

TO ACCESS YOUR START UP OR RESEARCH FUND ACCOUNT

(To find your PD FUND Account Number follow this link)

Follow these steps:

1. Go to the CWL login <https://www.auth.cwl.ubc.ca/auth/login?serviceName=pssslogin>

[See Image below](#)

2. Select Management Systems Portal - **enter**
<https://www.msp.ubc.ca/auth/menuPeoplesoftPortals.jsp>

[See Image below](#)

3. Choose FMS nQuery

[See Image below](#)

4. Choose General Ledger <https://fms-nquery.finance.ubc.ca/pls/fmprod/home>

[See Image below](#)

5. Choose Budget Summary:

[See Image below](#)

6. Enter your PG number * and hit enter

[See Image below](#)

(* PG number comes with start up grant information – call Research Services
<http://web.ubc.ca/okanagan/provost-research/contact.html>)

7. Select date range you want to see and press Search:

[See Image below](#)

8. PRESTO ! You should see your statement.

[See Image below](#)

To Access Your PD Fund Account number:

http://www.hr.ubc.ca/faculty_relations/compensation/pdr_balance.html

1. CWL

CWL Maintenance May 2, 2009 6:30am - 9:30am PDT
UBC IT will be performing maintenance on the CWL service on Saturday, May 2nd from 6:30am to 9:30am.
During this time, users will be able to access CWL integrated applications but will not be able to create or change CWL accounts (including password resets). We apologize for any inconvenience caused.

Please enter your UBC Campus Wide Login (CWL) account details to access Enterprise Systems Portal.

Access to this application is for UBC Faculty, Staff, Student Employees and authorized users.

ENTERPRISE SYSTEMS PORTAL

CWL Login Name:

CWL Password:

[Forgot your CWL password?](#)

Security
Please Note: If you are accessing the MSP from off-campus or from the UBC Wireless Network, you must be logged into the UBC VPN service first. Click [here](#) for VPN setup documents.

PROTECT YOUR CWL ACCOUNT!

- Watch out for sites or emails that **pretend to be legitimate** and ask for your CWL username and password.
- Please report** any suspicious requests for your CWL username and password.
- Learn more** about how to protect your computer.

Getting Help
If you are having **trouble logging in**, please contact the **IT Service Centre Help Desk**.

[to top](#)

2. Management System Portal

Please select the service you require access to and then click on continue:

