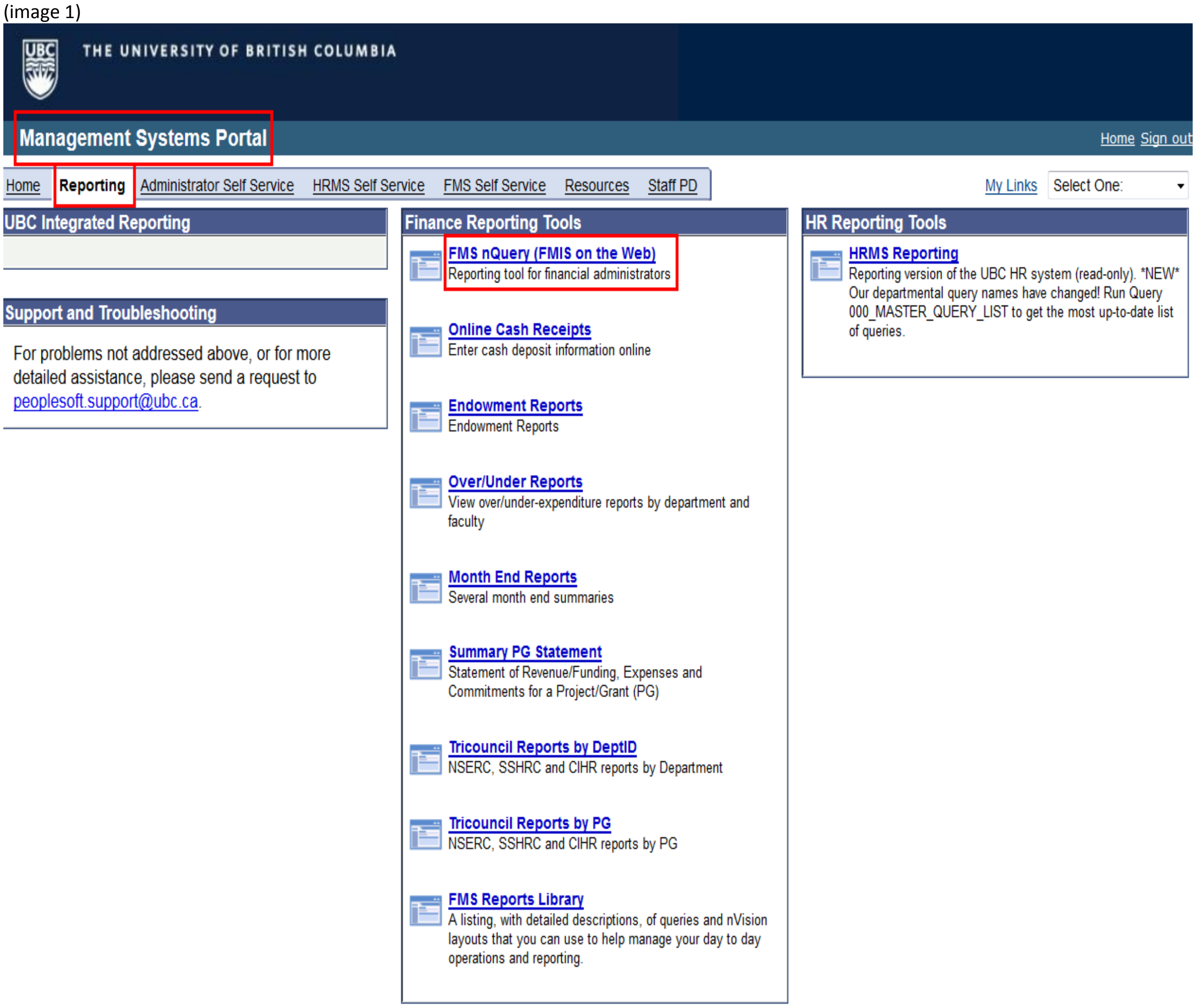
PeopleSoft is the **Enterprise Resource Planning (ERP) software** used by UBC to record financial transactions and human resources information. It is housed in UBC's **Management Systems Portal** (www.msp.ubc.ca). Employees can log into the Management Systems Portal (MSP) using their **Campus Wide Login (CWL) ID** and password to access information, transactions, and different applications based on their role at the University.

Financial transactions are recorded in the **Financial Management System (FMS)** and human resources information is stored in the **Human Resources Management System (HRMS)** in PeopleSoft.

FMS is utilized by employees with financial responsibilities. Financial data is recorded into **FMS Live** by various Central Finance units and FMS certified departments and faculties, and can be accessed and viewed in **FMS nQuery**, which is a web-based reporting tool developed by UBC.

Below is a screenshot of the Management Systems Portal Reporting screen.

(image 1)



INTRODUCTION TO FMS NQUERY

FMS nQuery is a useful reporting tool to look up information such as chartfields, vendor information, accounts payable transactions, purchase order details, general ledger transactions, and payroll information. It also enables users to monitor the day to day activity for a specific project grant.

How to Obtain Access to FMS nQuery

Employees with CWL access can request access to FMS nQuery by submitting the **FMS nQuery Access Request form**. The form can be found on the Finance website (www.finance.ubc.ca) under FORMS (http://finance.ubc.ca/forms). Please submit the form to the email address indicated on the form.

How to Log In to FMS nQuery

Once you have been granted access to FMS nQuery, you can access it through your CWL ID at www.msp.ubc.ca. Firefox and Internet Explorer (IE) are the supported internet browsers. Once logged in, click on the **Reporting** tab on the top right hand side. The FMS nQuery menu is located under **Finance Reporting Tools**.

Depending on your role and responsibilities, you may have limited or full access to the different FMS nQuery menu items.

For example, not all FMS nQuery users have access to Smart Forms. If you require access to Smart Forms, you are required to complete Smart Forms training and request access to the Smart Forms menu.

Below is a screenshot of the FMS nQuery Menu.

(image 1.0)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Good afternoon, **Baran Emec**. Welcome to FMS nQuery!

You can also download Over/Under Reports in Microsoft Excel format. Please be advised the new link to the Over/Unders site has changed. If you have any questions or concerns, please contact peoplesoft.support@ubc.ca

Chartfields	To look up the FMS chartfields and speedchart. This link allows you to browse the FMS account structure and other FMS chartfields such as P/G, Department, Fund as well as Program. You can also use speedchart inquiry to search speedchart.
Cash Receipt	Deposit form for making bank deposits. FMS is automatically updated from the information on the form.
Accounts Payable	To look up your Accounts Payable Vendors and Vouchers. You will be able to search for a vendor to check its address or check that status of pending payments to this vendor.
General Ledger	To look up your general ledger summary and journal entry. You will be able to retrieve the ledger summary by entering a set of chartfields and defining the scope of your search. Or you can use the journal inquiry panel to search a journal entry by either journal id or UBC reference number.
Payroll	To look up Project/Grant Summary Actuals, YTD Actuals, Commitments and Benefits Charges. You can also lookup Employee Details for a particular Account or Employee.
Purchasing	To look up your purchase order.
Security	For FMS nQuery administrators to manage access security. You will be able to lookup your own security administration profile and grant other user access privilege. [FMS nQuery Administrators Only]
Misc	To look up exchange rate, HSBC bank account information and FMS nQuery administrator of your department.
Update Zone	To update attributes of department and project grant. [FMS nQuery Administrators and Project Managers Only]
My Profile	To update your personal information and view your access privilege.

Navigation Tips

- In FMS nQuery there are items which you can click on to drill down further to view more information. These items are displayed as blue hyperlinks in FMS nQuery and are underlined.
- Search fields in FMS nQuery are not case sensitive with the exception of:
    - The search fields in the **Program** sub-menu item found under the **Chartfields** menu (covered in Chartfields, Section 2.4).
    - The **UBC Requisition Number** field found under the **Accounts Payable Voucher Search by UBC Requisition #** sub-menu item (covered in Accounts Payable, Section 5.2).
    - The **UBC Journal Ref #** field found under the **General Ledger Journal Inquiry** sub-menu item (covered in General Ledger, Section 6.4).
- Search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into the search fields.
- To look up a keyword, use the wild card search option by entering the percentage sign (%) into a search field before or after the keyword that you are looking up:
    - Entering **%UBC** into a search field will display results where **UBC** appears in any part (field) of the name or description you are searching.
    - Entering **UBC%** into a search field will display results where **UBC** is the first word (field) of the name or description you are searching.
    - If you would like to find results for two keywords that appear in any part of a name or description, and then enter the percentage sign (%), followed by the first keyword, and then enter the percentage sign (%) again, followed by the second keyword into a search field, without any spaces in between. For example, if you are looking for any name or description that contains the word **Dean** and **Medicine**, then enter **%Dean%Medicine** into the search field.

NAVIGATION OF FMS NQUERY MENU ITEMS

This section of the course covers the navigation of the menu items within FMS nQuery.

1. View My Profile

Click on the **My Profile** menu item in FMS nQuery to update your user information and to view your access profile.

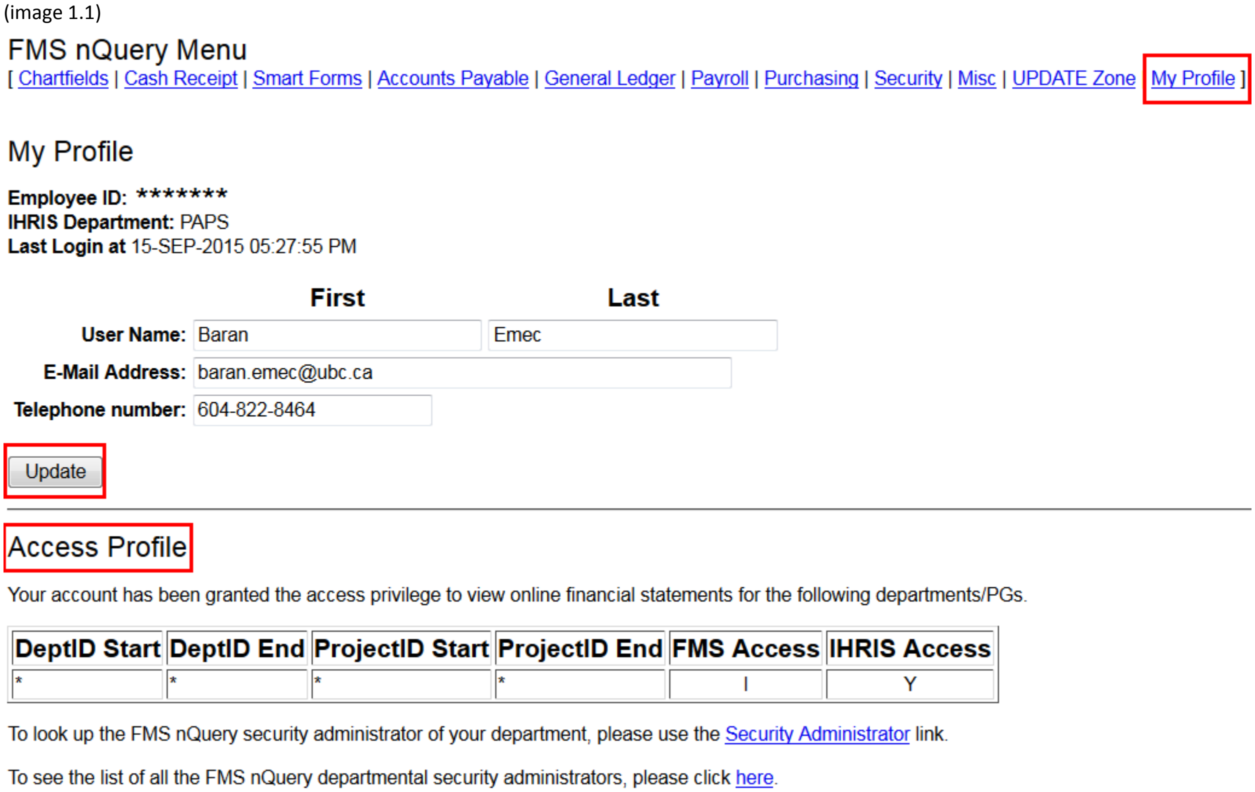
You can check here if your account has been granted access to view financial statements, and if so, for which department IDs (DeptID) and project grants (ProjectID).

You can also confirm if you have access to FMS and IHRIS (former name of HRMS).

The Security Administrator link allows you to look up your department security administrator. Your department security administrator is the authorized person who can grant you access to view financial statements for specific department IDs and project grants.

Below is a sample of the **My Profile** screen.

(image 1.1)



FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

My Profile

Employee ID: *******
IHRIS Department: PAPS
Last Login at 15-SEP-2015 05:27:55 PM

	First	Last
User Name:	Baran	Emec
E-Mail Address:	baran.emec@ubc.ca	
Telephone number:	604-822-8464	

Update

Access Profile

Your account has been granted the access privilege to view online financial statements for the following departments/PGs.

DeptID Start	DeptID End	ProjectID Start	ProjectID End	FMS Access	IHRIS Access
*	*	*	*	I	Y

To look up the FMS nQuery security administrator of your department, please use the Security Administrator link.

To see the list of all the FMS nQuery departmental security administrators, please click here.

2. Chartfields

FMS enables the University to keep track of funding and expenditures. It generates reports based on the information organized in a structure known as **Chartfields**. Different chartfield combinations are used to enter and retrieve information in FMS. A combination of fields, with each field denoting a unique meaning, leads to a unique pocket of money within UBC.

Chartfields utilized at UBC are covered in **UBC Accounting 101**, which is an online course that provides an introduction to UBC's accounting structure and UBC accounting terminology. Please refer to Finance website www.finance.ubc.ca/training for more information.

For **chartfield setup and modification requests,** please refer to the Revenue Accounting contact information, located in the Finance website www.finance.ubc.ca/revenue.

In FMS nQuery, the **Chartfields menu item** enables users to look up various chartfields such as **Account** code, **Fund** code, **Department** ID, **Program** ID, and **Project/Grant** number.

Click on the **Chartfields** menu item in FMS nQuery to view the list of chartfields you can browse.

(image 2.0)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Chartfields

[Account | Fund | Department | Program | Project/Grant | SpeedCharts | Location]

Account	To browse the FMS Account Structure, or to list, search for and view the attributes of an Account.
Fund	To list, search for and view the attributes of a Fund.
Department	To list, search for and view the attributes of a Department.
Program	To list, search for and view the attributes of a Program.
Project/Grant	To list, search for and view the attributes of a Project/Grant.
SpeedChart	To list, search for and view Speedcharts associated with a Department.
Location	To list, search for and view the FMS Location Code.

2.1. Account

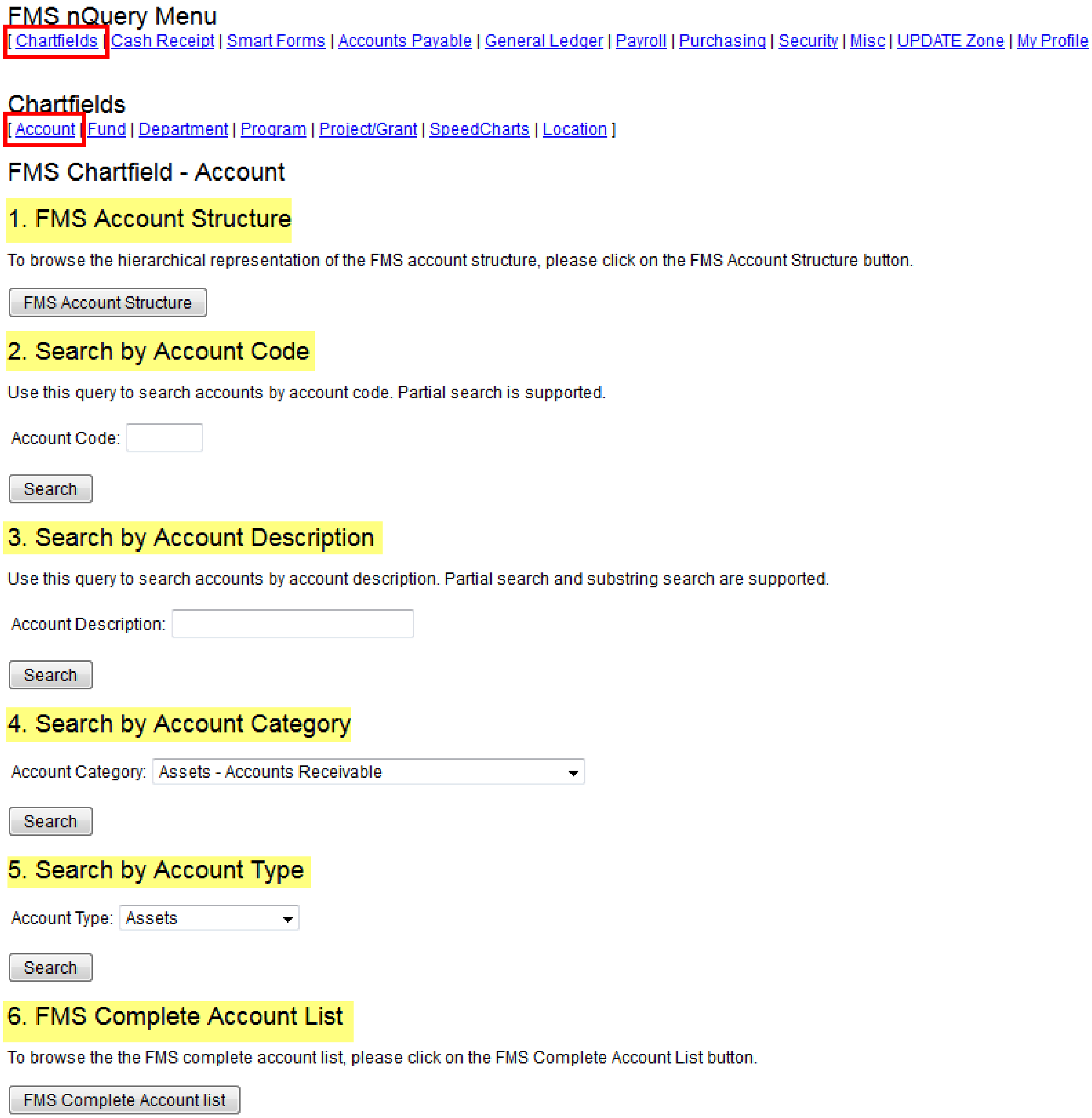
Account codes define the type of transaction and are used to code the various financial transactions that are posted. They are made up of six numeric characters in FMS nQuery and are coded as follows:

- Assets (**1**XXXXX) – defined as account type **A** in FMS nQuery
- Liabilities (**2**XXXXX) – defined as account type **L** in FMS nQuery
- Fund Equity (**3**XXXXX)
- Revenues (**4**XXXXX) – defined as account type **R** in FMS nQuery
- Expenses (**5**XXXXX, **6**XXXXX, **7**XXXXX and **8**XXXXX) – defined as account type **E** in FMS nQuery
- Interfund Transfers (**9**XXXXX) – defined as account type **T** in FMS nQuery

The account code is a mandatory chartfield in FMS nQuery.

Click on the **Account** sub-menu item in FMS nQuery to view the different search options for accounts.