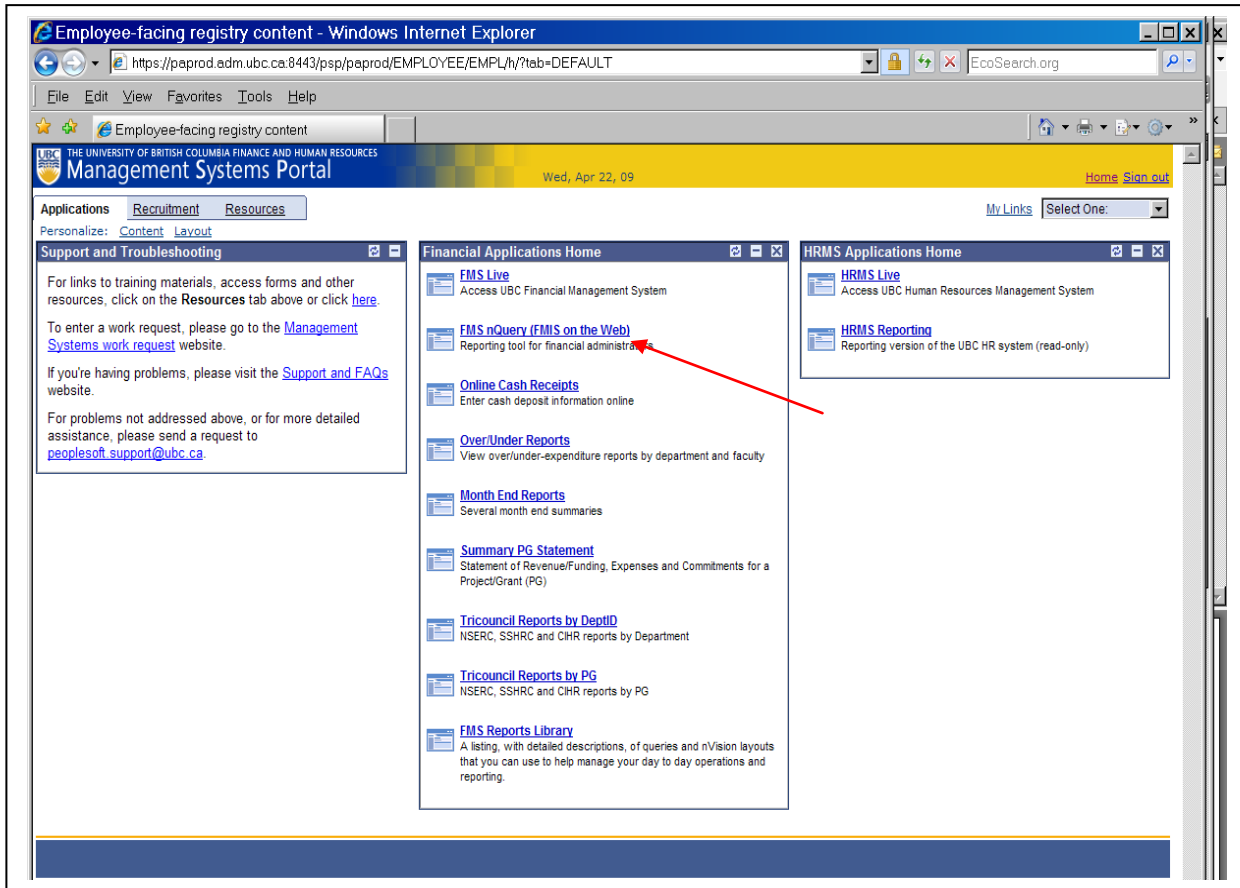
Management Systems Portal

Faculty and Staff SelfService

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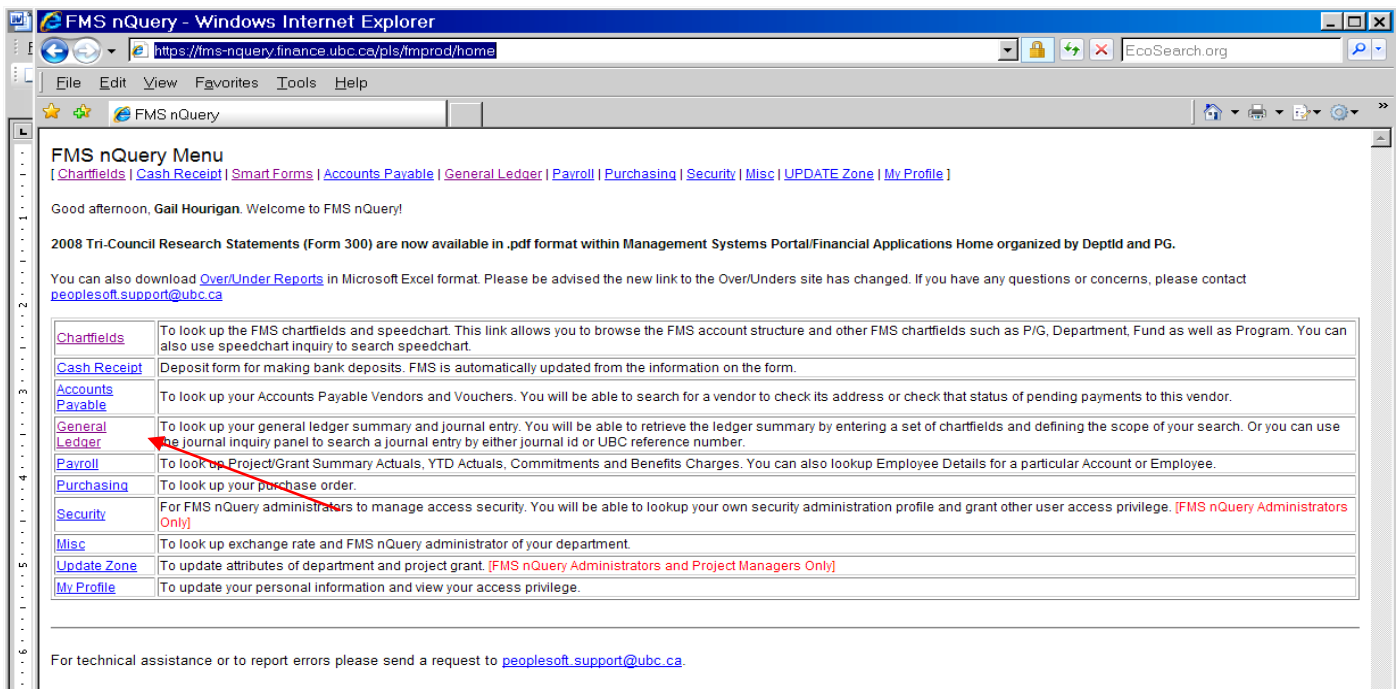
[to top](#)