(image 2.1)



There are six different ways you can browse or search account codes here. You can browse the **FMS Account Structure**, perform a **Search by Account Code**, **by Account Description**, **by Account Category**, **by Account Type**, and view the **FMS Complete Account List**. The search fields are not case sensitive.

Please keep in mind that most search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into the search fields. Please refer to the Navigation Tips covered in the previous topic Introduction to FMS nQuery for further tips.

2.2. Fund

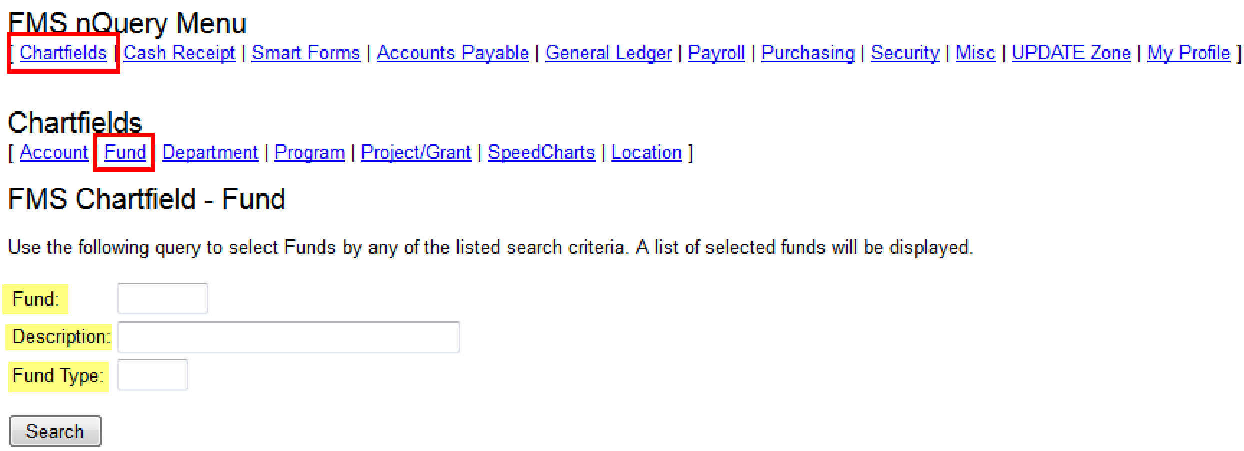
Fund codes classify assets, liabilities, revenue and related expenses according to the source and purpose of the funds that are part of a unit's budget.

Fund codes are made up of five alphanumeric characters and are mandatory chartfields in FMS nQuery.

The different types of funds utilized at UBC are covered in **UBC Accounting 101**, which is an online course that provides an introduction to UBC's accounting structure and UBC accounting terminology. Please refer to Finance website www.finance.ubc.ca/training for more information.

Click on the **Fund** sub-menu item in FMS nQuery to search, list, and view fund codes.

(image 2.2)



Here, you can search three different ways for funds. You can look them up by **Fund** code, **Description**, or **Fund Type**. The search fields are not case sensitive.

The different **Fund Types** at UBC are:

- AGY – Agency or Conference Fund
- AWD – Award Fund
- CAP – Capital Fund
- END – Endowment Fund
- GPO – General Purpose Operating Fund
- RES – Research Fund
- SPP – Specific Purpose Fund

Please keep in mind that most search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into the search fields. Please refer to the Navigation Tips covered in the previous topic Introduction to FMS nQuery for further tips.

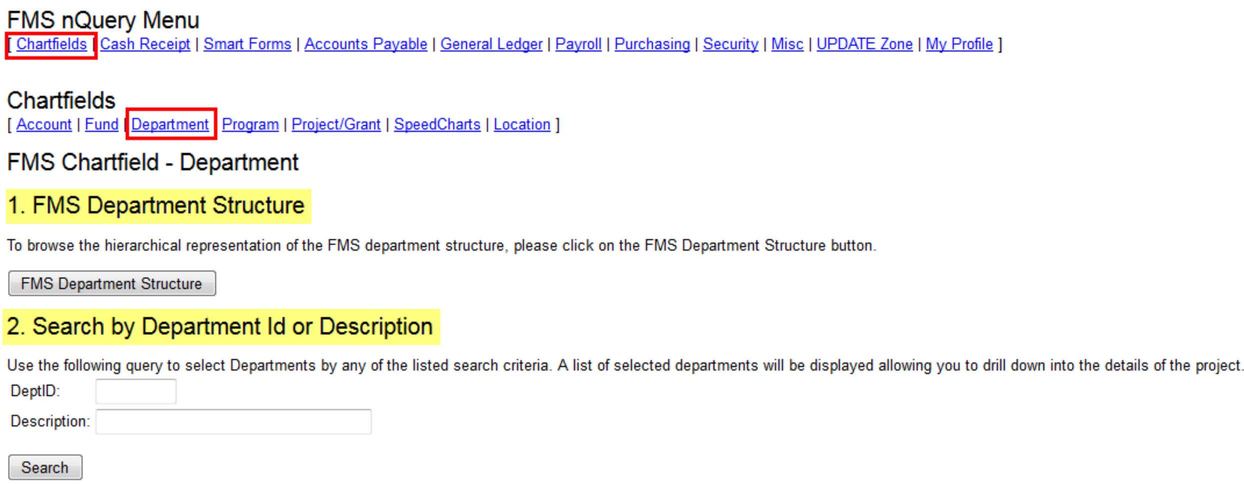
2.3. Department

UBC departments are identified by a unique department ID (**DeptID**) with six numeric characters in FMS nQuery. The department ID is a mandatory chartfield.

Click on the **Department** sub-menu item in FMS nQuery to search, list, and view department IDs.

You can view the **FMS Department Structure** and **Search by Department ID or Description** here. The search fields are not case sensitive.

(image 2.3)



FMS Department Structure displays a list of:

- All the UBC faculties, their respective departments and FMS department IDs
- All the UBC Vice President (VP) offices, their respective units and FMS department IDs
- All the UBC operating units and their respective FMS department IDs

A **Search by Department ID or Description** displays the following general information about a department:

- Designated **FMS Department ID** (**DeptID**), into which you can drill down further to view more information about the department's location and list of designated signing authorities.
- **Description** (name) of the department
- **Manager Name**, or department head name
- **Location** code
- **Effective Date** in system
- **Status** of department ID (i.e. active or inactive in system)

Please keep in mind that most search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into the search fields. Please refer to the Navigation Tips covered in the previous topic Introduction to FMS nQuery for further tips.

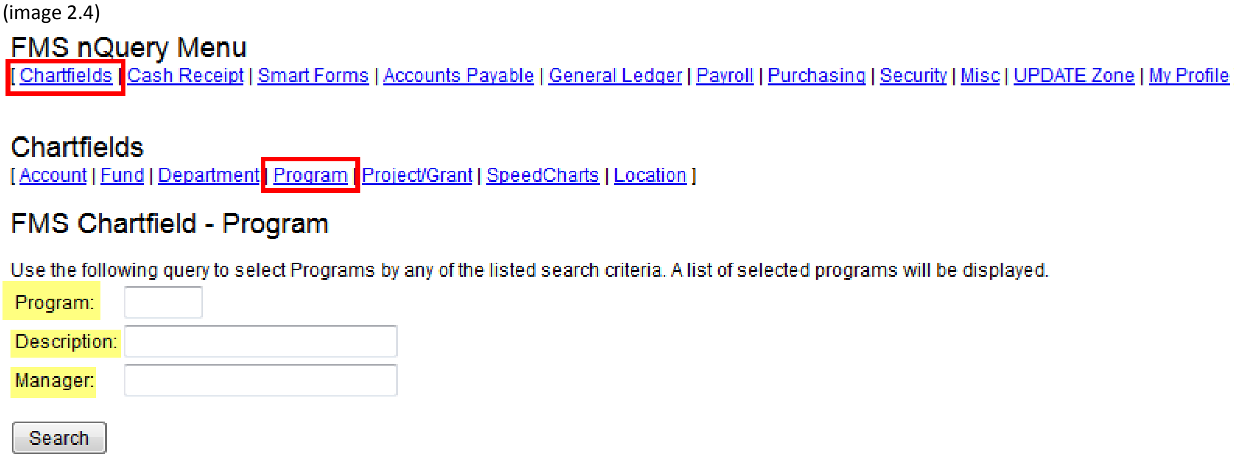
2.4. Program

The **Program** chartfield is used to track a specific activity within a project grant. It has up to five alphabetic or alphanumeric characters in FMS nQuery. It is an optional chartfield and is user-defined to enhance reporting flexibility.

Click on the **Program** sub-menu item in FMS nQuery to search, list, and view program codes.

You have the option of looking up program codes by **Program** code, **Description**, and **Manager**. The search fields are case sensitive.

(image 2.4)



Please keep in mind that most search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into the search fields. Please refer to the Navigation Tips covered in the previous topic Introduction to FMS nQuery for further tips.

2.5. Project/Grant

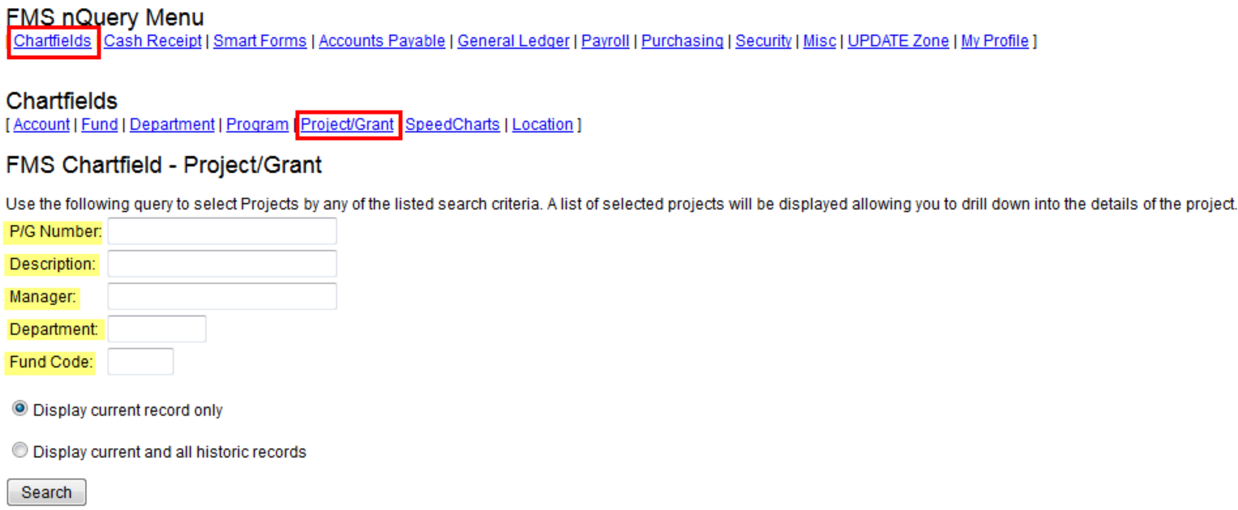
The **Project/Grant** (P/G) chartfield represents a single budget and is used to track assets, liabilities, revenues, and expenses to a specific activity/grant/contract, for both actual and budget transactions. It is made up of 8 alphanumeric characters in FMS nQuery.

It is not a mandatory chartfield, but its use is strongly encouraged, as only a handful of central chartfields have no project grant assigned.

The different types of project grants utilized at UBC are covered in **UBC Accounting 101**, which is an online course that provides an introduction to UBC's accounting structure and UBC accounting terminology. Please refer to Finance website www.finance.ubc.ca/training for more information.

Click on the **Project/Grant** sub-menu item in FMS nQuery to search, list, and view project grants.

(image 2.5)



There are five different ways you can browse or search project grants here. You can also filter search results by current (i.e. active project grants) records or current and historic (i.e. inactive project grants) records.

The search fields are not case sensitive. Partial search terms entered into the search fields broaden the search. The more information you enter into the different search fields, the more the search will be narrowed down.

The search result displays the following general information about a project grant:

- Designated **Project Grant (PG) Number**, into which you can drill down further to view more general information about the project grant, such as designated SpeedChart, effective and end date, project grant type, project grant manager name, clerk code and finance officer name and phone number (if project grant is a research PG or specific purpose fund), and a list of designated signing authorities.
- **Description** of the project grant
- Name of **Designated Manager** of the project grant
- **Department** ID associated with the project grant
- **Fund** code associated with the project grant
- **Effective Date** in system
- **Status** of project grant (i.e. open or closed)

Please keep in mind that most search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into the search fields. Please refer to the Navigation Tips covered in the previous topic Introduction to FMS nQuery for further tips.

2.6. SpeedCharts

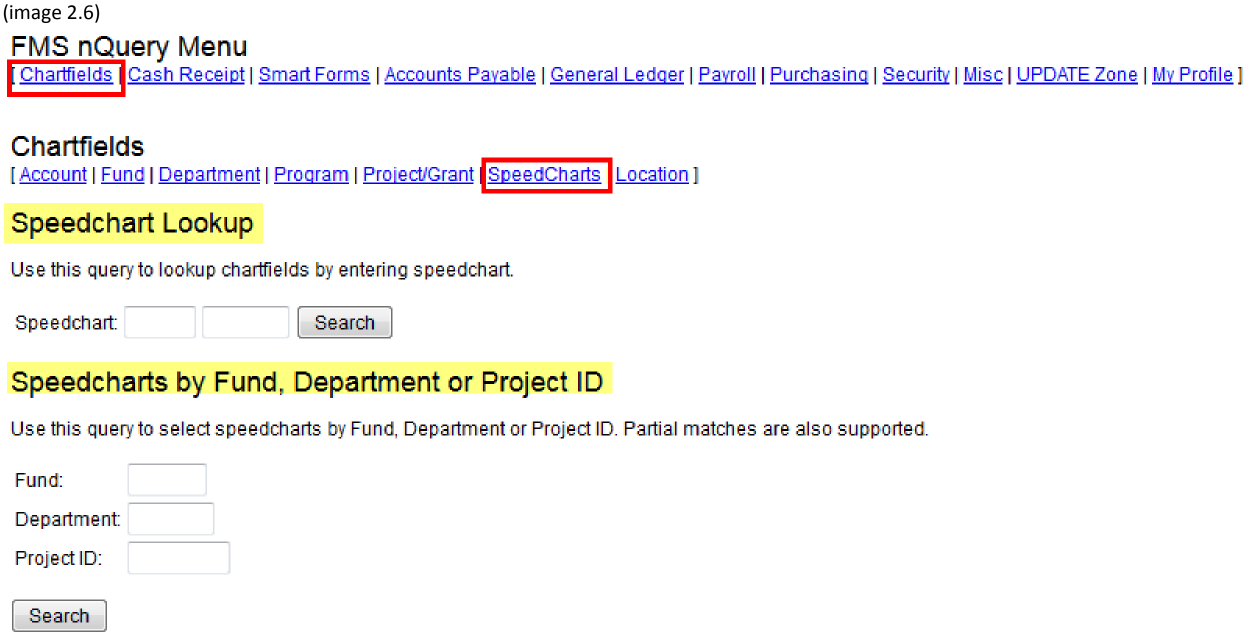
SpeedCharts are codes made up of four alphabetic characters. Each SpeedChart represents a unique chartfield combination (also known as chartfield string) made up of a fund code, department ID, project grant, and program code (if available).

SpeedCharts are not chartfields. They are used as shortcuts in FMS to auto-populate chartfields, which speeds up data entry.

Click on the **SpeedCharts** sub-menu item in FMS nQuery to search, list, and view active SpeedCharts and their associated active chartfield combinations.

Once a chartfield combination has been inactivated, the associated SpeedChart cannot be looked up anymore, as it is also inactivated in the system. But you can still look up inactive project grants in FMS nQuery.

(image 2.6)



You can enter a SpeedChart to view its associated unique chartfield combination (i.e. associated fund code, department ID, project grant, and program code, if available). This search method enables you to drill down further into the associated department ID and project grant to view more general information.

The SpeedChart search field is not case sensitive and it does not support any partial searches. You must enter the SpeedChart in its entirety, as this field is configured to display results that are equal to the SpeedChart that you entered into the search field.

The second search field in the **SpeedChart Lookup** area allows you to look up an account code. This field does not support any partial searches either. You must enter the account code in its entirety to view the associated description and account type.

You can also enter a **Fund** code, **Department** ID, and/or **Project** ID to find the associated SpeedChart. This search method enables you to drill down further into the associated department ID and project grant to view more general information.

The search fields are not case sensitive.

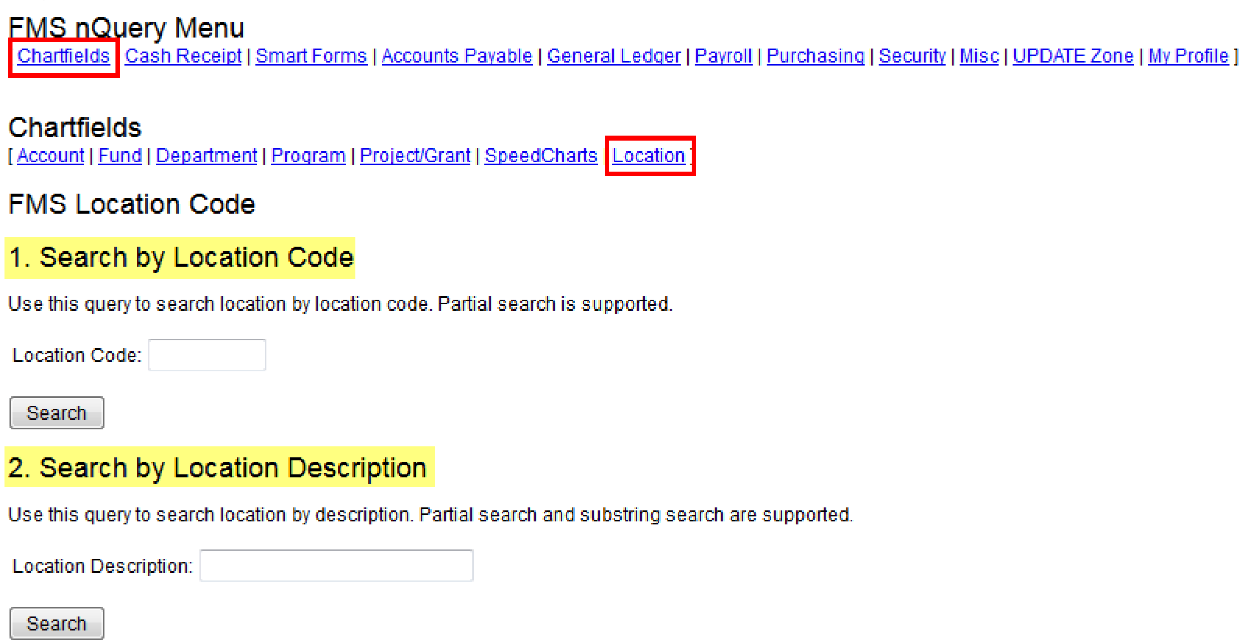
Please keep in mind that most search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into the search fields. Please refer to the Navigation Tips covered in the previous topic Introduction to FMS nQuery for further tips.

2.7. Location

Location codes are assigned, in general, to UBC buildings and department locations in FMS. Occasionally, you may need this information when you are completing certain Finance forms.

Click on the **Location** sub-menu item in FMS nQuery to search, list, and view FMS location codes.

(image 2.7)



There are two different ways you can search for location codes here. You can **Search by Location Code** and **by Location Description**.

The search fields are not case sensitive.

Please keep in mind that the 2 search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into these fields. Please refer to the Navigation Tips covered in the previous topic Introduction to FMS nQuery for further tips.

3. Cash Receipt

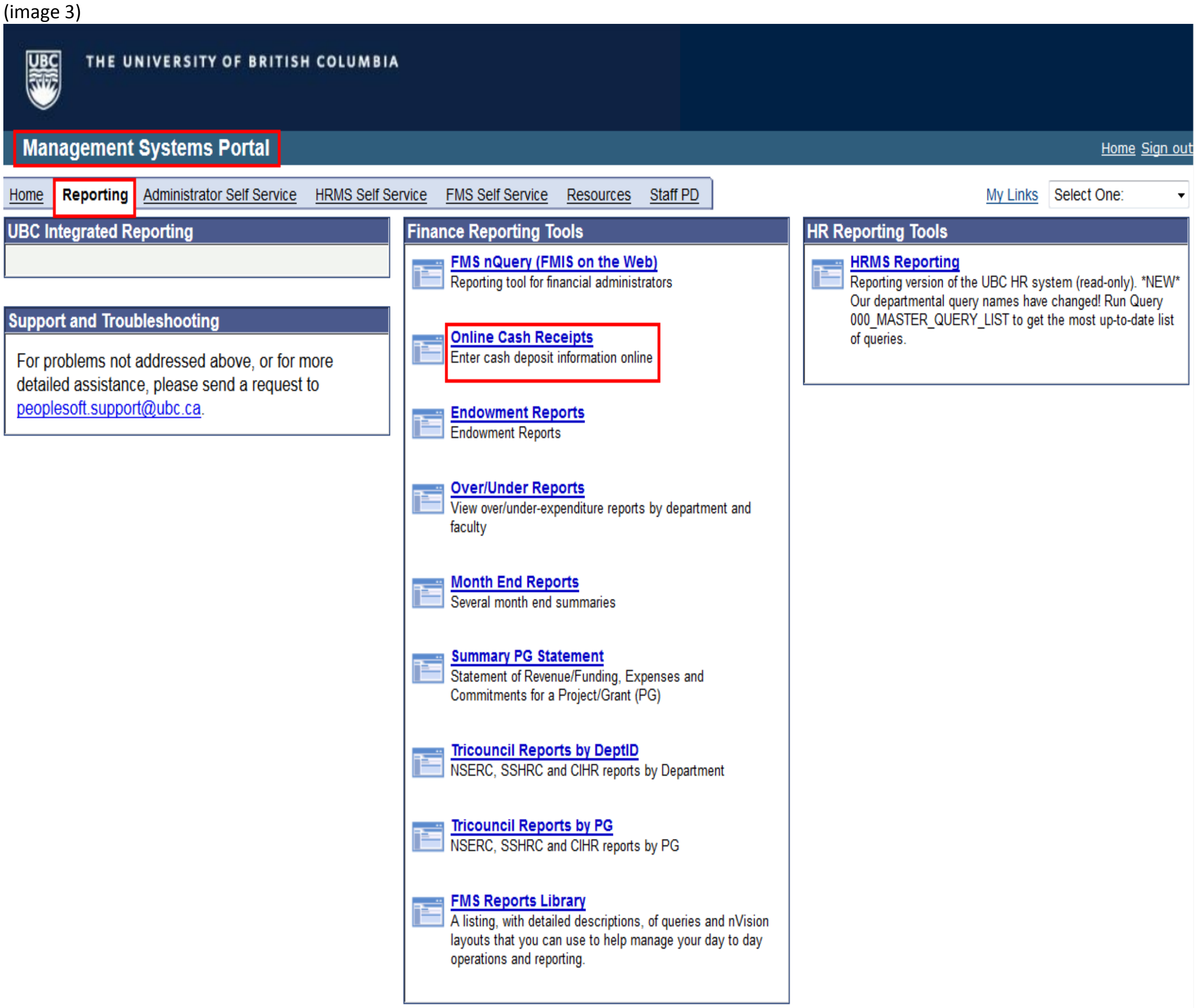
Cash Receipts are deposits that are made to UBC's bank account and recorded as deposit transactions into FMS. This can be done by either using the **Online Cash Receipts Tool** or by completing the **Cash Receipt paper form** and then entering the transaction into FMS.

The Online Cash Receipts Tool is recommended over the paper form, as it enables users to record the deposit for the bank and the transaction that is to be posted into FMS at the same time.

The Online Cash Receipts Tool can be accessed in the Management Systems Portal under the Reporting tab.

Below is a screenshot of the Management Systems Portal Reporting screen where you can access the Online Cash Receipts tool.

(image 3)



In FMS nQuery, you will find **User Documentation** on the Online Cash Receipts Tool, the search function to **Consult and Reprint Cash Receipts** that have already been recorded, and a link to **Get Adobe Reader**.

Users require the Adobe Reader to print out the deposit record for the bank and the journal entry that is being posted in FMS.

Click on the **Cash Receipt** menu item in FMS nQuery to view the list of functions available

(image 3.0)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Cash Receipt

[Consult & Reprint Cash Receipts | User Documentation | Get Adobe Reader]

The Cash Receipts forms are used to make bank deposits and to record the deposit transactions into FMS. There are two forms CAD Cash Receipts Form for Canadian dollar deposits and US Cash Receipts Form for US dollar deposits. Please click User Documentation for instructions in completing the Cash Receipts form.

Cash Receipts Entry	To enter Canadian and US Cash Receipts. **This link is only available through the Management Systems Portal.**
Consult and Reprint Cash Receipts	To verify if a deposit was generated (with a T number) and reprint Cash Receipts.
User Documentation	To get the instructions in completing the Cash Receipts forms.
Get Adobe Reader	To download Adobe Reader software

3.1. Cash Receipts Entry

As discussed in point number 3. Cash Receipt, cash receipts can be entered into the system by using the Online Cash Receipts Tool in the Management Systems Portal.

Therefore, there is no hyperlink to drill down further into the **Cash Receipts Entry** sub-menu item in FMS nQuery.

(image 3.1)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Cash Receipt

[Consult & Reprint Cash Receipts | User Documentation | Get Adobe Reader]

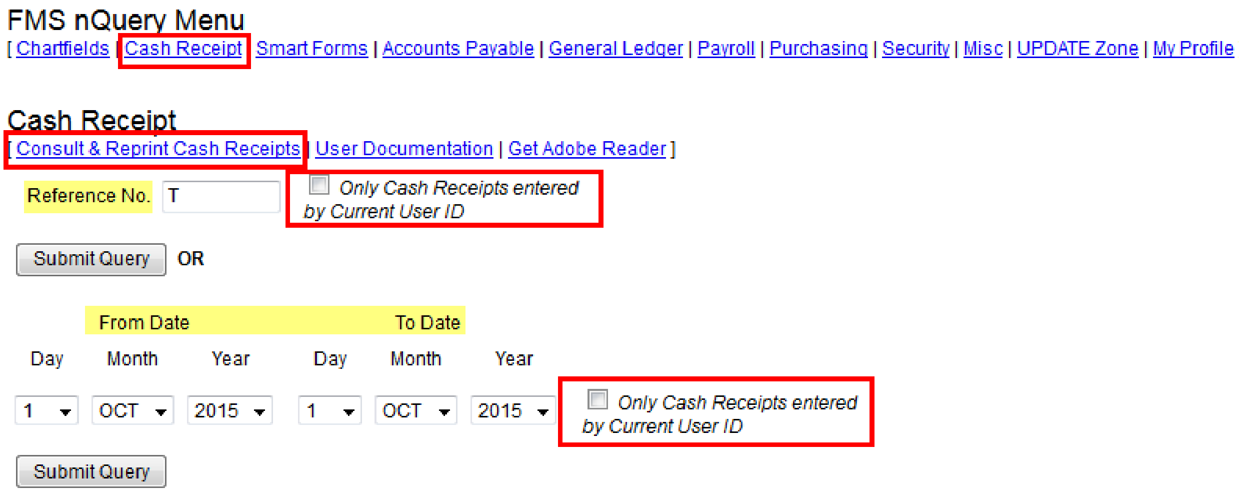
The Cash Receipts forms are used to make bank deposits and to record the deposit transactions into FMS. There are two forms CAD Cash Receipts Form for Canadian dollar deposits and US Cash Receipts Form for US dollar deposits. Please click User Documentation for instructions in completing the Cash Receipts form.

Cash Receipts Entry	To enter Canadian and US Cash Receipts. **This link is only available through the Management Systems Portal.**
Consult and Reprint Cash Receipts	To verify if a deposit was generated (with a T number) and reprint Cash Receipts.
User Documentation	To get the instructions in completing the Cash Receipts forms.
Get Adobe Reader	To download Adobe Reader software

3.2. Consult & Reprint Cash Receipts

Click on the **Consult & Reprint Cash Receipts** sub-menu item in FSM nQuery to search for cash receipts that have already been recorded and to reprint cash receipts.

(image 3.2)



There are two ways you can search for existing cash receipts here. You can look up an existing cash receipt by entering the cash receipt reference number (**Reference No.**). You can also select a **date range** and look up cash receipts that were entered during that period.

If you look up an existing cash receipt by reference number, please note that although your actual cash receipt reference number may not start with the letter **T**, you have to enter the letter **T** into the **Reference No.** search field, unless it is already auto-populated, before entering the rest of the reference number into this field.

Please also note that due to security reasons, most users can drill down for further details from the hyperlink of the cash receipts, only if it was entered by their own user ID.

The search result displays the following information about your cash receipt:

- **Reference No.** of the cash receipt with a hyperlink so you can drill down further to view and reprint the PDF copy of the cash receipt
- **User Name** of the person that entered the cash receipt
- **Entry Date** of the cash receipt
- **Currency** of the cash receipt
- Whether the cash receipt is **Uploaded (Y for yes and N for no)** into FMS yet
- **Description** of the cash receipt that was recorded by the user

3.3. User Documentation

Click on the **User Documentation** sub-menu item in FMS nQuery to view the instructions on how to complete cash receipt forms using the Online Cash Receipts Tool in the Management Systems Portal.

(image3.3)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Cash Receipt

[Consult & Reprint Cash Receipts | User Documentation | Get Adobe Reader]

The Cash Receipts forms are used to make bank deposits and to record the deposit transactions into FMS. There are two forms CAD Cash Receipts Form for Canadian dollar deposits and US Cash Receipts Form for US dollar deposits. Please click User Documentation for instructions in completing the Cash Receipts form.

Cash Receipts Entry	To enter Canadian and US Cash Receipts. **This link is only available through the Management Systems Portal.**
Consult and Reprint Cash Receipts	To verify if a deposit was generated (with a T number) and reprint Cash Receipts.
User Documentation	To get the instructions in completing the Cash Receipts forms.
Get Adobe Reader	To download Adobe Reader software

3.4. Get Adobe Reader

As discussed in point number 3. Cash Receipt, users require the Adobe Reader software in order to print a record of the cash receipt that they enter into the system.

Click on the **Get Adobe Reader** sub-menu item in FMS nQuery to download the Adobe Reader software, if it is not already installed on your computer.

(image 3.4)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Cash Receipt

[Consult & Reprint Cash Receipts | User Documentation | Get Adobe Reader]

The Cash Receipts forms are used to make bank deposits and to record the deposit transactions into FMS. There are two forms CAD Cash Receipts Form for Canadian dollar deposits and US Cash Receipts Form for US dollar deposits. Please click User Documentation for instructions in completing the Cash Receipts form.

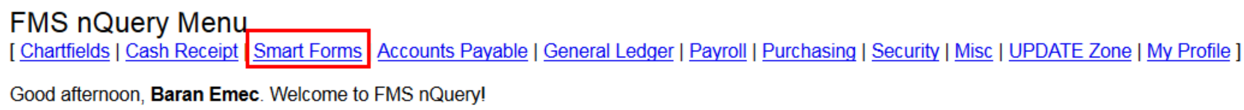
Cash Receipts Entry	To enter Canadian and US Cash Receipts. **This link is only available through the Management Systems Portal.**
Consult and Reprint Cash Receipts	To verify if a deposit was generated (with a T number) and reprint Cash Receipts.
User Documentation	To get the instructions in completing the Cash Receipts forms.
Get Adobe Reader	To download Adobe Reader software

4. Smart Forms

Smart Forms are web-based requisitions for payment. **Only users who have completed the Smart Forms training session and have submitted an access request form will have access to this sub-menu item** in FMS nQuery.

Please refer to the Finance website www.finance.ubc.ca for more information about training, if you require access to Smart Forms.

(image 4)



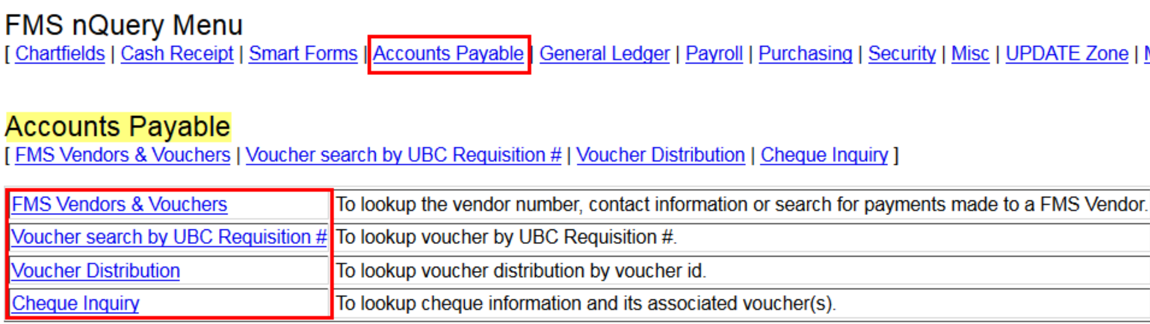
5. Accounts Payable

When a cheque payment, direct deposit payment, wire transfer, or bank draft has to be issued for a vendor invoice or for a reimbursement to an individual, a **Requisition for Payment form** (**Q-Requisition** form for non-travel related expenses, and **Travel Requisition** form for travel related expenses) has to be completed, to accompany the vendor invoice or reimbursement receipts.

The requisition for payment form, which acts as the UBC source document for the payment, is then entered into the Accounts Payable module in FMS and a corresponding voucher is created in the system. The voucher is then processed in the system for payment issuance and posting into the general ledger (financial ledger) of the designated project grant (PG).

The **Accounts Payable** menu in FMS nQuery enables users to search for vendors, vouchers and payment information.

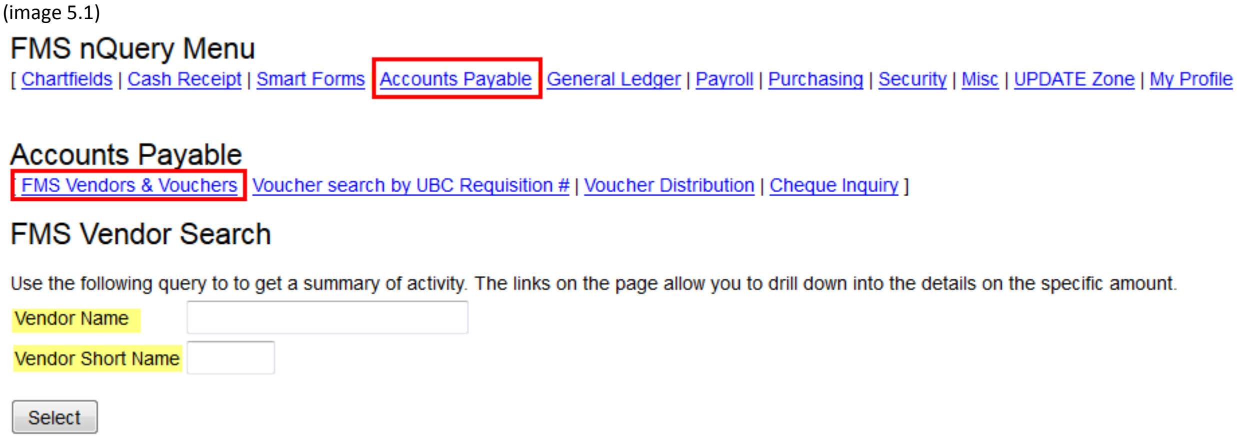
(image 5)



5.1. FMS Vendors & Vouchers

Click on the **FMS Vendors & Vouchers** sub-menu item in FMS nQuery to search for FMS vendor numbers (also known as vendor IDs) assigned to vendors, contact information and to search for payments made to vendors for specific invoices.

(image 5.1)



You can search for vendors by vendor name and by short name here. The search fields are not case sensitive.

To search for vendors by **Vendor Name**:

- **For companies:** Enter business name into search field.
- **For individuals:** Enter last name, followed by a comma and first name (last name,first name - no space in between).

To search for vendors by **Vendor Short Name**:

- **For companies:** Enter first six letters of business name, if business name is made up of only one word. If it is made of more than one word, enter first three letters of first word, followed by first three letters of second word (no space in between and omit any articles (e.g. the, a), titles (e.g. Dr., Mrs.), prepositions (e.g. of, with) and conjunctions (e.g. and, or)).
- **For individuals:** Enter first three letters of last name, followed by first three letters of first name.

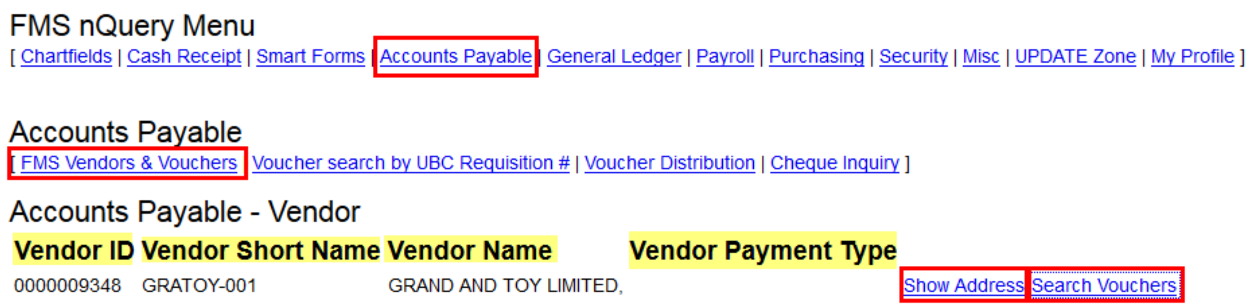
Please keep in mind that most search fields in FMS nQuery are configured to display results that begin with the word or code that you entered into the search fields. Please refer to the Navigation Tips covered in the previous topic Introduction to FMS nQuery for further tips.