3. FMS NQuery



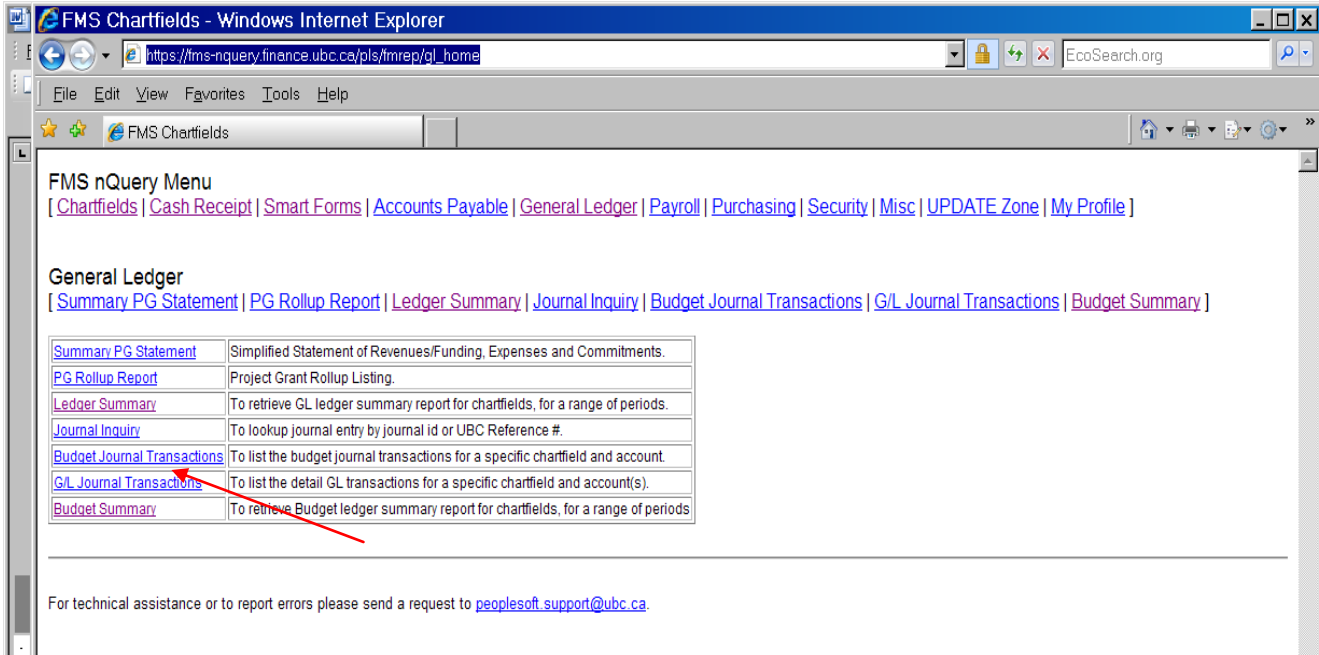
[to top](#)

4. General Ledger



[to top](#)