If an FMS vendor ID is found, for the vendor for which you are searching, the search result displays the following information:

- **Vendor ID** assigned to vendor.
- **Vendor Short Name** assigned to vendor.
- **Vendor Name** recorded in the system.
- **Vendor Payment Type** set up for vendor by default.
  - If this field is **blank** for a specific vendor, it means the vendor is set up for **cheque payments (CAD or USD)** by default.
  - If this field displays **EFT** (Electronic Fund Transfer), it means the vendor is a Canadian vendor and is set up for **direct deposit payments in CAD funds**.
  - If this field displays **ACH** (Automated Clearing House), it means the vendor is a US vendor and is set up for **direct deposit payments in USD funds**.
  - Canadian and US vendors can sign up for direct deposit payments with UBC, if they are interested. It is a faster and more secure way of receiving payments. Please refer to the Finance website www.finance.ubc.ca for more information and registration forms.
- **Show Address** hyperlink to drill down further to see the active address(es) on file for vendor.
- **Search Vouchers** hyperlink to drill down further to look up paid vendor invoices.

Below is a sample of a vendor search result when you search for **Grand and Toy**.

(image 5.1.1)

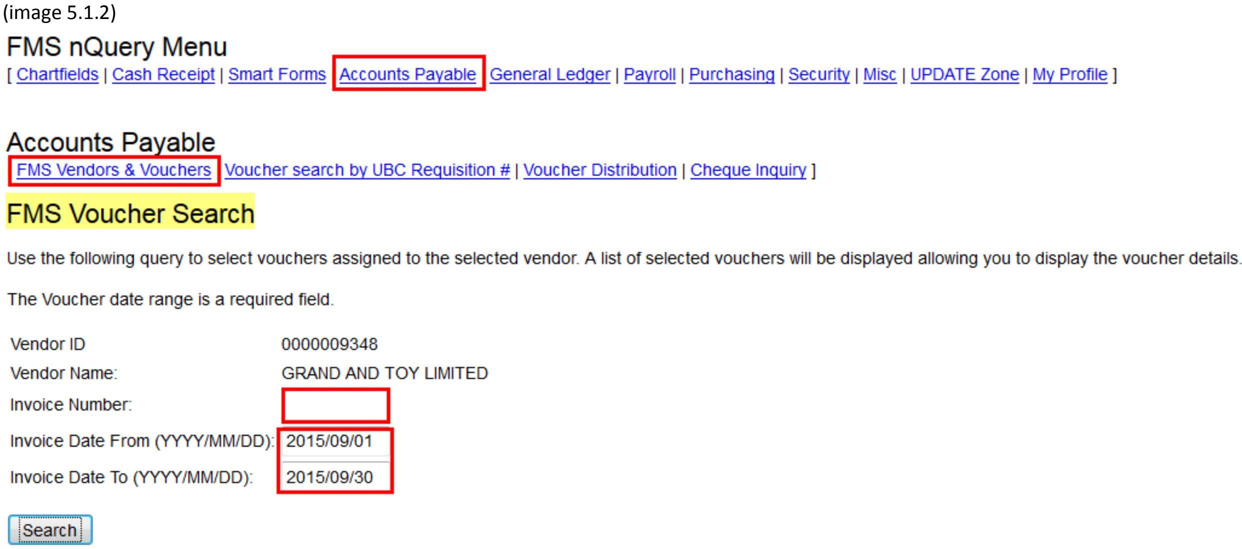


Click on the **Search Vouchers** hyperlink to look up vendor invoices that have been paid by UBC. In this example, we are looking at the vendor Grand and Toy Limited.

You can search for paid invoices by **Invoice Number** or invoice date range (complete the fields labelled **Invoice Date From** and **Invoice Date To**). The invoice date range fields are mandatory, in either case.

In this example, we are looking at invoices dated September 1 – 30, 2015.

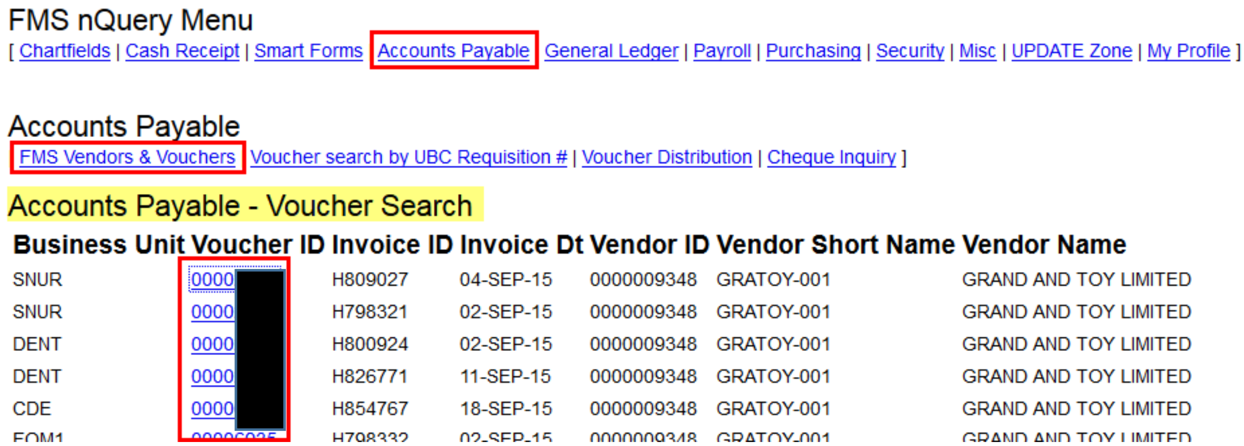
(image 5.1.2)



If paid invoices are found, the search result page displays the details of the invoice(s) such as invoice number and invoice date.

It also displays the related voucher ID and respective business unit under which the voucher was entered. The voucher ID displays as a hyperlink, which can be used to drill down further to see payment details such as cheque number issued and cheque payment date.

(image 5.1.3)



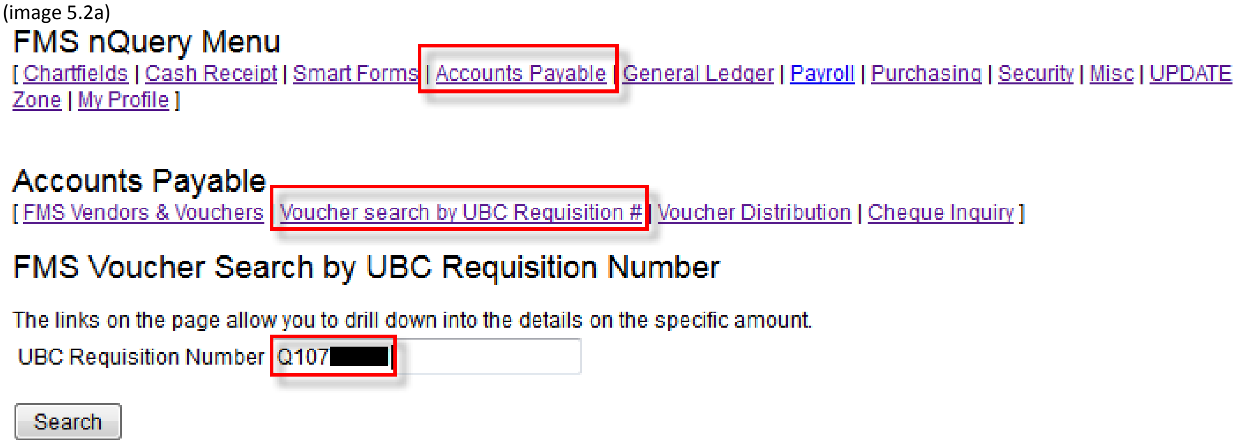
Payment details can also be searched via the **Voucher Search by UBC Requisition #** sub-menu item, if you have the related requisition number of the invoice.

5.2. Voucher Search by UBC Requisition Number

Click on the **Voucher Search by UBC Requisition #** sub-menu item in FMS nQuery to search FMS voucher and payment details of a vendor invoice by requisition number.

In this example, we are searching for the FMS voucher and payment details of requisition number Q107XXXXX. The search field is case sensitive.

(image 5.2a)



If the invoice has been paid in the system, search results will display. If it has not been paid, then a message stating **No Vouchers Found** will display.

In this example, the invoice for requisition number Q107XXXXX has been paid. The related voucher ID is displayed as a hyperlink

(image 5.2.1a)

FMS nQuery Menu
[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Accounts Payable
[FMS Vendors & Vouchers | Voucher search by UBC Requisition # | Voucher Distribution | Cheque Inquiry]

Accounts Payable - Voucher Search by Requisition Number

Requisition #	Business Unit	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Short Name	Vendor Name
Q107[redacted]	UBC	069[redacted]	H099782	04-FEB-15	0000009348	GRATOY-001	GRAND AND TOY LIMITED

Click on the voucher ID to view payment details such as payment method, cheque or direct deposit number and payment schedule date.

If the **Scheduled Date** of the payment is in the past, then the **Cheque #** and **Payment ID** will display as a hyperlink to drill down further.

If the **Scheduled Date** is today, a message will appear stating **No Data Found**. It will take another business day for the payment information to be uploaded in FMS nQuery.

In this example, the payment information is already uploaded.

(image 5.2.2a)

FMS nQuery Menu
[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Accounts Payable
[FMS Vendors & Vouchers | Voucher search by UBC Requisition # | Voucher Distribution | Cheque Inquiry]

Accounts Payable - Voucher Detail

Invoice Number: H099782 **Requisition #:** Q107[redacted]
Vendor ID: 0000009348 **Vendor Name:** GRAND AND TOY LIMITED
Invoice Date: 04-FEB-15 **Invoice Amount:** $ 106.4
Address Seq. Number: 017 **Description:** M3C 3L5
Address: PO BOX 5500

DON MILLS ON
M3C 3L5 CAN

Accounts Payable - Scheduled Payments

Note: "Payment ID" and "Payment Amt" columns will be filled if payment has been processed

Payment ID	Scheduled Date	Currency	Exchg Rate	Scheduled Amt	Paid Method	Cheque #	Paid Amt
0001987259	19-MAR-15	CAD	1	$ 106.4	CHK	297[redacted]	$ 106.4

If the **Paid Method** field displays **CHK**, then the payment method is cheque and you can drill down into the cheque number hyperlink to view more details about the cheque.

If the **Paid Method** field displays **EFT** or **ACH**, then the payment method is direct deposit (EFT for CAD deposit, and ACH for USD deposit) and you can drill down into the **Payment ID** hyperlink to view more details such as payment date and comments.

In this example, the payment method is **cheque**.

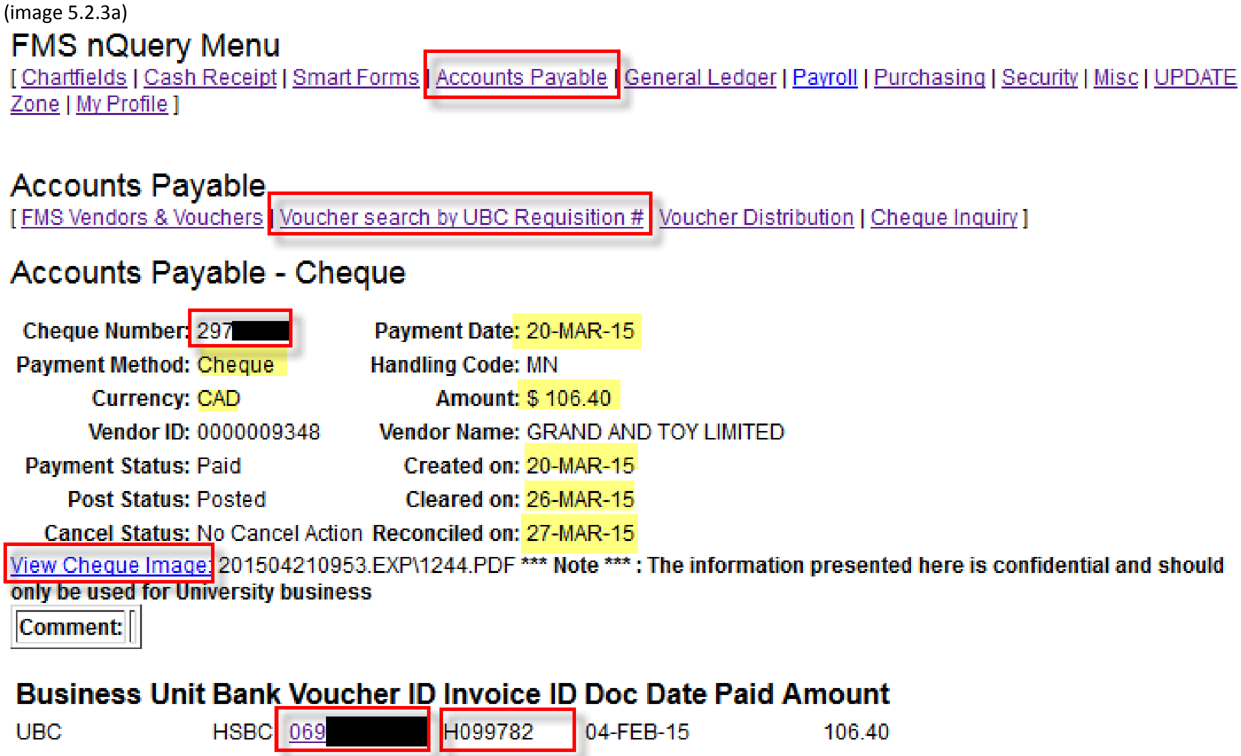
When we click on the **Cheque #** hyperlink, we can view the details such as **Payment Date**, **Amount**, **Cleared On** date (which is the date the vendor cashed/cleared the cheque) and any other invoices that may have been paid to the same vendor with this cheque.

Please note that if the **Cleared On** date is blank, then the vendor has not cashed the cheque yet.

Every month, at month end, images of cashed/cleared cheques are uploaded in FMS nQuery, and a copy of the front and back of the cheque is stored in the **View Cheque Image** hyperlink, located just above the **Comment** area in the screen below.

If the cheque has been cancelled or a stop payment order has been requested, then a message stating that the cheque was voided will appear in the **Comment** field.

(image 5.2.3a)



5.3. Voucher Distribution

Click on the **Voucher Distribution** sub-menu item in FMS nQuery to search for voucher distribution by voucher ID.

(image 5.3)

FMS nQuery Menu
[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Accounts Payable
[FMS Vendors & Vouchers | Voucher search by UBC Requisition # | Voucher Distribution | Cheque Inquiry]

Accounts Payable - Voucher Distribution

To browse the distribution information of a voucher, please select the business unit, enter the voucher id and then click on the search button.

Business Unit: ADVS Voucher Id: (8 digits with leading zeros)

Search

Select the **Business Unit** from the drop-down list and enter the **Voucher ID** for which you are searching.

If you do not know this information, you can look up the voucher ID and the business unit under which the voucher was created, in the **Voucher Search by UBC Requisition #** or in the FMS Vendors & Vouchers sub-menus. Please refer to the previous topics titled 5.2 Voucher Search by UBC Requisition Number or 5.1 FMS Vendors & Vouchers.

In this example, we are looking up a voucher ID under business unit UBC. The search result is displayed below.

(image 5.3.1)

FMS nQuery Menu
[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Accounts Payable
[FMS Vendors & Vouchers | Voucher search by UBC Requisition # | Voucher Distribution | Cheque Inquiry]

Accounts Payable - Voucher Distribution

Vendor:	0000009348 - GRAND AND TOY LIMITED	Address

Unit:	UBC	Voucher:	07[redacted]	Group:	00002[redacted]	Lines:	1	Balance:
Terms:	NET30	Gross:	105.17	Use Tax:	0	Use Tax CD:	
Invoice Date:	31-JUL-15	Sales:	0	VAT:	0	Ref Num:	Q10728516
Accounting Date:	01-OCT-15	Freight:	0	Ship To:	#APSHIP	Sale Tax CD:	

Line	Description	Item Id	Quantity	UOM	Unit Price	Amount
1	JFVK640001		0		0.00	105.17

Account	Fund	Department	P/G	Sub-Cls	Amount
640001	G0000	3[redacted]	34[redacted]		105.17

The voucher distribution shows the number of transaction lines in the voucher and the **Account** code, **Fund** code, **Department** ID, and project grant (**PG**) that have been charged for each transaction line.

In this example, there is only one transaction line for the voucher above.

Please note that the voucher distribution always shows the transaction lines before any tax rebates. In other words, it always shows the amounts including any taxes. It does not display any tax amounts or tax rebate amounts, even if tax amounts on the purchase were entered at the time of data entry of the voucher.

As a public institution, UBC is eligible to claim a 67% rebate for GST on most purchases, and a 100% rebate for GST on “printed books” that are purchased for the University’s own use (i.e. books that are not for resale).

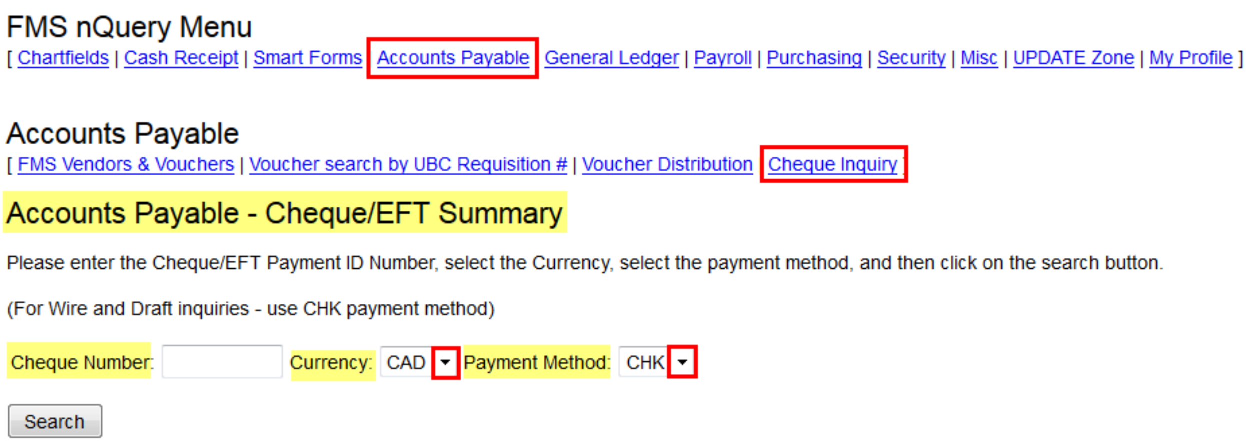
To view transaction amounts after (net of) any eligible tax rebates, please look them up in the **General Ledger** menu in FMS nQuery.

5.4. Cheque Inquiry

Click on the **Cheque Inquiry** sub-menu item in FMS nQuery to search for cheque, direct deposit, wire transfer, or bank draft information and the associated voucher(s).

It displays the same results as the **Voucher Search by UBC Requisition #** sub-menu item, but it is useful for payment inquiries when the cheque number, direct deposit payment ID, wire transfer payment ID, or bank draft payment ID is available.

(image 5.4)



Please note that the search function for Canadian direct deposit (EFT) information is only enabled for direct deposits made as of May 2014.

For USD direct deposit (ACH) information, the search function is only enabled for direct deposits made as of August 2014.

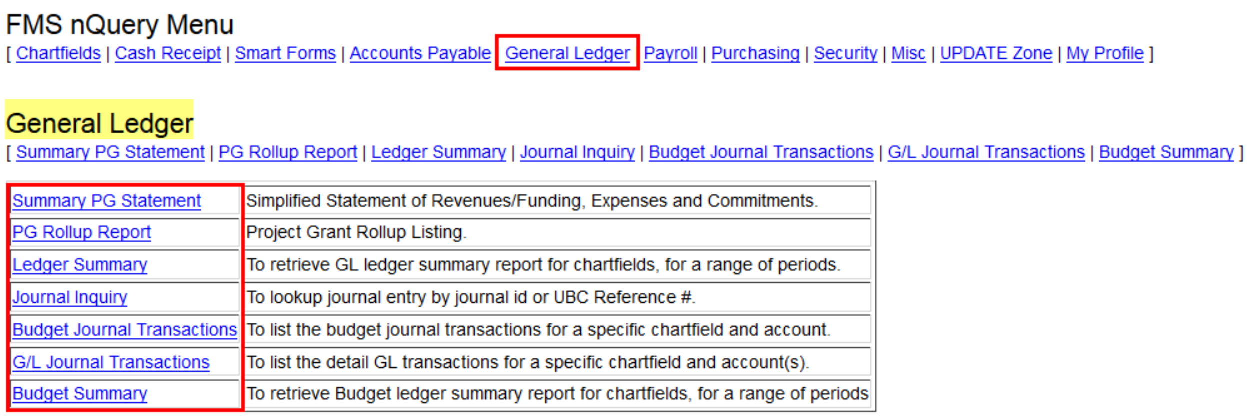
6. General Ledger

Financial activity such as revenue, expenses, assets, and liabilities can be viewed in the **General Ledger** menu item in FMS nQuery.

Please note that access to the sub-menu items in the **General Ledger** menu is based on user security, and the data security in this menu is restricted by department and project grant (PG). Users who require access to view financial activity of specific department(s) and project grant(s) must request such access by contacting their department security administrator. For more information please visit www.finance.ubc.ca/systems.

Click on the **General Ledger** menu item in FMS nQuery to view the available sub-menu items.

(image 6)


FMS nQuery Menu
[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

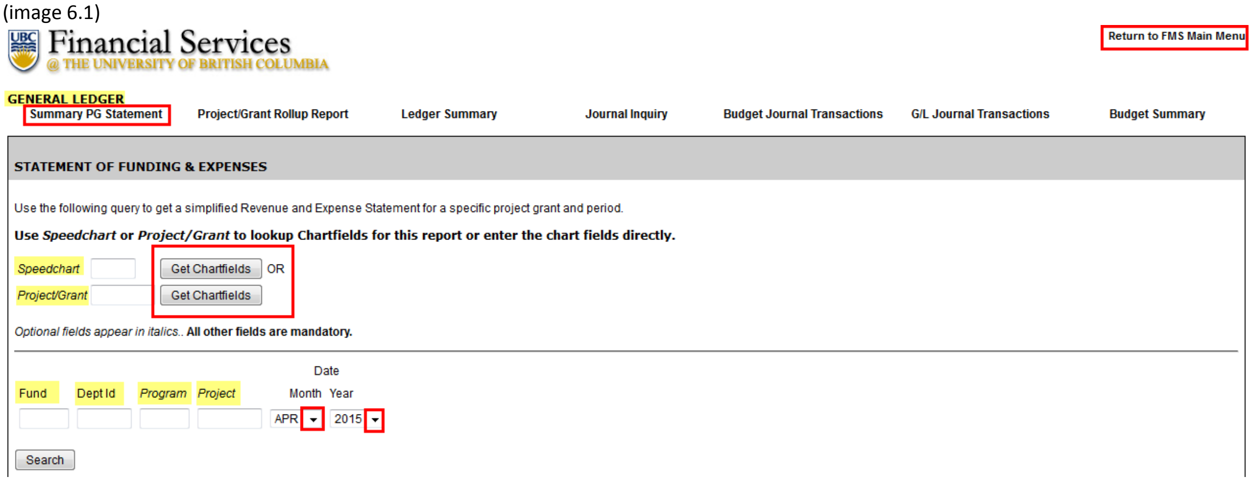
General Ledger
[Summary PG Statement | PG Rollup Report | Ledger Summary | Journal Inquiry | Budget Journal Transactions | G/L Journal Transactions | Budget Summary]

Summary PG Statement	Simplified Statement of Revenues/Funding, Expenses and Commitments.
PG Rollup Report	Project Grant Rollup Listing.
Ledger Summary	To retrieve GL ledger summary report for chartfields, for a range of periods.
Journal Inquiry	To lookup journal entry by journal id or UBC Reference #.
Budget Journal Transactions	To list the budget journal transactions for a specific chartfield and account.
G/L Journal Transactions	To list the detail GL transactions for a specific chartfield and account(s).
Budget Summary	To retrieve Budget ledger summary report for chartfields, for a range of periods

6.1. Summary PG Statement

Click on the **Summary PG Statement** sub-menu item in FMS nQuery to view statements of funding and expenses for specific periods.

(image 6.1)



Enter a **SpeedChart** or **Project/Grant** and click on the **Get Chartfields** button for the system to auto-populate the corresponding chartfield information at the bottom (**Fund**, **Dept ID**, **Program**, and **Project**). Then select the month and year from the drop-down lists.

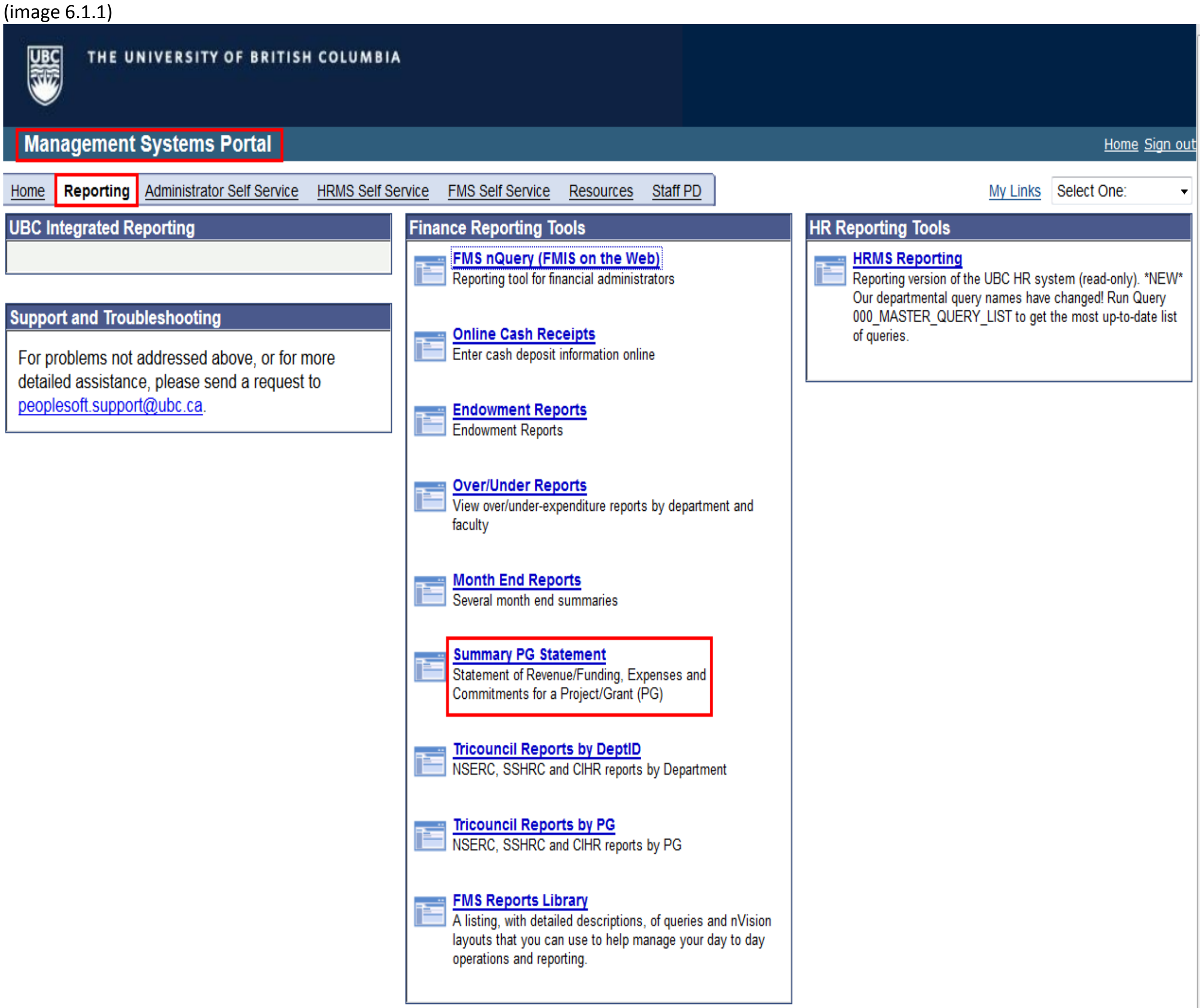
The **Statement of Funding and Expenses** for the selected chartfields and period will be displayed. Expenses are shown by account classification. Year to date information is also displayed, along with the projected surplus or deficit.

The report can be exported to Microsoft Excel by clicking on the **Export Results to Excel** link at the bottom right corner.

Clicking on any blue underlined amounts (hyperlinks) will take you to the general ledger journal transactions screen (**G/L Journal Transactions** sub-menu) where you can view the details of the account classification.

The **Summary PG Statement** sub-menu item is also available in the **Management Systems Portal** under the **Reporting** tab. A sample screenshot is provided below.

(image 6.1.1)



6.2. PG Rollup Report

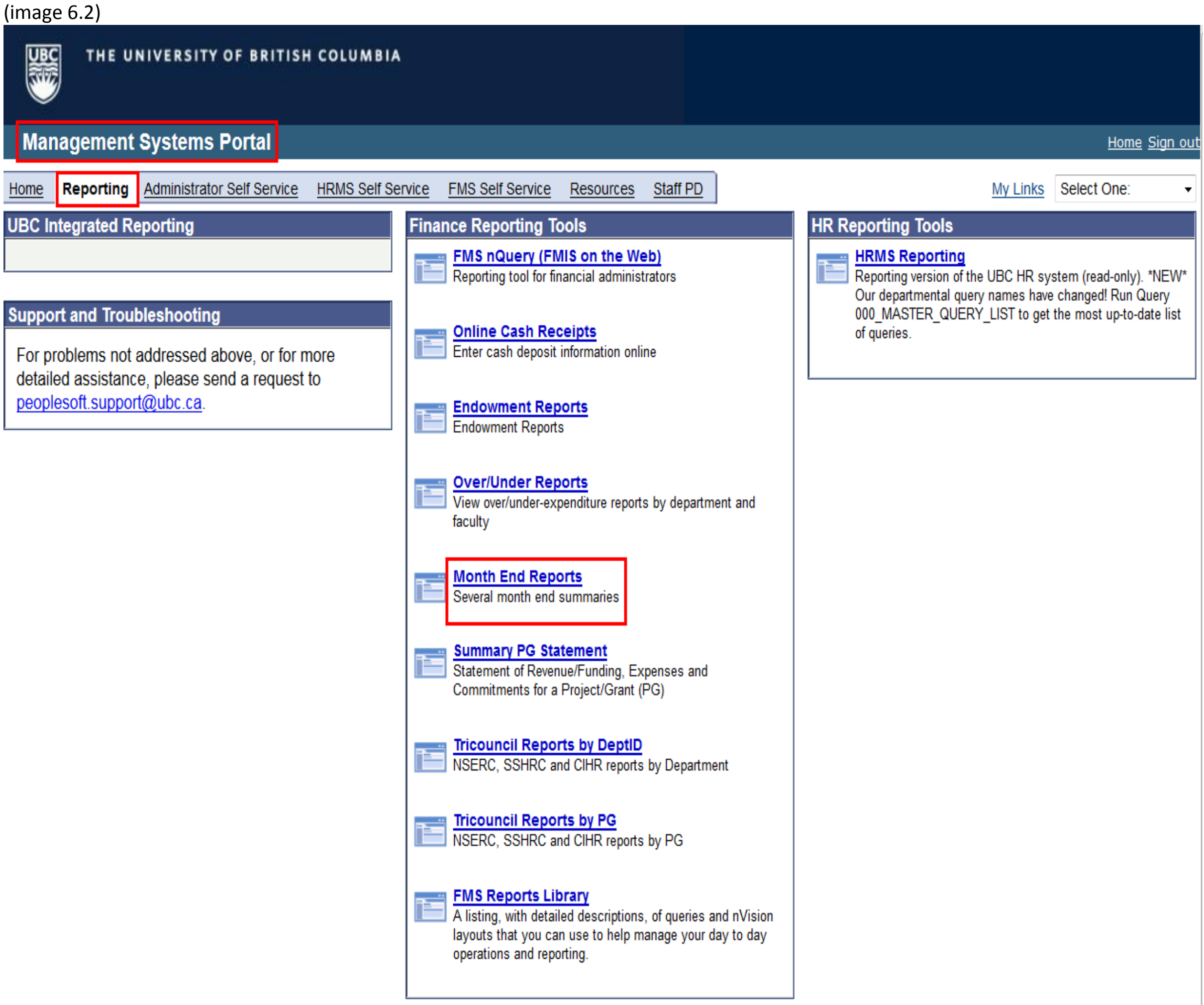
Financial reports are available on the fund level, department level, and on the project grant level. There can be multiple project grants associated with one department, and multiple department IDs under one fund code. For example, there can be multiple project grants that **roll up** to one department ID.

Rollup Reports show financial activity totals for each department and fund combination. These totals are then aggregated to the next level within the UBC organization structure all the way up to the Vice Presidents. Therefore, these reports are ideally suited to Deans, Unit Heads, Associate Vice Presidents and Vice Presidents, as they provide them with an overview of the financial activity within their area of responsibility.

The **PG Rollup Report** sub-menu item in FMS nQuery is not recommended for running rollup reports and is beyond the scope of this course. Instead, users can use the **Rollup Report** function within the **Month End Reports** menu found under the **Reporting** tab in the **Management Systems Portal**.

Month End Reports are covered in the **Understanding Report Navigation** training session. Please refer to the Finance website www.finance.ubc.ca for more information about training, if you are interested.

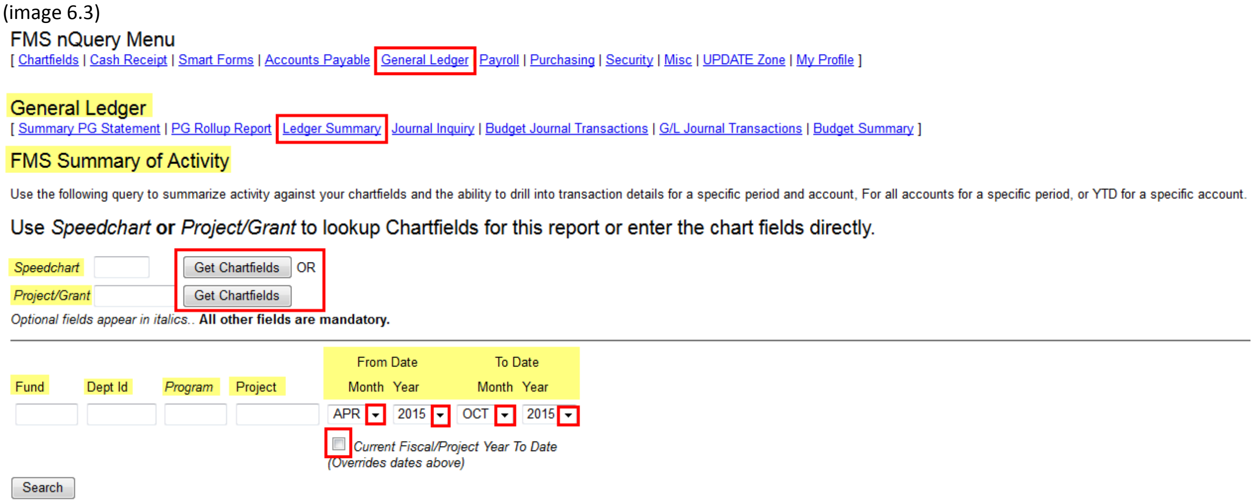
(image 6.2)



6.3. Ledger Summary

Click on the **Ledger Summary** sub-menu item in FMS nQuery to retrieve general ledger (GL) summary reports (summary of financial activity) for specific chartfields and a range of periods.

(image 6.3)



Enter a **SpeedChart** or **Project/Grant** and click on the **Get Chartfields** button for the system to auto-populate the corresponding chartfield information at the bottom (**Fund**, **Dept ID**, **Program**, and **Project**). Then select the date range from the drop-down lists, or click on the box labelled **Current Fiscal/Project Year To Date**, which overrides the dates with the current fiscal year to date period.

The **FMS Summary of Activity** for the selected chartfields and period will be displayed, showing the funding allocation (budget available), actual expenditures, and commitments such as payroll and purchasing/purchase orders.

(image 6.3.1)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

General Ledger

[Summary PG Statement | PG Rollup Report | Ledger Summary | Journal Inquiry | Budget Journal Transactions | G/L Journal Transactions | Budget Summary]

FMS Summary of Activity

Fund	Dept Id	Program	Project	From	To	Report Request Date	PG Yr End
[redacted]	[redacted]		[redacted]	APR-2014	JUN-2014	28-OCT-2015 02:09 PM	JAN

		Funding Allocation	Actual Expenditures					Commitments
Account	Description	YTD	APR 2014	MAY 2014	JUN 2014	Period Total	PG YTD	YTD
Fund Equity								
351000	Net Assets-Research-Restricted	-19,996.11	0.00	0.00	0.00	0.00	-5,078.25	0.00
	Sub Total	-19,996.11	0.00	0.00	0.00	0.00	-5,078.25	0.00
Revenue								
422010	Cda grants-[redacted]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses								
499999	Budget Balance Carry Forward	73,319.00	0.00	0.00	0.00	0.00	0.00	0.00
500000	Budget pool-Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
640001	Office supplies	0.00	0.00	0.00	0.00	0.00	90.00	0.00
641300	Couriers	0.00	0.00	0.00	0.00	0.00	15.38	0.00
641400	Customs & freight	0.00	55.52	0.00	141.47	196.99	196.99	0.00
641520	Creative services-Digital	0.00	0.00	0.00	191.25	191.25	191.25	0.00
651100	Technical supplies	0.00	1,787.17	4,516.56	7,695.67	13,999.40	22,909.60	0.00
651169	Supplies-Stores stock	0.00	0.00	0.00	18.28	18.28	18.28	0.00
651200	Technical services	0.00	0.00	439.36	72.58	511.94	44,511.94	0.00
651400	Laboratory supplies	0.00	0.00	0.00	0.00	0.00	307.31	0.00
	Sub Total	73,319.00	1,842.69	4,955.92	8,119.25	14,917.86	68,240.75	0.00
	Total Expenses	73,319.00	1,842.69	4,955.92	8,119.25	14,917.86	68,240.75	0.00
						Balance Available	5,078.25	

Export Results to Excel

You can also view the **Balance Available** at the bottom of the report. The balance available is calculated as follows:

Balance Available = **Total Funding Allocation** (Budget available) less **Total Expenditures** less **Total Commitments** (Payroll and Purchasing/Purchase Orders)

Please see Appendix A for more information on calculation of balance available.