5. Budget Summary



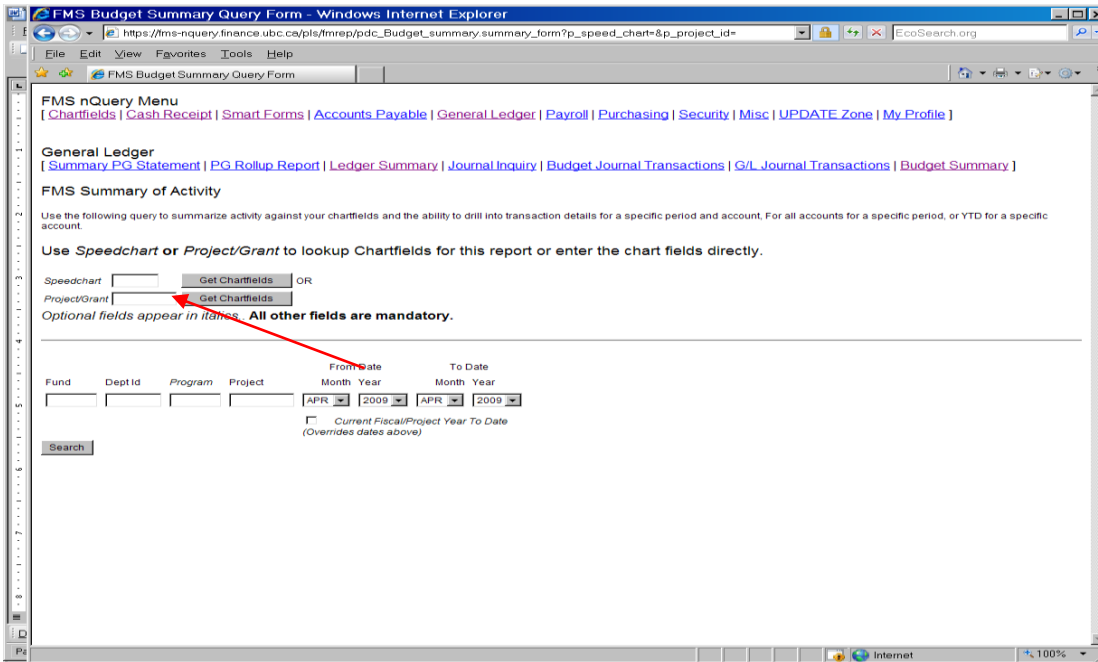
The screenshot shows a web browser window titled "FMS Chartfields - Windows Internet Explorer". The address bar contains the URL "https://fms-nquery.finance.ubc.ca/pls/fmrep/gl_home". The page content includes a navigation menu with links for "Chartfields", "Cash Receipt", "Smart Forms", "Accounts Payable", "General Ledger", "Payroll", "Purchasing", "Security", "Misc", "UPDATE Zone", and "My Profile". Under the "General Ledger" section, there are links for "Summary PG Statement", "PG Rollup Report", "Ledger Summary", "Journal Inquiry", "Budget Journal Transactions", "G/L Journal Transactions", and "Budget Summary". A table below lists the descriptions for these reports:

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

At the bottom of the page, there is a note: "For technical assistance or to report errors please send a request to peoplesoft_support@ubc.ca".

[to top](#)

6. PG Number



The screenshot shows a web browser window titled "FMS Budget Summary Query Form - Windows Internet Explorer". The address bar contains the URL "https://fms-nquery.finance.ubc.ca/pls/fmrep/pdc_Budget_Summary/summary_form?p_speed_chart=&p_project_id=". The page content includes a navigation menu similar to the previous screenshot. Under the "General Ledger" section, there are links for "Summary PG Statement", "PG Rollup Report", "Ledger Summary", "Journal Inquiry", "Budget Journal Transactions", "G/L Journal Transactions", and "Budget Summary". Below this is the "FMS Summary of Activity" section, which contains instructions and a query form. The form includes fields for "Speedchart" and "Project/Grant", each with a "Get Chartfields" button. Below these are fields for "Fund", "Dept Id", "Program", and "Project". There are also "From Date" and "To Date" fields, each with "Month" and "Year" sub-fields. The "From Date" and "To Date" fields are currently set to "APR" and "2009". A checkbox labeled "Current Fiscal/Project Year To Date" is present, with a note "(Overrides dates above)". A "Search" button is located at the bottom of the form.

[to top](#)

7. Date Range

FMS Budget Summary Query Form - Windows Internet Explorer

https://fms-nquery.finance.ubc.ca/pls/fmrep/Pdc_Budget_Summary.summary_form?p_speed_chart=&p_project_id=61R43196

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

Use the following query to summarize activity against your chartfields and the ability to drill into transaction details for a specific period and account. For all accounts for a specific period, or YTD for a specific account.

Use *Speedchart* or *Project/Grant* to lookup Chartfields for this report or enter the chart fields directly.

Speedchart OR
 Project/Grant

Optional fields appear in italics. All other fields are mandatory.

Fund	Dept Id	Program	Project	From Date		To Date	
				Month	Year	Month	Year
R3006	612200		61R43196	APR	2009	APR	2009

Current Fiscal/Project Year To Date
 (Overrides dates above)

[to top](#)

8. Statement

FMS Summary of Activity - Fund [R3006] Dept [612200] Program [%] Project [61R43196] - Windows Internet Explorer

https://fms-nquery.finance.ubc.ca/pls/fmrep/Pdc_Budget_Summary.summary_form?p_speedchart=&p_fund=R3006&p_deptid=

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
R3006	612200		61R43196 (UBCO Creative Stud.)	12-2009	1-2010	22-APR-2009 03:07 PM	MAR

Tree Node	Approved Planned	Funding Allocation	Actual Expenditures	Commitments	Other Forecast	Approved	Funding Allocation
Description	Budget	YTD	PG YTD	YTD	Revenues & Expenses	(Actuals Variance)	(Actuals Variance)

[to top](#)