The report can be exported to Microsoft Excel by clicking on the **Export Results to Excel** link at the bottom right corner.

Please note that any amounts shown as positive amounts are debit entries, and any amounts shown as negative amounts are credit entries.

Please also note that amounts shown as expenses are net of any eligible GST rebates on purchases made. To view the total payment amounts remitted to vendors and suppliers, utilize the **Accounts Payable** menu, instead.

Clicking on any blue underlined amounts or information (hyperlinks) will allow you to drill down for further details.

6.4. Journal Inquiry

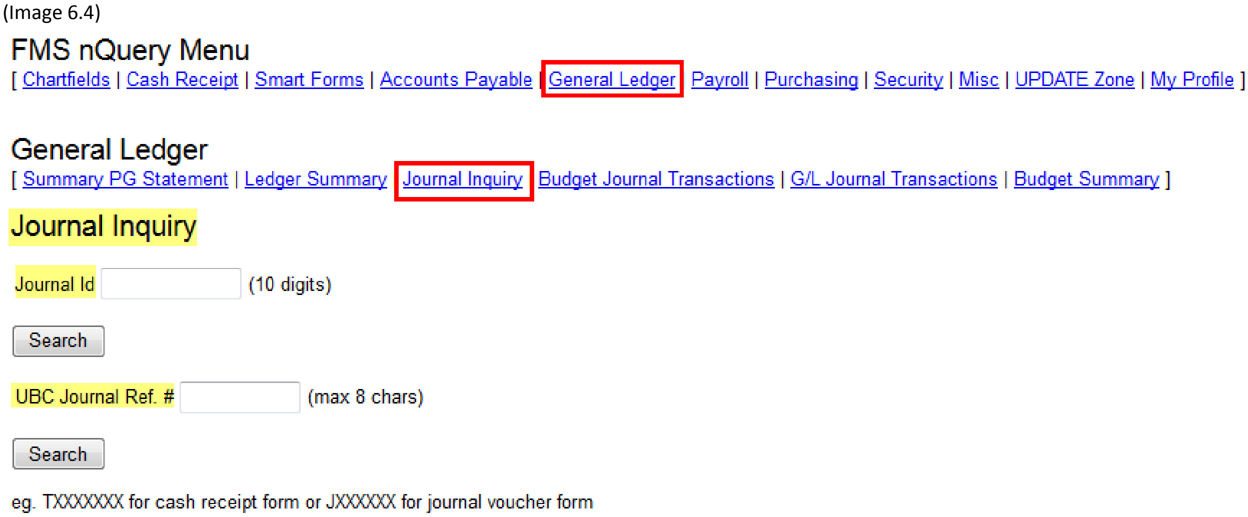
General Ledger Journal Entries are created for the following purposes:

- Recording the purchase or sale of goods or services to another UBC department (i.e. when one UBC department buys goods or services from another UBC department).
- Recording ad-hoc transactions including corrections, adjustments, and cash receipts.
- Recording financial transactions that are not processed through another subsystem, such as the Accounts Payable module or HRMS/Payroll module.

These types of entries are initiated via **Journal Voucher** form, which acts as the UBC source document, and then entered into the General Ledger module in FMS.

Click on the **Journal Inquiry** sub-menu item in FMS nQuery to look up journal entries by **Journal ID** (10 digit number assigned to journal entry in FMS) or **UBC Journal Ref #** (journal voucher number preceded by the letter **J**, found on journal voucher form, or cash receipt number preceded by the letter **T**, found on cash receipt form). The **UBC Journal Ref #** field is case sensitive.

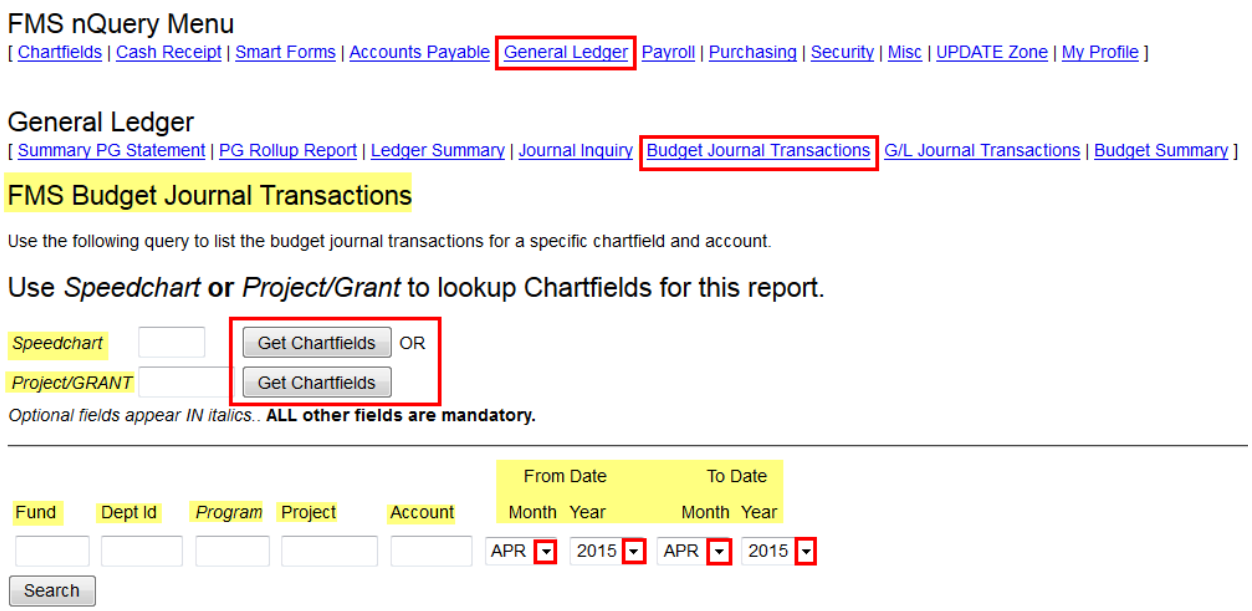
(Image 6.4)



6.5. Budget Journal Transaction

Click on the **Budget Journal Transaction** sub-menu item in FMS nQuery to look up budget journal entries for a specific project grant.

(image 6.5)



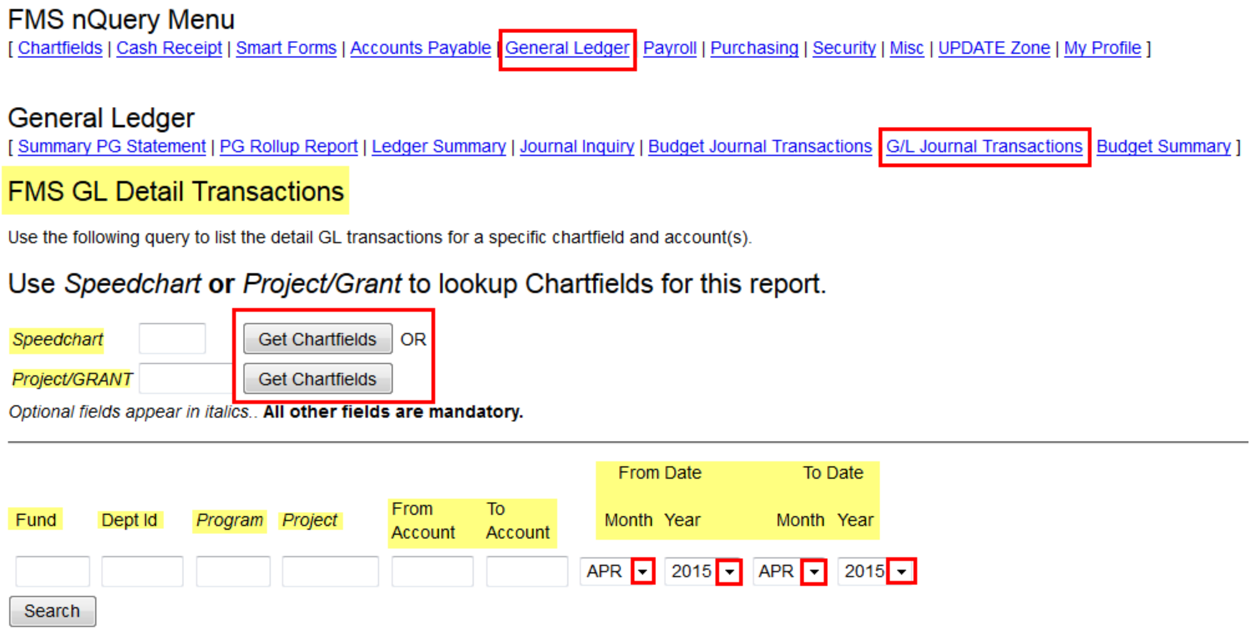
Enter a **SpeedChart** or **Project/Grant** and click on the **Get Chartfields** button for the system to auto-populate the corresponding chartfield information at the bottom (**Fund**, **Dept ID**, **Program**, and **Project**). Then enter the specific budget account code in the **Account** code box and select the date range from the drop-down lists.

This sub-menu item is optional. You can also view budget journal transactions in the **Ledger Summary** or the **G/L Journal Transactions** sub-menu item.

6.6. G/L Journal Transactions

Click on the **G/L Journal Transactions** sub-menu item in FMS nQuery to look up a list of journal transactions posted into specific account codes for a specific project grant. You can look up a range of account codes, or a specific account code that is of interest to you.

(image 6.6)

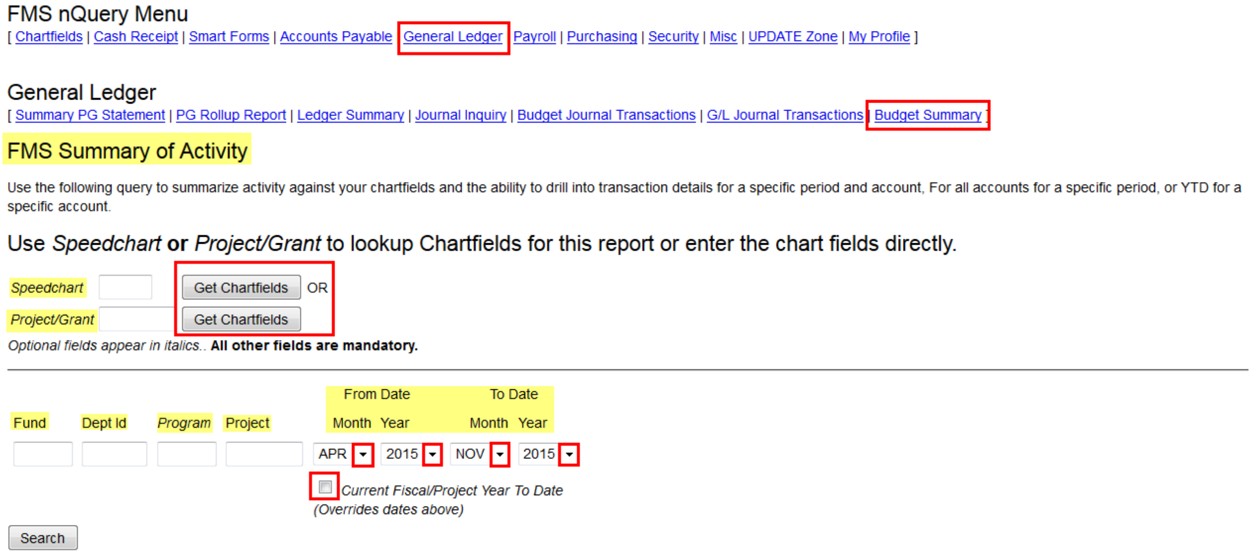


Enter a **SpeedChart** or **Project/Grant** and click on the **Get Chartfields** button for the system to auto-populate the corresponding chartfield information at the bottom (**Fund**, **Dept ID**, **Program**, and **Project**). Then enter the specific account code(s) in the **From Account** code and **To Account** code boxes and select the date range from the drop-down lists.

6.7. Budget Summary

Click on the **Budget Summary** sub-menu item in FMS nQuery to view the budget, funding and actual expenditures to date for a specific project grant.

(image 6.7)



Enter a **SpeedChart** or **Project/Grant** and click on the **Get Chartfields** button for the system to auto-populate the corresponding chartfield information at the bottom (**Fund**, **Dept ID**, **Program**, and **Project**). Then select the date range from the drop-down lists, or click on the box labelled **Current Fiscal/Project Year To Date**, which overrides the dates with the current fiscal year to date period.

The report will also show the variances against both budget and funding.

Expenses are shown by account classification. Click on any of the expense classifications to view a more detailed breakdown.

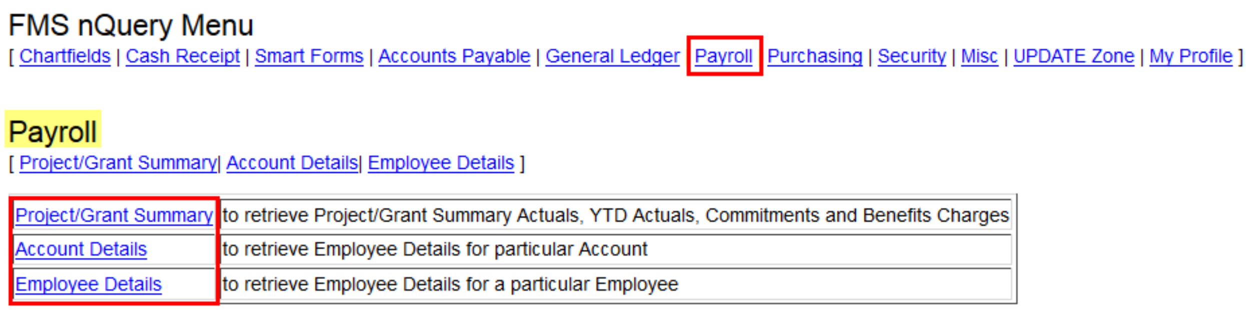
7. Payroll

The **Payroll** menu in FMS nQuery enables users to retrieve payroll information for a specific project grant, account code or employee.

Please note that access to the sub-menu items in the **Payroll** menu is based on user security, and the data security in this menu is restricted by department and project grant (PG). Users who require access to view financial activity of specific department(s) and project grant(s) must request such access by contacting their department security administrator. For more information please visit http://finance.ubc.ca/systems.

Click on the **Payroll** menu in FMS nQuery to view the available sub-menu items.

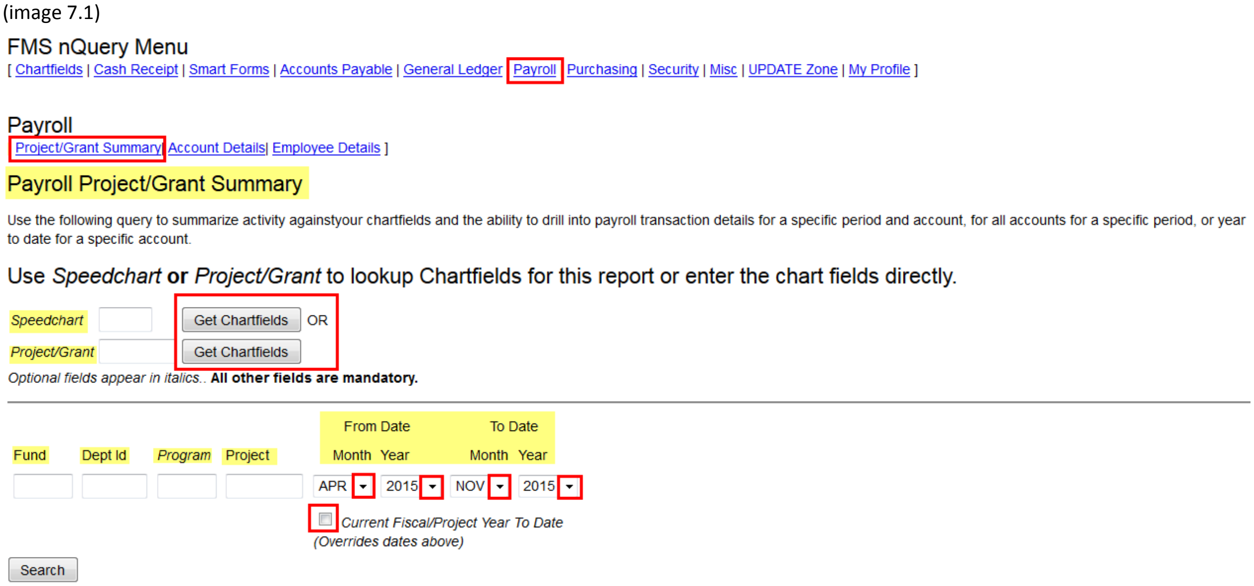
(image 7)



7.1. Project/Grant Summary

Click on the **Project/Grant Summary** sub-menu item in FMS nQuery to look up payroll summary actuals, year-to-date actuals, commitments and benefit charges.

(image 7.1)



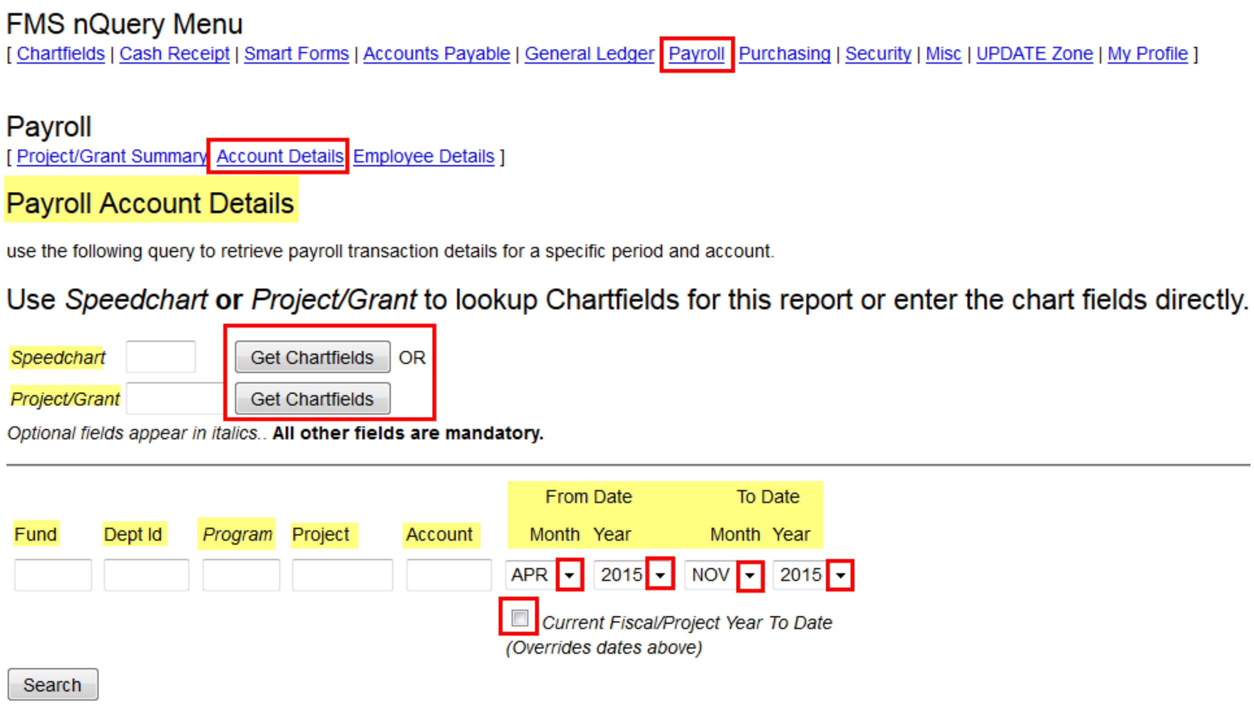
Enter a **SpeedChart** or **Project/Grant** and click on the **Get Chartfields** button for the system to auto-populate the corresponding chartfield information at the bottom (**Fund**, **Dept ID**, **Program**, and **Project**).

Then select the date range from the drop-down lists, or click on the box labelled **Current Fiscal/Project Year To Date**, which overrides the dates with the current fiscal year to date period.

7.2. Account Details

Click on the **Account Details** sub-menu item in FMS nQuery to look up payroll transaction details posted in a specific payroll account code for a specific project grant.

(image 7.2)

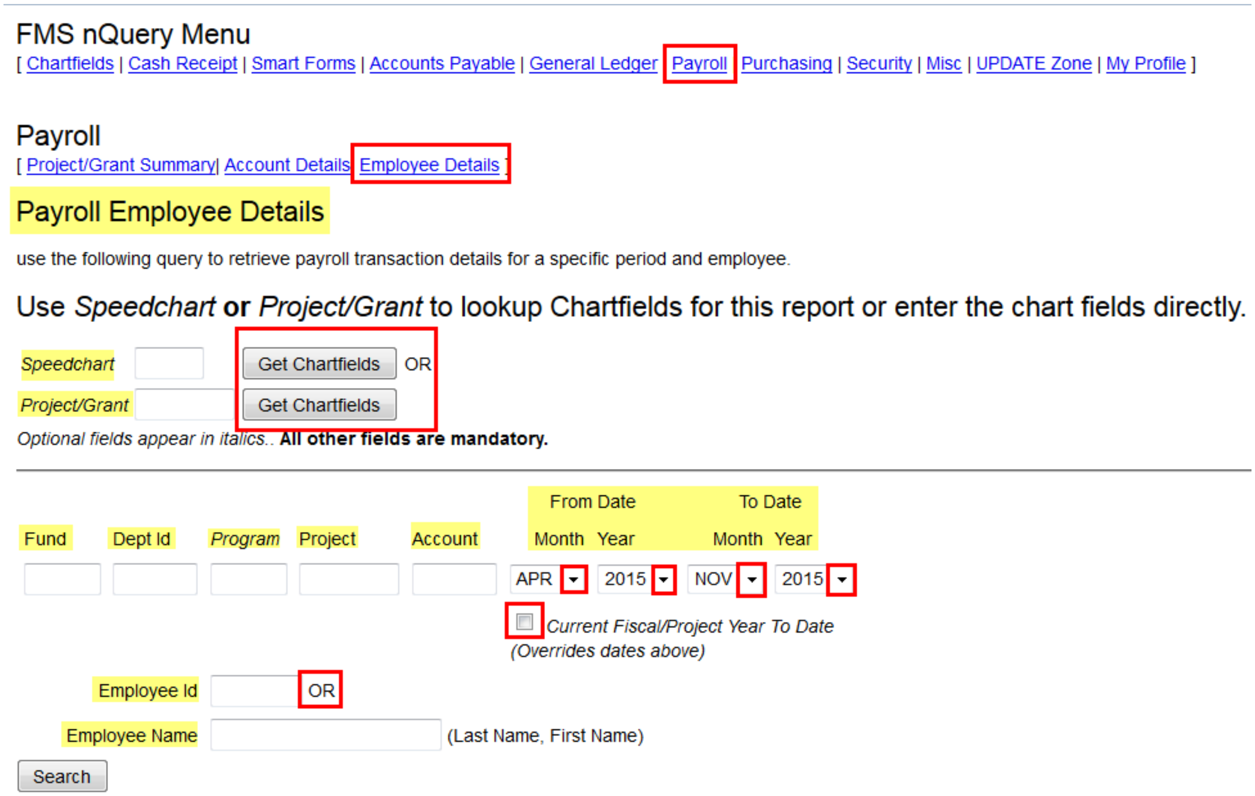


Enter a **SpeedChart** or **Project/Grant** and click on the **Get Chartfields** button for the system to auto-populate the corresponding chartfield information at the bottom (**Fund**, **Dept ID**, **Program**, and **Project**). Then enter the specific payroll account code in the **Account** code box and select the date range from the drop-down lists, or click on the box labelled **Current Fiscal/Project Year To Date**, which overrides the dates with the current fiscal year to date period.

7.3. Employee Details

Click on the **Employee Details** sub-menu item in FMS nQuery to look up payroll transaction details for a specific employee.

(image 7.3)



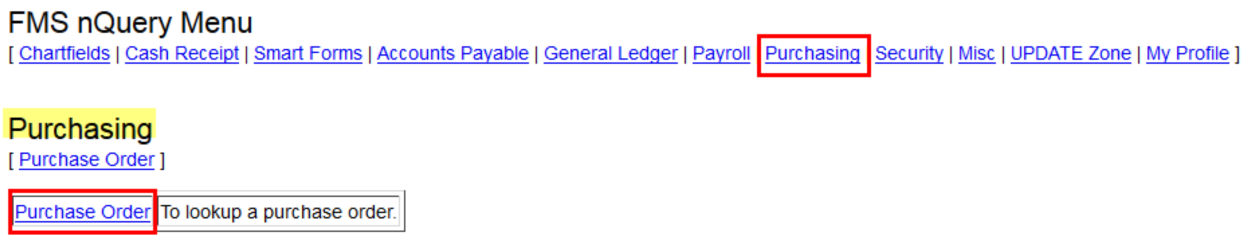
Enter a **SpeedChart** or **Project/Grant** and click on the **Get Chartfields** button for the system to auto-populate the corresponding chartfield information at the bottom (**Fund**, **Dept ID**, **Program**, and **Project**). Then enter the specific payroll account code in the **Account** code box and select the date range from the drop-down lists, or click on the box labelled **Current Fiscal/Project Year To Date**, which overrides the dates with the current fiscal year to date period.

This screen also requires the entry of the specific employee's **Employee ID** or **Employee Name**.

8. Purchasing

The **Purchasing** menu in FMS nQuery allows users to look up details of an open or closed purchase order.

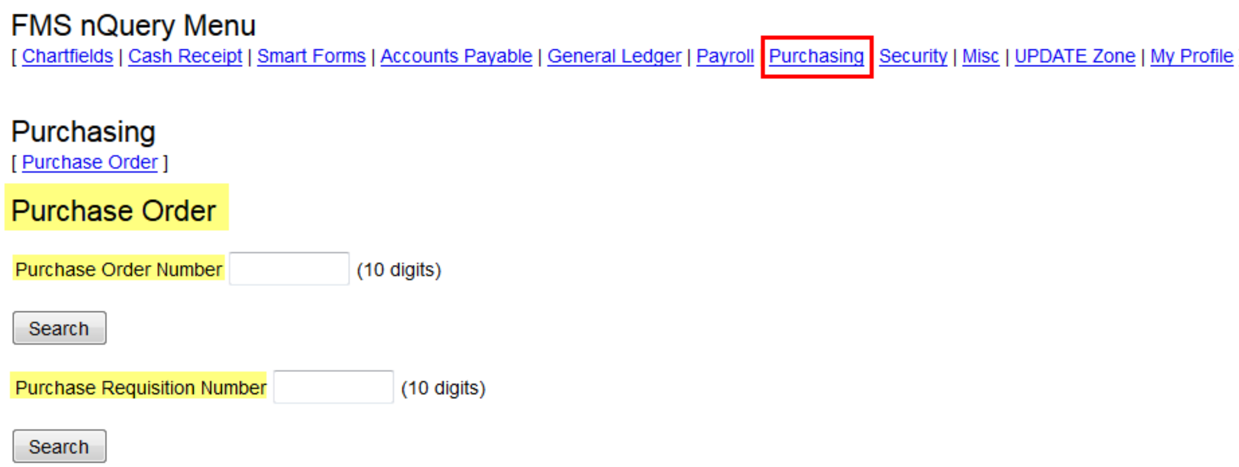
(image 8)



8.1. Purchase Order

Click on the **Purchase Order** sub-menu item to look up details such as the purchase order status, amount, payment terms, related AP vouchers processed and estimated remaining amount, if partial payments were made.

(image 8.1)

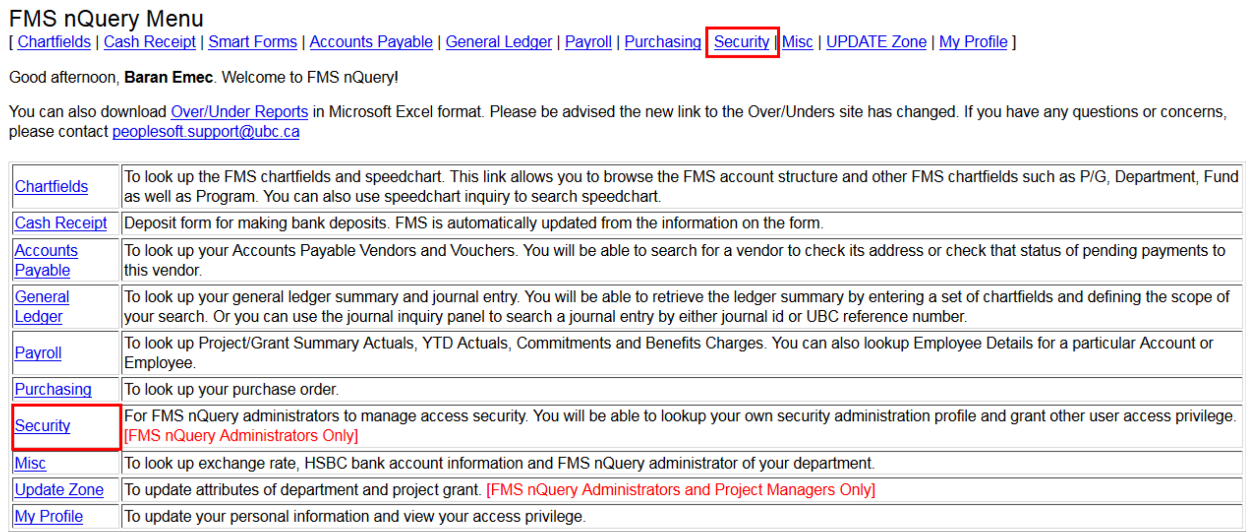


You can look up the purchase order detail information by entering the required data into the **Purchase Order Number** or **Purchase Requisition Number** field.

9. Security

The **Security** menu in FMS nQuery is designated for department security administrators and is beyond the scope of this course. For more information please visit www.finance.ubc.ca/systems.

(Image 9)



FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Good afternoon, **Baran Emec**. Welcome to FMS nQuery!

You can also download Over/Under Reports in Microsoft Excel format. Please be advised the new link to the Over/Unders site has changed. If you have any questions or concerns, please contact peoplesoft.support@ubc.ca

Chartfields	To look up the FMS chartfields and speedchart. This link allows you to browse the FMS account structure and other FMS chartfields such as P/G, Department, Fund as well as Program. You can also use speedchart inquiry to search speedchart.
Cash Receipt	Deposit form for making bank deposits. FMS is automatically updated from the information on the form.
Accounts Payable	To look up your Accounts Payable Vendors and Vouchers. You will be able to search for a vendor to check its address or check that status of pending payments to this vendor.
General Ledger	To look up your general ledger summary and journal entry. You will be able to retrieve the ledger summary by entering a set of chartfields and defining the scope of your search. Or you can use the journal inquiry panel to search a journal entry by either journal id or UBC reference number.
Payroll	To look up Project/Grant Summary Actuals, YTD Actuals, Commitments and Benefits Charges. You can also lookup Employee Details for a particular Account or Employee.
Purchasing	To look up your purchase order.
Security	For FMS nQuery administrators to manage access security. You will be able to lookup your own security administration profile and grant other user access privilege. [FMS nQuery Administrators Only]
Misc	To look up exchange rate, HSBC bank account information and FMS nQuery administrator of your department.
Update Zone	To update attributes of department and project grant. [FMS nQuery Administrators and Project Managers Only]
My Profile	To update your personal information and view your access privilege.

10. Misc

Click on the **Misc** (Miscellaneous) menu item in FMS nQuery to view the available sub-menu items.

(image 10)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Miscellaneous

[Exchange Rate | HSBC Bank Account | Security Administrator | GST/PST Information]

Exchange Rate	To look up USD exchange rate.
HSBC Bank Account	Incoming wires and direct deposits instructions.
Security Administrator	To look up the web administrator of your department.
GST/PST Information	UBC's GST number and PST number

10.1. Exchange Rate

Click on the **Exchange Rate** sub-menu item in FMS nQuery to look up USD exchange rates setup in the FMS system.

(image 10.1)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Miscellaneous

[Exchange Rate | HSBC Bank Account | Security Administrator | GST/PST Information]

Exchange Rate Lookup

Currency USD

Date (YYYY-MM-DD)

Please choose the currency and specify a date and click the search button. For today's rate, leave the date blank.

Search

10.2. HSBC Bank Account

Click on the **HSBC Bank Account** sub-menu item in FMS nQuery to view instructions on receiving incoming wires and direct deposits from vendors and other institutions.

(image 10.2)

FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Miscellaneous

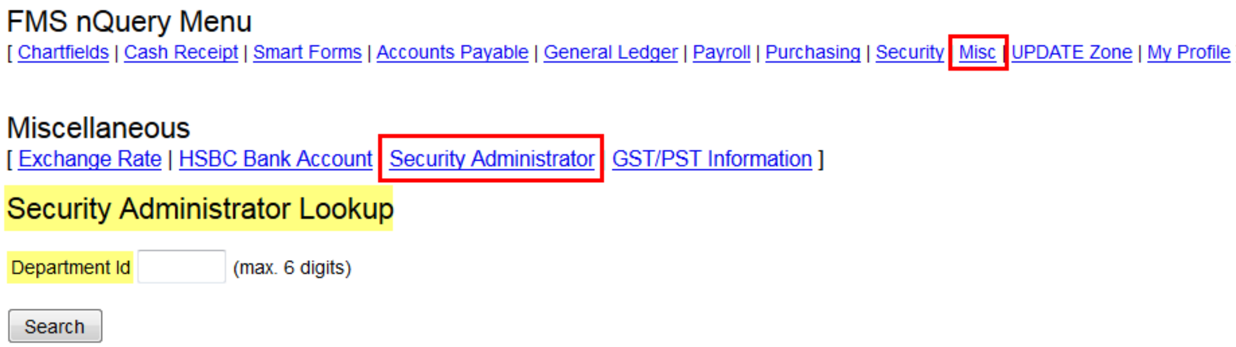
[Exchange Rate | HSBC Bank Account | Security Administrator | GST/PST Information]

Exchange Rate	To look up USD exchange rate.
HSBC Bank Account	Incoming wires and direct deposits instructions.
Security Administrator	To look up the web administrator of your department.
GST/PST Information	UBC's GST number and PST number

10.3. Security Administrator

Click on the **Security Administrator** sub-menu item in FMS nQuery to look up the security administrator of your department. For more information please visit www.finance.ubc.ca/systems.

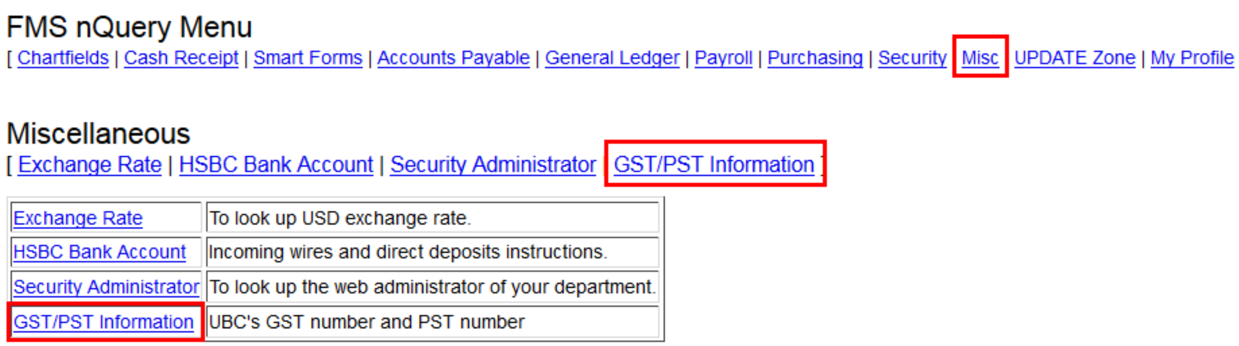
(Image 10.3)



10.4. GST/PST Information

Click on **GST/PST Information** sub-menu item in FMS nQuery to look up UBC's GST number and PST number.

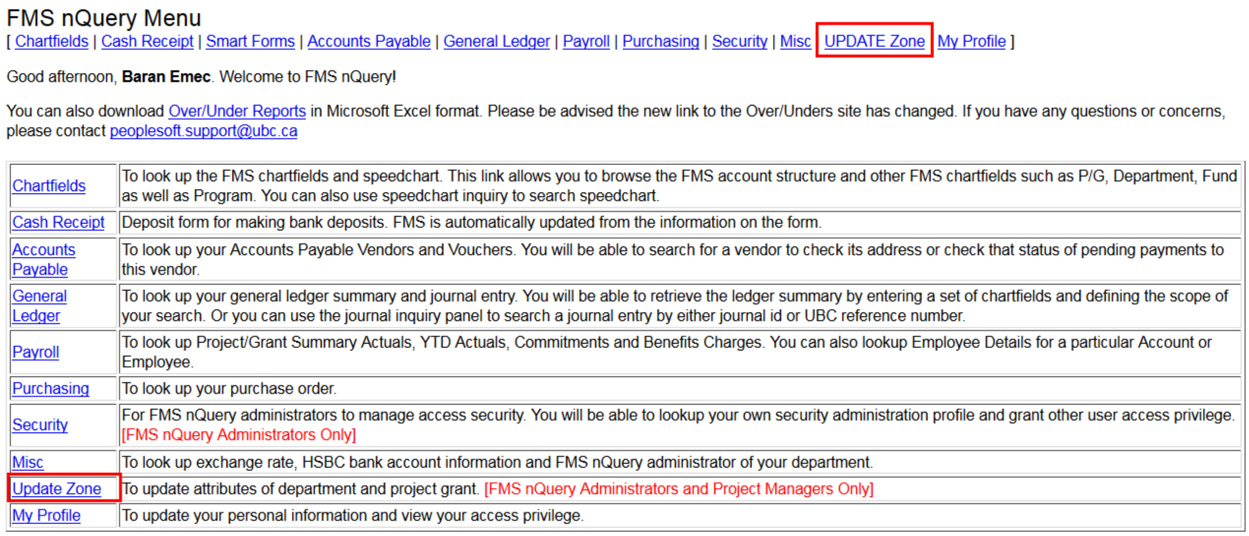
(image 10.4)



11. Update Zone

The **Update Zone** menu in FMS nQuery is designated for department security administrators and is beyond the scope of this course. For more information please visit www.finance.ubc.ca/systems.

(Image 11)


FMS nQuery Menu

[Chartfields | Cash Receipt | Smart Forms | Accounts Payable | General Ledger | Payroll | Purchasing | Security | Misc | UPDATE Zone | My Profile]

Good afternoon, **Baran Emec**. Welcome to FMS nQuery!

You can also download Over/Under Reports in Microsoft Excel format. Please be advised the new link to the Over/Unders site has changed. If you have any questions or concerns, please contact peoplesoft.support@ubc.ca

Chartfields	To look up the FMS chartfields and speedchart. This link allows you to browse the FMS account structure and other FMS chartfields such as P/G, Department, Fund as well as Program. You can also use speedchart inquiry to search speedchart.
Cash Receipt	Deposit form for making bank deposits. FMS is automatically updated from the information on the form.
Accounts Payable	To look up your Accounts Payable Vendors and Vouchers. You will be able to search for a vendor to check its address or check that status of pending payments to this vendor.
General Ledger	To look up your general ledger summary and journal entry. You will be able to retrieve the ledger summary by entering a set of chartfields and defining the scope of your search. Or you can use the journal inquiry panel to search a journal entry by either journal id or UBC reference number.
Payroll	To look up Project/Grant Summary Actuals, YTD Actuals, Commitments and Benefits Charges. You can also lookup Employee Details for a particular Account or Employee.
Purchasing	To look up your purchase order.
Security	For FMS nQuery administrators to manage access security. You will be able to lookup your own security administration profile and grant other user access privilege. [FMS nQuery Administrators Only]
Misc	To look up exchange rate, HSBC bank account information and FMS nQuery administrator of your department.
Update Zone	To update attributes of department and project grant. [FMS nQuery Administrators and Project Managers Only]
My Profile	To update your personal information and view your access privilege.

Appendix A

List of Budget Based Funds

- **Research** – designated with the letter **R** in the project grant ID
- **Specific Purpose** – designated with the letter **S** in the project grant ID
- **Endowment** – designated with the letter **E** in the project grant ID
- **Awards** – designated with the letter **W** in the project grant ID
- **Capital** – designated with the letter **P** in the project grant ID

List of Revenue/Cash Based Funds

- **General Purpose Operating** Fund – designated with the letter **G** in the project grant ID
    - Fee for Service
    - Continuing Studies
    - Ancillary
- **Agency** – designated with the letter **Z** in the project grant ID

Calculating Balance Available in a Budget Based Fund/PG with Regular Fiscal Year

Users can access the general ledger summary in FMS nQuery to monitor the financial activity of a specific project grant for any desired period.

To determine the **budget balance and cash balance available in a budget based fund**, a few calculation steps have to be taken.

Let's look at the general ledger of the following project grant for the period of **April to June 2014**, as an example. This project grant has a **regular project fiscal year of April to March**.

The highlighted amounts in the following general ledger summary will help guide us through the calculation process of the budget balance and cash balance available in a budget based fund with a regular fiscal year.

(image 12)

Fund	Dept Id	Program	Project	From	To	Report Request Date	PG Yr End
[redacted]	[redacted]		[redacted]	APR-2014	JUN-2014	10-NOV-2015 06:13 PM	MAR

		Funding Allocation	Actual Expenditures					Commitments
Account	Description	YTD	APR 2014	MAY 2014	JUN 2014	Period Total	PG YTD	YTD
Fund Equity								
351000	Net Assets-Research-Restricted	12,855.11	0.00	0.00	0.00	0.00	9,888.11	0.00
	Sub Total	12,855.11	0.00	0.00	0.00	0.00	9,888.11	0.00
Revenue								
422010	Cda grants-[redacted]	0.00	0.00	-7,360.00	-7,820.00	-15,180.00	-15,180.00	0.00
	Sub Total	0.00	0.00	-7,360.00	-7,820.00	-15,180.00	-15,180.00	0.00
Expenses								
499999	Budget Balance Carry Forward	-12,855.11	0.00	0.00	0.00	0.00	0.00	0.00
500000	Budget pool-Expense	46,000.00	0.00	0.00	0.00	0.00	0.00	0.00
531000	Salaries-Students(Instruc&Res)	0.00	791.68	0.00	6,750.00	7,541.68	7,541.68	24,750.00
598000	Employee benefits-Main	0.00	2.46	0.00	127.44	129.90	129.90	878.00
611000	Field trips&Other-Public carr	0.00	0.00	0.00	1,339.77	1,339.77	1,339.77	0.00
612000	Field trips&Other-Other transp	0.00	0.00	0.00	93.50	93.50	93.50	0.00
613000	Field trips&Other-Meals	0.00	0.00	0.00	406.00	406.00	406.00	0.00
614000	Field trips&Other-Accomodation	0.00	0.00	0.00	190.00	190.00	190.00	0.00
621000	Conferences-Pub carrier transp	0.00	0.00	0.00	725.90	725.90	725.90	0.00
622000	Conferences-Other transport	0.00	0.00	0.00	30.00	30.00	30.00	0.00
623000	Conferences-Meals	0.00	0.00	0.00	369.60	369.60	369.60	0.00
624000	Conferences-Accomodation	0.00	0.00	0.00	771.96	771.96	771.96	0.00
640001	Office supplies	0.00	0.00	228.98	0.00	228.98	228.98	0.00
641000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
641600	Printing and copying	0.00	0.00	0.00	0.00	0.00	0.00	0.00
641640	Creative services-Print	0.00	385.71	0.00	0.00	385.71	385.71	0.00
646106	Food & beverage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
653000	Computer supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
654000	Professional development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
656000	Meals & entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
656210	Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
658501	Cellular & telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
659907	Research	0.00	0.00	0.00	0.00	0.00	0.00	0.00
830000	Desktop computer & printer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Total	33,144.89	1,179.85	228.98	10,804.17	12,213.00	12,213.00	25,628.00
	Total Expenses	33,144.89	1,179.85	228.98	10,804.17	12,213.00	12,213.00	25,628.00
						Balance Available	-4,696.11	

Calculation of Budget Balance Available (BBA) per above General Ledger Summary:

Budget Balance Carryforward (account 499999)	-$12,855
Add: New Budget (account 500000)	$46,000
Less: Expenses To Date	-$12,213
Less: Commitments Pending	-$25,628
Budget Balance Available (BBA)	**$4,696**

Calculation of Cash Balance Available (CBA) per above General Ledger Summary:

Equity/Cash Balance Carryforward (account 351000)	$12,855
Less: Revenue Received & Transfers In/Out (account 422010)	$15,180
Add: Expenses	$12,213
Cash Balance Available (CBA)	**$9,888**

Calculating Balance Available in a Budget Based Fund/PG with Non-Regular Fiscal Year

Alternatively, let's also look at the general ledger of another project grant for the period of **April to June 2014**, as another example. But this project grant has a **non-regular project fiscal year**. The project/fiscal cycle this time is **February to January**.

The highlighted amounts in the following general ledger summary will help guide us through the calculation process of the budget balance and cash balance available in a budget based fund with a non-regular fiscal year.

(image 13)

Fund	Dept Id	Program	Project	From	To	Report Request Date	PG Yr End
[redacted]	[redacted]		[redacted]	APR-2014	JUN-2014	12-NOV-2015 04:43 PM	JAN

		Funding Allocation	Actual Expenditures					Commitments
Account	**Description**	**YTD**	**APR 2014**	**MAY 2014**	**JUN 2014**	**Period Total**	**PG YTD**	**YTD**
Fund Equity								
351000	Net Assets-Research-Restricted	-19,996.11	0.00	0.00	0.00	0.00	-5,078.25	0.00
	Sub Total	**-19,996.11**	**0.00**	**0.00**	**0.00**	**0.00**	**-5,078.25**	**0.00**
Revenue								
422010	Cda grants-[redacted]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Expenses								
499999	Budget Balance Carry Forward	73,319.00	0.00	0.00	0.00	0.00	0.00	0.00
500000	Budget pool-Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
640001	Office supplies	0.00	0.00	0.00	0.00	0.00	90.00	0.00
641300	Couriers	0.00	0.00	0.00	0.00	0.00	15.38	0.00
641400	Customs & freight	0.00	55.52	0.00	141.47	196.99	196.99	0.00
641520	Creative services-Digital	0.00	0.00	0.00	191.25	191.25	191.25	0.00
651100	Technical supplies	0.00	1,787.17	4,516.56	7,695.67	13,999.40	22,909.60	0.00
651169	Supplies-Stores stock	0.00	0.00	0.00	18.28	18.28	18.28	0.00
651200	Technical services	0.00	0.00	439.36	72.58	511.94	44,511.94	0.00
651400	Laboratory supplies	0.00	0.00	0.00	0.00	0.00	307.31	0.00
	Sub Total	**73,319.00**	**1,842.69**	**4,955.92**	**8,119.25**	**14,917.86**	**68,240.75**	**0.00**
	Total Expenses	**73,319.00**	**1,842.69**	**4,955.92**	**8,119.25**	**14,917.86**	**68,240.75**	**0.00**
						Balance Available	**5,078.25**	

Calculation of Budget Balance Available (BBA) per above General Ledger Summary:

Budget Balance Carryforward (account 499999)	$73,319
Add: New Budget (account 500000)	$0.00
Less: PG Year To Date Expenses	-$68,241
Less: Commitments Pending	$0.00
Budget Balance Available (BBA)	**$5,078**

Calculation of Cash Balance Available (CBA) per above General Ledger Summary:

Equity/Cash Balance Carryforward (account 351000)	-$19,996
Less: Revenue Received & Transfers In/Out (account 422010)	$0.00
Add: Period Total Expenses	$14,918
Cash Balance Available (CBA)	**$5,078**

Calculating Balance Available in a Revenue Based Fund/PG

Now, let's look at the general ledger of a revenue based project grant for the period of **April to June 2014**, with a regular fiscal year of April to March.

The highlighted amounts in the following general ledger summary will help guide us through the calculation process of the budget balance available in a revenue based fund with a regular fiscal year.

(image 14)

Fund	Dept Id	Program	Project	From	To	Report Request Date	PG Yr End
[redacted]	[redacted]		[redacted]	APR-2014	JUN-2014	12-NOV-2015 05:28 PM	MAR

		Funding Allocation	Actual Expenditures					Commitments
Account	Description	YTD	APR 2014	MAY 2014	JUN 2014	Period Total	PG YTD	YTD
Revenue								
469000	Sales-Goods	0.00	0.00	-3,155.65	0.00	-3,155.65	-3,155.65	0.00
469500	Revenue-Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
477500	Sales-Services	0.00	0.00	-2,121.84	0.00	-2,121.84	-2,121.84	0.00
	Sub Total	0.00	0.00	-5,277.49	0.00	-5,277.49	-5,277.49	0.00
Expenses								
502500	GPO Funding - Recurring	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00
508000	Expense Budget Carried Forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00
611000	Field trips&Other-Public carr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
613000	Field trips&Other-Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
614000	Field trips&Other-Accomodation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
640000	Operational supplies & expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
640001	Office supplies	0.00	0.00	74.47	0.00	74.47	74.47	0.00
641300	Couriers	0.00	4,600.15	49.18	26.04	4,675.37	4,675.37	0.00
641400	Customs & freight	0.00	0.00	118.91	46.80	165.71	165.71	0.00
641600	Printing and copying	0.00	0.00	0.00	0.85	0.85	0.85	0.00
642230	Course fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
646106	Food & beverage	0.00	0.00	72.14	68.88	141.02	141.02	0.00
651100	Technical supplies	0.00	607.83	2,475.79	3,760.49	6,844.11	6,844.11	83.86
651169	Supplies-Stores stock	0.00	32.00	0.00	41.61	73.61	73.61	0.00
651200	Technical services	0.00	0.00	351.70	0.00	351.70	351.70	0.00
653000	Computer supplies	0.00	0.00	0.00	21.17	21.17	21.17	0.00
654001	Training & development	0.00	0.00	0.00	0.00	0.00	0.00	3,833.70
656210	Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
658501	Cellular & telecommunications	0.00	104.58	67.54	57.01	229.13	229.13	0.00
661105	Maintenance-Trades	0.00	0.00	0.00	0.00	0.00	0.00	0.00
765000	Long Distance	0.00	0.35	2.01	0.00	2.36	2.36	0.00
	Sub Total	25,000.00	5,344.91	3,211.74	4,022.85	12,579.50	12,579.50	3,917.56
Total Revenues, Expenses AND Transfers:		25,000.00	5,344.91	-2,065.75	4,022.85	7,302.01	7,302.01	3,917.56
						Balance Available	13,780.43	

Calculation of Budget Available per above General Ledger Summary:

Budget Balance Carryforward	$0.00
Add: New Budget (account 502500)	$25,000
Revenue & Transfers In/Out (Reverse Sign)	$5,277
Less: Expenses To Date	-$12,580
Less: Commitments Pending	-$3,918
Budget Available	**$13,780**

Appendix B

Accounts Payable – Common Payment Handling Codes

Handling Code	Description
MN	Mail out – no attachment
MA	Mail out – with attachment
MT	Mail out – attach tax form
MF	Mail out – attach T4A-NR tax form
CN	Campus mail – no attachment
CA	Campus mail – with attachment
CT	Campus mail – attach tax form
CF	Campus mail – attach T4A-NR tax form
CD	Campus mail – return to department
CX	Campus mail – return to department with tax form
PN	Pick-up from Finance – no attachment
PA	Pick-up from Finance – with attachment
PT	Pick-up from Finance – attach tax form
PF	Pick-up from Finance – attach T4A-NR tax form
ON	Okanagan, no attachment (UBCO Use Only)
OA	Okanagan, with attachment (UBCO Use Only)
OP	Okanagan, pick-up (UBCO Use Only)
OT	Okanagan, attach tax form (UBCO Use Only)
OF	Okanagan, attach T4A-NR tax form (UBCO Use Only)

General Ledger Source Codes

Source	Description	Contact
ALO	Allocation Journals	Finance - RTA
APC	Voucher Cancel/Close	Finance - Revenue Accounting
APP	AP Payments	Finance - A/P
APV	AP Vouchers	Finance - A/P
AR	PeopleSoft Accounts Receivable	Finance - Revenue Accounting
AV	Student Adm/Student Adv	Finance - Revenue Accounting
BAU	Budget Adjust Entries - Users	Budget Office
BI	AR Billing	Finance - Revenue Accounting
BKC	Bookstore Cash Receipt	Bookstore
BKJ	Bookstore Journal Voucher	Bookstore
BPB	Budget Adjust Entries-Bud Off	Budget Office
BPM	Budget Journal Manual	Budget Office
CAF	Cash American Express Finance	Finance - Revenue Accounting
CBM	Consolidated Billing Module	Finance - Revenue Accounting
CCA	Cash Cdn Adjustment	Finance - Revenue Accounting
CCD	Cash Cdn Department	Originating Department
CCF	Cash Cdn Financial Services	Finance - Originator
CCJ	C&C Journal Voucher Interface	IT Services
CCM	Cash Cdn Manual	Originating Department
CCW	Canadian Cash Receipt for Web	Originating Department
CCX	Cash Cdn Other	Originating Department
CMF	Cash MasterCard Financial Services	Finance - Revenue Accounting
CPC	Campus Planning Cash Receipt	Land & Building Services
CPJ	Campus Planning Journal Voucher	Land & Building Services
CUA	Cash US Adjustment	Originating Department
CUD	Cash US Department	Originating Department
CUF	Cash US Financial Services	Finance - Originator
CUM	Cash US Manual	Originating Department
CUW	US Cash Receipt From Web	Originating Department
CUX	Cash US Other	Originating Department
CVF	Cash Visa Financial Services	Finance - Originator
DDF	Direct deposits - Fin Services	Finance - Revenue Accounting
DOJ	Development Office Journal	External Affairs
DTF	Due to/from Funds	Finance - Revenue Accounting
ENB	Endowment Budget Entry	Finance - Endowments
ENC	Endowment Capitalizations	Finance - Endowments
ENI	Endowment Income Entry	Finance - Endowments
ESC	Escheatment	Finance - RTA

Source	Description	Contact
FSB	Financial Services Budget	Finance - Originator
GM	Grants	Finance - RTA
HR	HRMS	Human Resources
IFJ	Infrastructure Development	Building Operations
INB	Inventory Processing BO	Building Operations
INV	Inventory Processing	Building Operations
ISJ	Investment System Journal	Finance - Endowments
JVD	Journal Voucher Department	Originating Department
JVF	Journal Voucher Financial Services	Finance - Originator
JVI	JV Entry with Workflow	Originating Department
JVM	Journal Voucher Manual	Originating Department
JVX	Excel Journal Voucher	Originating Department
LBC	Land and Bldg Cash Receipts	Land & Building Services
LBD	Land and Bldg De-encumbrances	Land & Building Services
LBE	Land and Building Encumbrances	Land & Building Services
LBJ	Land and Buildings Journal	Land & Building Services
LBR	Maintenance Management Labour	Building Operations
LSJ	Life Sciences Journal	Originating Department
MPC	Campus Mail Postage Chargeback	Campus Mail
POC	Plant Ops Cash Receipt	Building Operations
POJ	Plant Ops Journal Voucher	Land & Building Services
PUE	Purchase Order Encumbrances	Supply Management
PUJ	Purchasing Journal Voucher	Originating Department
PUX	Purchasing-Courier Chargeback	Supply Management
PUY	Purchasing-Brokerage Chargeback	Supply Management
PYE	Payroll Commitments	Finance - Payroll
PYJ	Payroll Charges	Finance - Payroll
RET	Returned Cheques	Finance - Revenue Accounting
RSB	Research (Orbit) Budget Entry	Finance - RTA
RSJ	Research (Orbit) Journal Voucher	Finance - RTA
RTB	Research & Trust Budget Entry	Finance - RTA
RVL	Revaluation of Bank Account	Finance - Revenue Accounting
SF	Student Adm/Student Financials	Finance - Revenue Accounting
SHJ	Student Housing Journals	Housing and Hospitality
SSC	Student Service Cash Receipt	Finance - Revenue Accounting
SSJ	Student Services Journal Voucher	Finance - Revenue Accounting
STJ	Standard Journal	Originating Department
TAX	Tax Reconciliation	Finance - Financial Operations
TCC	Telecommunications Cash Receipt	Originating Department
TCJ	Telecommunications Journal Voucher	IT Services - Telecommunications

Source	Description	Contact
TLS	Maintenance Management Tools	Building Operations
TRJ	Treasury Journal	Treasury
UPG	Upgrade – Controlled Budget Jrnl	Budget Office

Common Payroll Benefit Codes

Benefit Code	Explanation
CPP	Canada Pension Plan
UIC	Employment Insurance
BGLxxx	Group Life Insurance
DENxxx	Dental
EAPxxx	Employee Assistance
EHBxxx	Extended Health
FAPxxx	Faculty Pension Plan
MSPxxx	Medical Services Plan
PEN116	C116 Hourly Employees Pension Plan
STPxxx	Staff Pension Plan
SUPFAC	Supplemental Faculty Pension
VAC	Vacation Accrual
VPI	Vacation Paid Immediately
WCB	Workers Compensation